

6.5.3

**Total number of
professional development /
administrative training
programmes organized by
the Institution for teaching
and non- teaching/technical
staff during the
AY: 2022-2023**



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NANDYAL-518501, A.P

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193


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Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year **2022-23**

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	Admission and discharge process in hospital	08-Jul-22	14
2.	Training on patient safety	22-Jul-22	18
3.	BLS Training To Technicians	30-Jul-22	10
4.	How To Avoid Prescription Errors	05-Aug-22	12
5.	Prevention Of Child Abduction In Hospital	15-Sep-22	17
6.	Sterility And Cleanliness In SRMC	30-Sep-22	20
7.	Ethical And Legal Implications Of Prescribing Drugs	13-Oct-22	15
8.	MRD- How To Perform Medical Work And Filing	31-Oct-22	17
9.	CSSD : Improving Quality	04-Nov-22	13
10.	How To Handle Medico Legal Cases	17-Nov-22	20
11.	Laundry : Improving Quality	25-Nov-22	11
12.	Blood Bank Services	30-Nov-22	16
13.	Hospital Information Management Systems training Session	09-Dec-22	19
14.	Maintenance of Oxygen Plant	09-Dec-22	11
15.	Bio Medical Equipment's Handling	23-Dec-22	17
16.	Code Of Conduct – SRMC Non-Teaching Staff	27-Dec-22	19
17.	Fire And Safety Training	29-Dec-22	14
18.	CPR Training – Emergency Handling	30-Dec-22	16


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19.	How To Be Polite With Patients	17-Jan-23	10
20.	Patient Care And Its Significance In SRMC Care	23-Jan-23	15
21.	BLS Training To Nursing Staff	31-Jan-23	20
22.	BLS Training To Technicians	08-Feb-23	13
23.	Sterility And Cleanliness In SRMC	11-Feb-23	17
24.	MRD- How To Perform Medical Work And Filing	15-Feb-23	10
25.	CSSD : Improving Quality	20-Feb-23	13
26.	Laundry : Improving Quality	28-Feb-23	18
27.	Blood Bank Services	05-Mar-23	14
28.	Hospital Information Management Systems training Session	12-Mar-23	11
29.	Bio Medical Equipment's Handling	09-Apr-23	16
30.	Code Of Conduct – SRMC Non-Teaching Staff	24-Apr-23	15
31.	Cpr Training – Emergency Handling	14-May-23	19
32.	Fire And Safety Training	10-Jun-23	23
33.	How To Use Vaccutainers	16-Jun-23	20
34.	Bio Medical Waste Segregation	10-Aug-23	10
35.	Case Sheet Presentation	12-Sep-23	12
36.	Needle Stick Injury	11-Oct-23	18
37.	Bio Medical Waste Segregation	26-Oct-23	13
38.	Iv Cannulisation Process	16-Nov-23	19
39.	Emergency Codes	12-Dec-23	10
40.	Bio Medical Waste Segregation	22-Dec-23	22


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SRMC/TP/L&D/2022/154

Date: 05/07/2022

Circular

The below topic will be held on 08 July 2022 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Discharge process in hospital in SRMC .

“Admission and discharge process in hospital“

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




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SRMC/TP/L&D/2022/155

Date: 19/07/2022

Circular

The below topic will be held on 22 July 2022 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on Patient safety in hospital in SRMC .

"Training on patient safety"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.


HR Manager
Santhiram Medical College
Nandyal Dt.
A.P.
NH-49, NANDYAL

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Kumari



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SRMC/TP/L&D/2022/156

Date: 25/07/2022

Circular

The below topic will be held on 30 July 2022, Saturday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC.

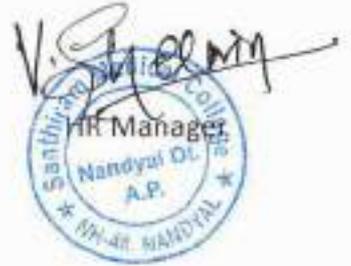
" BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians(Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

This is a Mandatory session by HRD.

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File



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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr SarathChandra ,MD General Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum:** The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.
- **Basic CPR and AED Skills:** Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.
- **Recognition of Emergencies:** Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.
- **Emergency Equipment Familiarization:** Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training:** Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.
- **Teamwork and Communication:** Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.
- **Documentation and Reporting:** Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.

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- **Regular Review and Practice:** Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.
- **Cultural Sensitivity:** Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.
- **Certification and Recertification:** Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

V. S. Sheema
HR Manager


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SRMC/TP/L&D/2022/157

Date: 02/08/2022

Circular

The below topic will be held on 05 Aug 2022 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on how to avoid prescription errors in hospital in SRMC .

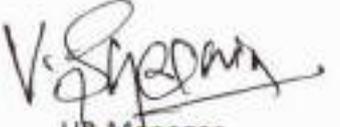
“How to avoid prescription errors”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all,

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


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Report of the Meeting

The training program was addressed by B.Madhavi , Nurse of santhiram hospital and explained the importance of How to avoid prescription errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "Santhiram Medical College" around the top edge, "Nandyal Dt." in the center, and "A.P." below it. There are small stars on either side of the text "Nandyal Dt. A.P."

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SRMC/TP/L&D/2022/158

Date: 12/09/2022

Circular

The below topic will be held on 15 Sep 2022 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Child abduction in hospital in SRMC .

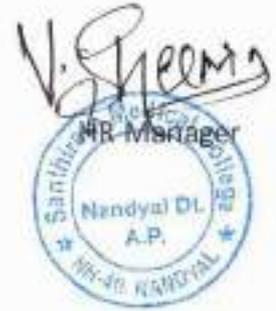
"Prevention of child abduction in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

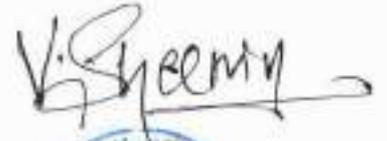


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Report of the Meeting

The training program was addressed by M.Divya jyothi , Nurse of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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SRMC/TP/L&D/2022/159

Date: 25/09/2022

Circular

The below topic will be held on 30 September 2022 at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" STERILITY AND CLEANLINESS IN SRMC "

All the Non Teaching staff (Teaching SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File


HR Manager
Nandyal Dt.
A.P.


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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mrs Sheela , Nursing Educator of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

Sterility: Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC , especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:

- **Sterilization Procedures:** Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
- **Aseptic Techniques:** Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
- **Environmental Controls:** SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.

• **Cleanliness:** Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:

- **Routine Cleaning Protocols:** SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
- **Use of Disinfectants:** Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
- **Hand Hygiene:** Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

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- **Environmental Hygiene:** SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training:** Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.


HR Manager
Santhiram Medical College
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Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

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SRMC/TP/L&D/2022/160

Date: 10/10/2022

Circular

The below topic will be held on 13 Oct 2022 at Training Room between 03.00 pm to 04.00 pm. This mentioned topic is to have information on legal implications of prescribing drugs in hospital in SRMC.

“Ethical and legal implications of prescribing drugs“

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File




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Report of the Meeting

The training program was addressed by Sridevi , Pharmacy –in Charge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sridevi



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/161

Date: 28/10/2022

Circular

The below topic will be held on 31 October 2022 at Training Room between 10.00 am to 11.00 am.
This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staff and Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
MRD –Incharge
Central Lab- Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "MRD- HOW TO PERFORM MEDICAL WORK AND FILING " –Report of the Meeting –
circulated – reg.,

The meeting was addressed by Mr Ravi Verma, HOD –MRD Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation:**
 - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
 - A medical record is created for the patient, which serves as a repository for all medical information related to their care.
- **Documentation of Medical Information:**
 - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
 - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.
- **Organizing Medical Records:**
 - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
 - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing:**
 - Once medical information is documented, it is filed appropriately within the patient's medical record.
 - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
 - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.
- **Maintaining Confidentiality:**
 - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
 - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.
- **Record Retrieval and Release:**

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- When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
 - MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
 - Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.
- **Record Maintenance and Storage:**
 - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
 - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
 - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.
 - **Record Transcription and Coding:**
 - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
 - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File



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SRMC/TP/L&D/2022/162

Date: 01/11/2022

Circular

The below topic will be held on 04 November 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CSSD : IMPROVING QUALITY "

All the CSSD Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.




Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CSSD : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sujith , MS Ortho of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards:** Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).
- **Training and Education:** Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Quality Assurance Programs:** Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.
- **Documentation and Recordkeeping:** Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.
- **Process Standardization:** Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.
- **Environmental Controls:** Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.

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- **Staffing and Workload Management:** Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.
- **Communication and Collaboration:** Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.
- **Continuous Improvement:** Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.


HR Manager
Nandyal Dt.
A.P.


Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/163

Date: 14/11/2022

Circular

The below topic will be held on 17 Nov 2022 at Training Room between 10.00 am to 11.00 am. This mentioned topic is to have information on How to handle medico legal cases in hospital in SRMC.

"How to handle Medico legal Cases"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



A handwritten signature in black ink is written over a circular blue stamp. The stamp contains the text: "Santhiram Medical College", "Nandyal Dt.", "A.P.", and "Dist-40, NANDYAL" with two small stars on either side of the last line.

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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/164

Date: 21/11/2022

Circular

The below topic will be held on 25 November 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager


Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dastagiri ,Incharge –Laundry of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations:** Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.
- **Staff Training and Education:** Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.
- **Quality Control Measures:** Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.
- **Use of Appropriate Detergents and Disinfectants:** Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Temperature and Chemical Controls:** Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.
- **Separation and Segregation:** Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

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Nandyal, Andhra Pradesh

- **Environmental Controls:** Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.
- **Recordkeeping and Documentation:** Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.
- **Continuous Improvement:** Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.

V. Sheemini
HR Manager


Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/165

Date: 28/11/2022

Circular

The below topic will be held on 30 November 2022 , Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BLOOD BANK SERVICES "

All the Blood Bank Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Deepthi, Professor Pathology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection:** Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening:** After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation:** Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching:** Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management:** Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services:** Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response:** Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

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- **Quality Assurance and Accreditation:** Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.
- **Education and Training:** Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.
- **Donor Recruitment and Community Engagement:** Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File



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SRMC/TP/L&D/2022/166

Date: 01/12/2022

Circular

The below topic will be held on 9 December 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION "

All the Front DESK and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab ,Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File


HR Manager


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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Yafeed ,ITIncharge of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS:** Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface:** Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMS interface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling:** Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting:** Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management:** Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support:** Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security:** Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.
- **Reporting and Analytics:** Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMS for tracking key performance indicators, monitoring quality metrics, and analyzing trends in patient care.

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- **Troubleshooting and Support:** Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.
- **Hands-on Practice and Q&A:** Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMS in a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.
- **Ongoing Training and Support:** Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMS training sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care



Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS –Incharge
File

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SRMC/TP/L&D/2022/167

Date: 06/12/2022

Circular

The below topic will be held on 09 Dec 2022 at Training Room between 03.00 pm to 04.00 pm. This mentioned topic is to have information on How to maintenance of oxygen plant in hospital in SRMC.

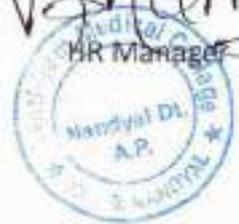
“Maintenance of oxygen plant “

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Ramakrishna , Nurse of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

A handwritten signature in black ink is written over a blue circular stamp. The stamp contains the text "Nandyal D.I. A.P." in the center and "54-40, NANDYAL" at the bottom. There are small stars on either side of the bottom text.

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/168

Date: 20/12/2022

Circular

The below topic will be held on 23rd December 2022, Saturday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

“ BIO MEDICAL EQUIPMENTS HANDLING ”

All the Nursing Staff (SRGH and Super Speciality division) and OT Team RADIOLOGY, ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL EQUIPMENT HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Mahesh, BME of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education:** Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions:** Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing:** Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection:** Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport:** Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification:** Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping:** Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.

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- **Emergency Procedures:** Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.
 - **Collaboration with Biomedical Engineering:** Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.
 - **User Feedback and Improvement:** Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.
- By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.



Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/169

Date: 22/12/2022

Circular

The below topic will be held on 27 December 2022 , at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CODE OF CONDUCT – SRMC NON TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

This Topic will improve the communication skill in your career.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File


HR. Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CODE OF CONDUCT – SRMC NON TEACHING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr V.A Sherwin Paul , HR Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity:**
 - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
 - Uphold the highest standards of professional conduct and integrity in all interactions.
 - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy:**
 - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
 - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
 - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety:**
 - Prioritize patient safety and well-being in all clinical and non-clinical activities.
 - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
 - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration:**
 - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
 - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
 - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development:**
 - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
 - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
 - Take responsibility for maintaining licensure, certifications, and credentials required for the position.

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Nandyal, Andhra Pradesh

- **Ethical Conduct:**

- Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
- Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
- Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.

- **Compliance with Policies and Regulations:**

- Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
- Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
- Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.

- **Professional Appearance and Hygiene:**

- Maintain a professional appearance and adhere to dress code policies while on duty.
- Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.

- **Conflict Resolution:**

- Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
- Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.

- **Commitment to Excellence:**

- Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
- Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File


V. Sneha
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/170

Date: 27/12/2022

Circular

The below topic will be held on 29th December 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File




Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr KhajaMoinuddin , Fire and Safety Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Fire and safety training focusing on fire extinguisher use is essential for ensuring that hospital staff can respond effectively to fire emergencies. Here's a structured approach to conducting such training:

1. **Identify Training Objectives:** Define the specific learning objectives of the training session, such as understanding the types of fires, knowing when to use a fire extinguisher, and demonstrating proper extinguisher operation techniques.
2. **Understanding Fire Basics:** Begin the training by explaining the basics of fire, including the fire triangle (fuel, heat, oxygen), classes of fires (A, B, C, D, and K), and common fire hazards found in hospitals.
3. **Types of Fire Extinguishers:** Introduce the different types of fire extinguishers commonly used in hospitals, including water, CO2, dry chemical, and foam extinguishers. Explain the classes of fires each extinguisher is suitable for and any limitations or precautions associated with their use.
4. **Extinguisher Components and Operation:** Provide a detailed overview of the components of a fire extinguisher, including the nozzle, pressure gauge, pin, and handle. Demonstrate how to operate each type of extinguisher effectively, emphasizing the P.A.S.S. technique:
 - Pull the pin.
 - Aim at the base of the fire.
 - Squeeze the handle.
 - Sweep from side to side.
5. **Hands-On Practice:** Conduct practical exercises where participants can practice using fire extinguishers in a controlled environment. Set up simulated fire scenarios and provide participants with the opportunity to extinguish small fires using training extinguishers. Ensure safety measures are in place and supervision is provided.
6. **Safety Precautions and Considerations:** Emphasize safety precautions that must be followed when using fire extinguishers, such as maintaining a safe distance from the fire, wearing appropriate personal protective equipment, and evacuating if the fire becomes uncontrollable.
7. **Proper Maintenance and Inspection:** Educate participants on the importance of regularly inspecting and maintaining fire extinguishers to ensure they are in good working condition. Provide guidance on how to perform visual inspections and report any issues or deficiencies.
8. **Emergency Response Procedures:** Review hospital emergency response procedures related to fire incidents, including activating fire alarms, notifying emergency services, evacuating patients and staff, and following designated evacuation routes and assembly points.

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Nandyal, Andhra Pradesh

9. **Documentation and Reporting:** Stress the importance of documenting fire extinguisher use and any fire-related incidents. Provide guidance on how to complete incident reports and document training participation for recordkeeping purposes.
10. **Review and Assessment:** Conclude the training session with a review of key concepts covered and a brief assessment to gauge participants' understanding. Encourage participants to ask questions and seek clarification on any topics they find challenging.
11. **Follow-Up and Ongoing Training:** Schedule periodic refresher training sessions and drills to reinforce fire safety knowledge and skills among hospital staff. Keep staff informed about updates to fire safety protocols and procedures.

By providing comprehensive fire and safety training on fire extinguisher use, hospitals can empower staff to respond confidently and effectively to fire emergencies, minimizing the risk of injury and damage to property

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/171

Date: 28/12/2022

Circular

The below topic will be held on 30th December 2022, Wednesday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff and Non Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Anil Kumar, MD –Pathology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that our healthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

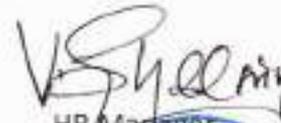
- **Basic Life Support (BLS) Certification:**
 - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
 - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).
- **Hands-on Practice:**
 - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
 - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.
- **Adult, Child, and Infant CPR:**
 - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
 - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.
- **AED Training:**
 - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
 - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.
- **Team Dynamics:**
 - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
 - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.
- **Recognition of Cardiac Arrest:**
 - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.
 - Training emphasizes the importance of early recognition and activation of the emergency response system.

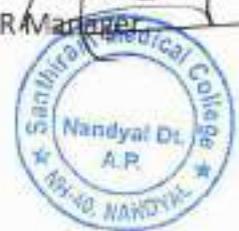
Santhiram Medical College

Nandyal, Andhra Pradesh

- **Post-Resuscitation Care:**
 - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.
- **Documentation and Debriefing:**
 - Training Includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
 - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.
- **Recertification and Ongoing Training:**
 - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
 - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

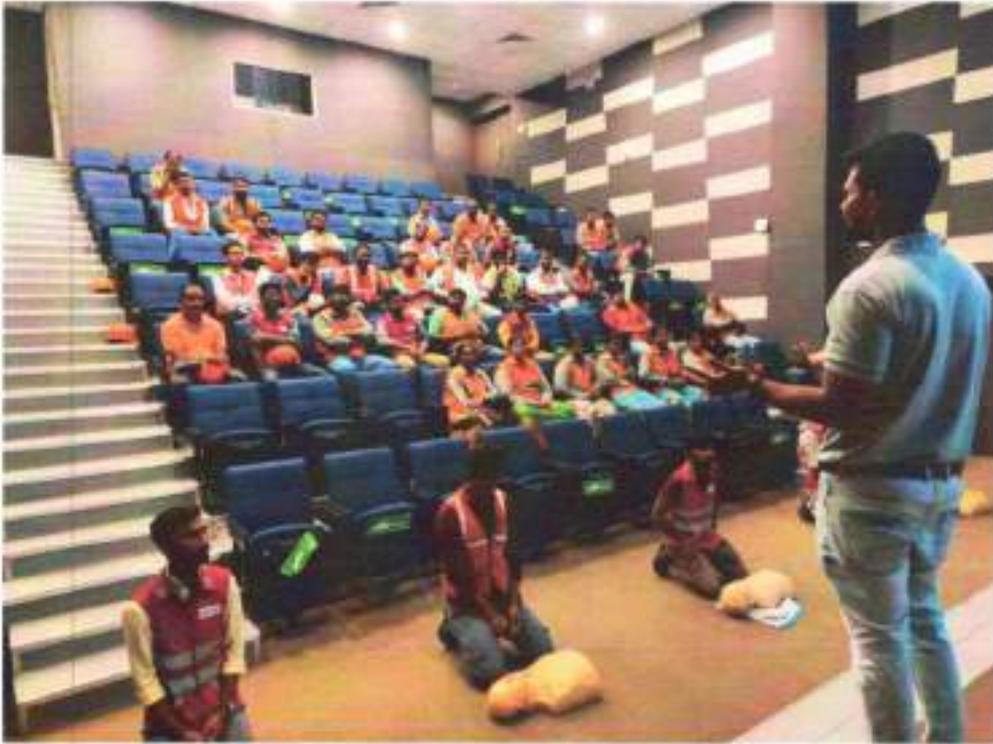

HR Manager



Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/172

Date : 13 /01/2023

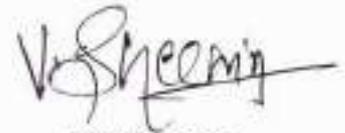
Circular

The below topic will be held on 17th January 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team and Marketing team are requested to attend the meeting without fail.

Thank you one and all .



HR Manager



Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:How to be polite with patients –Report of the Meeting – circulated – reg.,

The above said meeting was held on 30.01.2023 at the Training Room from 10 am to 11 am. Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC.

The meeting was addressed by Mr Sujith, MS Ortho of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Use Respectful Language: Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.

- **Introduce Yourself:** When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- **Listen Actively:** Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- **Maintain Eye Contact:** Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- **Be Patient and Calm:** Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- **Respect Privacy:** Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- **Explain Procedures:** Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- **Encourage Questions:** Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- **Be Empathetic:** Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.
- **Follow Up:** After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

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Nandyal, Andhra Pradesh

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

Copy to :
PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File


HR Manager



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/173

Date : 20 /01/2023

Circular

The below topic will be held on 23 January 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC .

" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing staff , Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Thank you one and all .

Copy to :

NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk –Incharge(billing OP,IP)
Medical Superintendent
Hospital Administrator
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE" –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Vijay Kumar, HOD General Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care:** Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.
- **Patient Satisfaction:** Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.
- **Health Outcomes:** Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.
- **Safety and Risk Reduction:** Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.
- **Communication and Collaboration:** Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.
- **Patient Education:** Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.
- **Emotional Support:** SRMCization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.

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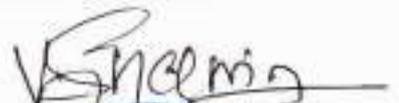
Nandyal, Andhra Pradesh

- **Ethical Considerations:** Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.
- **Continuity of Care:** Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.
- **Professionalism and Accountability:** Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

Copy to :

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Medical Superintendent
HospitalAdministrator
RMO
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HR Manager


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SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, NANDYAL - 518 501, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

తేదీ:.....

ఈ క్రింది ప్రశ్నలన్నింటికి మీ అభిప్రాయము కోరుచున్నాము, ఈ సమాచారమును వాస్తవిక సేవలగు ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

జన్ మేషంబ్ అభిప్రాయ సేకరణ

1. వాక్కుల రిసిప్పస్/ రిజిస్ట్రేషన్ విభాగము

ఎ) ఒక రిజిస్ట్రేషన్ విధానం : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

బి)మీ సందేహాలను తీర్చిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

సి)అనుభవితో ఎక్కిపస్ విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మీమ్మల్ని పరిశీలించిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

బి) డాక్టర్ మీ కోగము గురించి వివరించిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

సి) డాక్టర్ మీ సందేహాలను తీర్చిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు / అసలు తాగాలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

బి) సమయానికి మందులు ఇచ్చట మరియు వివరించటం : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

సి) మీ సందేహాలను వివరితే తేవిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

4. ఫార్మశీ సేవలు

ఎ) మందులు లభ్యం : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

బి) నిల్వండి మీతో ప్రవర్తించిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

సి) మీ సందేహాలను తీర్చిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు / అసలు తాగాలేదు

5. లాబోరేటరీ సేవలు

ఎ) నిల్వండి మీతో ప్రవర్తించిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

బి) నిల్వండి సేవలు అందించు విధములు/మలుకువలు : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

సి) తేవిన పరీక్షలకు రిపోర్టులు ఇచ్చు విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

6. రేడియాలజీ సేవలు

ఎ) నిల్వండి మీతో ప్రవర్తించిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు / అసలు తాగాలేదు

సి) రిపోర్టులు ఇచ్చు విధానము : దాదా తావుంది/ తావుంది/ పర్వాలేదు/ తాగాలేదు/ అసలు తాగాలేదు

Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/174

Date: 27/01/2023

Circular

The below topic will be held on 31 January 2023 at Training Room between 10.00 am to 11.00am
.This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all .

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Department
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Karthiki , HOD Gynaecology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum:** The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.
- **Hands-on Practice:** Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.
- **Skill Proficiency:** Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.
- **Team Dynamics:** BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.
- **Recognition of Emergencies:** Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.
- **Decision-making Skills:** BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.
- **Scenario-based Training:** Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.

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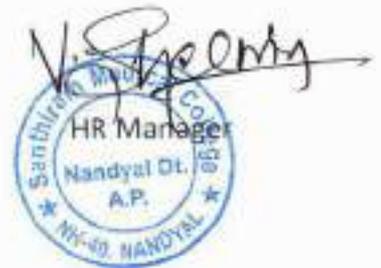
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- **Review and Recertification:** BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.
- **Documentation and Reporting:** Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.
- **Cultural Sensitivity:** BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/175

Date: 05/02/2023

Circular

The below topic will be held on 8th February 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

“ BLS TRAINING TO TECHNICIANS “

All the Central Lab technicians(Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File




Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Siva Rami Reddy, MS Neuro Surgeon of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum:** The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.
- **Basic CPR and AED Skills:** Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.
- **Recognition of Emergencies:** Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.
- **Emergency Equipment Familiarization:** Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training:** Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.
- **Teamwork and Communication:** Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.
- **Documentation and Reporting:** Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.

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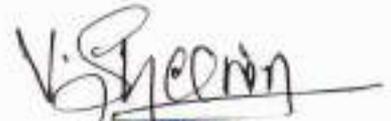
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- **Regular Review and Practice:** Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.
- **Cultural Sensitivity:** Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.
- **Certification and Recertification:** Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
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SRMC/TP/L&D/2023/176

Date: 09/02/2023

Circular

The below topic will be held on 11th February 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

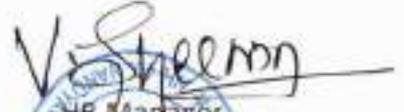
" STERILITY AND CLEANLINESS IN SRMC "

All the Non Teaching staff (Teaching SRGH and Super Speciality division)are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD, LAUNDRY dept
File




Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Narendrudu, RMO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility:** Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC, especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
 - **Sterilization Procedures:** Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
 - **Aseptic Techniques:** Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
 - **Environmental Controls:** SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.
- **Cleanliness:** Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
 - **Routine Cleaning Protocols:** SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
 - **Use of Disinfectants:** Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
 - **Hand Hygiene:** Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

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- **Environmental Hygiene:** SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training:** Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

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Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

V. S. N. S. R. M. C.
HR Manager
Santhiram Medical College
Nandyal, Andhra Pradesh

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/177

Date: 13/02/2023

Circular

The below topic will be held on 15th Feb 2023 at Training Room between 10.00 am to 11.00 am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staff and Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
MRD -Incharge
Central Lab- Incharge
File

V. Sheela
HA Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "MRD- HOW TO PERFORM MEDICAL WORK AND FILING " –Report of the Meeting –
circulated – reg.,

The meeting was addressed by Mr Yafeed, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation:**
 - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
 - A medical record is created for the patient, which serves as a repository for all medical information related to their care.

- **Documentation of Medical Information:**
 - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
 - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.

- **Organizing Medical Records:**
 - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
 - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.

- **Filing and Indexing:**
 - Once medical information is documented, it is filed appropriately within the patient's medical record.
 - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
 - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.

- **Maintaining Confidentiality:**
 - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.

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- Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.
- **Record Retrieval and Release:**
 - When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
 - MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
 - Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.
- **Record Maintenance and Storage:**
 - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
 - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
 - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.
- **Record Transcription and Coding:**
 - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
 - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
MRD –Incharge
Central Lab- Incharge
File

V. Sheela
HR Manager
Santhiram Medical College
Nandyal Dt.
A.P.

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/178

Date: 17/02/2023

Circular

The below topic will be held on 20th February 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CSSD : IMPROVING QUALITY "

All the CSSD Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CSSD : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Seshapani. MD Anaesthesiology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards:** Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).
- **Training and Education:** Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Quality Assurance Programs:** Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.
- **Documentation and Recordkeeping:** Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.
- **Process Standardization:** Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.

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- **Environmental Controls:** Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.
- **Staffing and Workload Management:** Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.
- **Communication and Collaboration:** Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.
- **Continuous Improvement:** Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/179

Date: 24/02/2023

Circular

The below topic will be held on 28 February 2023, Tuesday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.

V. Sheema
HR Manager


Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File

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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr SrikanthMidde, Hospital Administrator of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations:** Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.
- **Staff Training and Education:** Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.
- **Quality Control Measures:** Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.
- **Use of Appropriate Detergents and Disinfectants:** Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Temperature and Chemical Controls:** Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.
- **Separation and Segregation:** Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

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- **Environmental Controls:** Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.
 - **Recordkeeping and Documentation:** Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.
 - **Continuous Improvement:** Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.
- By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.


HR Manager


Copy to :

HOD – Anesthesia

Medical Superintendent

Hospital Administrator

RMO

Nursing Superintendent

LAUNDRY – Incharge

OT – Incharge

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/180

Date: 01/03/2023

Circular

The below topic will be held on 5th March 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BLOOD BANK SERVICES "

All the Blood Bank Staff ,Nursing Staffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Hashem, Professor Pathology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection:** Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening:** After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation:** Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching:** Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management:** Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services:** Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response:** Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

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- **Quality Assurance and Accreditation:** Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.
 - **Education and Training:** Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.
 - **Donor Recruitment and Community Engagement:** Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.
- Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.


HR Manager
Santhiram Medical College
Nandyal Dt.
A.P.
NMC-50, Nandyal, Andhra Pradesh

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/181

Date: 10/03/2023

Circular

The below topic will be held on 12th March 2023, Wednesday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION "

All the Front DESK and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab, Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

V. Sheelina
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sujith , MS Ortho of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS:** Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface:** Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMS interface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling:** Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting:** Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management:** Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support:** Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security:** Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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- **Reporting and Analytics:** Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMS for tracking key performance indicators, monitoring quality metrics, and analyzing trends in patient care.
- **Troubleshooting and Support:** Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.
- **Hands-on Practice and Q&A:** Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMS in a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.
- **Ongoing Training and Support:** Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMS training sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

V. Shelmig
HR Manager



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/182

Date: 02/04/2023

Circular

The below topic will be held on 9 April 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

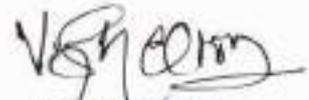
" BIO MEDICAL EQUIPMENTS HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and OT Team RADIOLOGY , ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File


HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL EQUIPMENT HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sunil Kumar, HOD Biomedical Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education:** Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions:** Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing:** Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection:** Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport:** Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification:** Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping:** Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.
- **Emergency Procedures:** Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.

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- **Collaboration with Biomedical Engineering:** Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.
- **User Feedback and Improvement:** Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.

V. Srinivas

HR Manager



Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File

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Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2023/183

Date: 18/04/2023

Circular

The below topic will be held on 24th April 2023 at Training Room between 10.00 am to 11.00am
.This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CODE OF CONDUCT – SRMC NON TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File

V. S. Sharma
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CODE OF CONDUCT – SRMC NON TEACHING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dega Kishore babu , PRO Head of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity:**
 - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
 - Uphold the highest standards of professional conduct and integrity in all interactions.
 - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy:**
 - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
 - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
 - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety:**
 - Prioritize patient safety and well-being in all clinical and non-clinical activities.
 - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
 - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration:**
 - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
 - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
 - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development:**
 - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
 - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
 - Take responsibility for maintaining licensure, certifications, and credentials required for the position.

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- **Ethical Conduct:**
 - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
 - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
 - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Professional Appearance and Hygiene:**
 - Maintain a professional appearance and adhere to dress code policies while on duty.
 - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
- **Conflict Resolution:**
 - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
 - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
- **Commitment to Excellence:**
 - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
 - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care


HR Manager


Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/184

Date: 10/05/2023

Circular

The below topic will be held on 14 May 2023 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.


N. Sheema
HR Manager


Copy to :

Medical Superintendent

Hospital Administrator

RMO

Nursing Superintendent

Incharges –All DEPTS

File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sujith , MS Ortho of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that our healthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

Basic Life Support (BLS) Certification:

- CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
- Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).

Hands-on Practice:

- Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
- Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.

Adult, Child, and Infant CPR:

- Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
- Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.

AED Training:

- Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
- Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.

Team Dynamics:

- Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
- Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.

Recognition of Cardiac Arrest:

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Nandyal, Andhra Pradesh

- Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.
- Training emphasizes the importance of early recognition and activation of the emergency response system.
- **Post-Resuscitation Care:**
 - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.
- **Documentation and Debriefing:**
 - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
 - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.
- **Recertification and Ongoing Training:**
 - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
 - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/185

Date: 06/06/2023

Circular

The below topic will be held on 10th June 2023 at Training Room between 10.00 am to 11.00am
.This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
Fire Incharge
File


MK Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

Fire and safety training in SRGH is critical to ensure the safety of patients, staff, and visitors in the event of a fire or other emergency situation. Here are some key aspects to consider when developing fire and safety training programs for hospitals:

- **Risk Assessment:** Conduct a thorough risk assessment to identify potential fire hazards and vulnerabilities within the hospital premises. This assessment should cover areas such as patient care areas, administrative offices, utility rooms, and storage areas.
- **Regulatory Compliance:** Ensure that fire and safety training programs comply with local regulations and standards set forth by regulatory bodies such as the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).
- **Emergency Response Plan:** Develop a comprehensive emergency response plan that outlines procedures for evacuation, fire containment, communication protocols, and coordination with local emergency services. This plan should be regularly reviewed, updated, and communicated to all staff members.
- **Staff Training:** Provide training sessions for all hospital staff, including healthcare professionals, administrative staff, maintenance workers, and security personnel. Training should cover topics such as fire prevention, evacuation procedures, operation of fire extinguishers, and first aid for fire-related injuries.
- **Evacuation Drills:** Conduct regular evacuation drills to familiarize staff with emergency procedures and ensure efficient evacuation in the event of a real fire. These drills should be conducted at different times of the day and include scenarios involving patients with mobility issues or special medical needs.
- **Fire Safety Equipment:** Train staff on the proper use of fire safety equipment, including fire extinguishers, fire alarms, smoke detectors, and sprinkler systems. Ensure that equipment is regularly inspected, maintained, and in working condition.
- **Communication Systems:** Establish effective communication systems to disseminate emergency information to staff, patients, and visitors. This may include overhead announcements, text message alerts, and visual signage throughout the hospital.
- **Specialized Training:** Provide specialized training for staff working in high-risk areas such as operating rooms, laboratories, and areas with hazardous materials. This training should address specific fire risks and appropriate safety protocols.

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- **Continuing Education:** Offer regular refresher courses and continuing education opportunities to ensure that staff remain knowledgeable and proficient in fire and safety procedures.
- **Collaboration with Local Authorities:** Foster collaboration with local fire departments, emergency medical services, and other relevant authorities to coordinate emergency response efforts and ensure a swift and effective response to fire incidents.

By implementing a comprehensive fire and safety training program, SRMC can enhance preparedness, minimize risks, and protect the well-being of everyone within the healthcare facility.

V. S. Reddy
HR Manager
Santhiram Medical College
Nandyal DL
A.P.
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Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
Fire Incharge
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SRMC/TP/L&D/2023/186

Date : 12 /06/2023

Circular

The below topic will be held on 16 June 2023 , Friday at Training Room between 10.00 am to 11.00am . This mentioned topic is to have information on Biomedical Management in SRMC.

" HOW TO USE VACCUTAINERS "

All the BME team, Nursing Staff and Central lab Staff , OT Staff are requested to attend the meeting without fail.

This is the most important topic for developing the latest medical technology.

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –Incharge
RMO
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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " HOW TO USE VACUTAINERS IN SRGH " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Janaki, HOD Pathology of Santhiram Hospital and she delivered the following points on Vacutainers in SRGH and suggested the staff to follow them.

Vacutainers, also known as vacuum blood collection tubes, are widely used in hospitals and healthcare settings for the collection and transportation of blood specimens for diagnostic testing. Here's how vacutainers are used in hospitals:

1. **Selection of Tubes:** Different types of vacutainer tubes are available, each containing specific additives designed for different types of blood tests. The choice of tube depends on the tests ordered by the healthcare provider.
2. **Patient Preparation:** Before blood collection, healthcare providers verify the patient's identity, explain the procedure, and obtain informed consent if necessary. They may also assess the patient's medical history and any medications that could affect the test results.
3. **Venipuncture:** A trained phlebotomist or healthcare provider performs the venipuncture procedure using a sterile needle and vacutainer holder. The selected vacutainer tube is attached to the holder.
4. **Blood Collection:** Once the needle is inserted into the patient's vein, the vacuum in the vacutainer tube automatically draws blood into the tube. Multiple tubes may be collected for different tests, with each tube filled in a specific order to prevent cross-contamination.
5. **Mixing Additives:** After blood collection, the vacutainer tubes are gently inverted or mixed according to manufacturer instructions to ensure proper mixing of blood with any additives present in the tube. This is essential for accurate test results.
6. **Labeling and Identification:** Each vacutainer tube is labeled with the patient's name, identification number, date, time of collection, and other relevant information. Proper labeling ensures accurate identification of specimens and traceability throughout the testing process.
7. **Transportation to the Laboratory:** Once the blood collection is complete, the vacutainer tubes are securely capped and transported to the laboratory for processing and analysis. Specimens may be transported manually or via pneumatic tube systems, depending on the hospital's protocols.
8. **Specimen Processing:** In the laboratory, trained laboratory technicians process the blood specimens according to standardized procedures. This may involve centrifugation to separate blood components, aliquoting samples for different tests, and performing analytical procedures.

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9. **Result Reporting:** After testing is completed, the laboratory generates test results and reports them to the ordering healthcare provider through the hospital's information system. Accurate and timely reporting of results is crucial for clinical decision-making and patient care.
10. **Specimen Disposal:** Once testing is complete, vacutainer tubes are disposed of according to biohazardous waste disposal protocols. Proper disposal helps prevent exposure to infectious materials and ensures compliance with safety regulations.

Overall, the use of vacutainers in hospitals streamlines the blood collection process, minimizes the risk of contamination, and facilitates accurate diagnostic testing, ultimately contributing to improved patient care and outcomes.

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Hospital Administrator
Nursing Superintendent
Central Lab -
RMO
File

V. Sheemini
HR Manager


Santhiram Medical College
Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/187

Date: 07/08/2023

Circular

The below topic will be held on 10 August 2023, Thursday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the Bio Medical Management in SRMC Teaching Hospital.

"BIO MEDICAL WASTE SEGREGATION "

All the Nursing Staff, Central Lab Technicians and housekeeping team are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Central Lab –InCharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL SEGREGATION" –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sunil Kumar, Bio Medical Engineer of Santhiram Hospital and he delivered the following points on Bio Medical Waste Segregation in SRGH and suggested the staff to follow them.

Biomedical waste segregation in a hospital is crucial for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

- 1. Identification of Biomedical Waste:** Biomedical waste includes any waste that may contain infectious materials, sharps, pharmaceuticals, or other hazardous substances generated during healthcare activities. Hospitals should identify and classify all waste streams to determine which items are considered biomedical waste.
- 2. Color-Coding and Labeling:** Implement a color-coding system to differentiate between different categories of biomedical waste. Use color-coded bins, bags, or containers labeled with appropriate signage to indicate the type of waste they contain. Common colors used for biomedical waste segregation include:
 - Yellow: Infectious waste, such as blood-soaked dressings, tissues, cultures, and sharps contaminated with blood or other bodily fluids.
 - Red: Sharps waste, including needles, syringes, lancets, scalpels, and other sharp objects that may cause injury or puncture wounds.
 - Blue: Pharmaceutical waste, such as expired or unused medications, drugs, IV solutions, and pharmaceutical products.
 - Black: Hazardous waste, including chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities.
- 3. Segregation Guidelines:** Provide clear guidelines and training to healthcare workers on how to segregate biomedical waste properly. Emphasize the importance of adhering to segregation protocols to prevent cross-contamination and ensure the safety of waste handlers and the environment.
- 4. Segregation by Type:** Biomedical waste should be segregated by type based on its characteristics and potential hazards. Healthcare workers should separate different types of waste at the point of generation, ensuring that each waste stream is properly contained and labeled according to its classification.
 - Infectious Waste: Materials contaminated with blood, bodily fluids, or other potentially infectious materials, such as used gloves, dressings, and disposable medical supplies.
 - Sharps Waste: Needles, syringes, lancets, scalpels, and other sharp objects used in medical procedures or patient care activities.
 - Pharmaceutical Waste: Expired or unused medications, drugs, IV fluids, and other pharmaceutical products that require proper disposal to prevent environmental contamination or misuse.

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- **Hazardous Waste:** Chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities that require special handling and disposal procedures.
5. **Training and Education:** Provide comprehensive training and education to healthcare workers on biomedical waste segregation practices, including the proper use of color-coded containers, segregation guidelines, and safety precautions. Training should be provided to all staff involved in waste generation, handling, and disposal.
 6. **Regular Monitoring and Audits:** Conduct regular monitoring and audits to ensure compliance with biomedical waste segregation protocols. Inspect waste segregation practices in different areas of the hospital, provide feedback to staff, and address any issues or non-compliance promptly.

By implementing proper biomedical waste segregation practices in hospitals, healthcare facilities can minimize the risk of exposure to infectious materials, reduce environmental contamination, and ensure the safety of waste handlers and the community.

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SRMC/TP/L&D/2023/188

Date: 07/08/2023

Circular

The below topic will be held on 12 September 2023, Tuesday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient monitoring in SRMC Teaching Hospital.

" CASE SHEET PRESENTATION "

All the Nursing Staff of all the Departments including ICU and Emergency team are requested to attend the meeting without fail.

Thank you one and all.

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Medical Superintendent
Hospital Administrator
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Central Lab -InCharge
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HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CASE SHEET PRESENTATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Ravi Verma ,MRD Head of Santhiram Hospital and he delivered the following points on Case Sheet Presentation in SRGH and suggested the staff to follow them.

Case sheet presentation in a hospital involves summarizing and presenting relevant information about a patient's medical history, current condition, diagnosis, treatment plan, and progress to healthcare providers during rounds, consultations, or handovers. Here's a structured approach to case sheet presentation:

1. **Introduction**:

- Introduce yourself, including your name, role, and department.
- Provide a brief overview of the patient you're presenting, including their name, age, gender, and relevant demographic information.

2. **Chief Complaint or Presenting Problem**:

- Describe the reason the patient sought medical attention or was admitted to the hospital.
- Include any pertinent details about the onset, duration, severity, and progression of symptoms.

3. **History of Present Illness (HPI)**:

- Provide a chronological narrative of the patient's current illness or medical condition.
- Include relevant details about symptoms, associated factors, aggravating or alleviating factors, and any prior treatments.

4. **Past Medical History (PMH)**:

- Summarize the patient's past medical history, including any chronic medical conditions, surgeries, hospitalizations, or significant medical events.
- Highlight relevant medical conditions that may impact the current presentation or treatment plan.

5. **Medication History**:

- List all current medications the patient is taking, including prescription medications, over-the-counter drugs, supplements, and herbal remedies.
- Include dosage, frequency, route of administration, and any recent changes to medication regimens.

6. **Allergies and Adverse Reactions**:

- Document any known allergies or adverse drug reactions the patient has experienced.
- Specify the type of reaction and the offending agent(s) to avoid potential medication errors or adverse events.

7. **Social History**:

- Provide information about the patient's lifestyle, habits, social support system, and environmental factors that may impact their health or treatment plan.
- Include details about occupation, living situation, tobacco or alcohol use, and any relevant social determinants of health.

8. **Family History**:

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- Summarize the patient's family medical history, focusing on hereditary conditions, genetic disorders, or significant illnesses among close relatives.

- Highlight any family history of chronic diseases, cardiovascular conditions, cancer, or other relevant conditions.

9. **Review of Systems (ROS)**:**

- Systematically review each major organ system and document any pertinent positive or negative findings.

- Include relevant symptoms or signs that may indicate underlying pathology or contribute to the patient's clinical presentation.

10. **Physical Examination Findings**:**

- Summarize key findings from the patient's physical examination, including vital signs, general appearance, cardiovascular, respiratory, gastrointestinal, neurological, and other relevant systems.

- Highlight abnormal findings, pertinent positives, or pertinent negatives relevant to the patient's condition.

11. **Diagnostic Studies and Results**:**

- Review the results of diagnostic tests, imaging studies, laboratory investigations, and other diagnostic procedures.

- Summarize key findings, abnormalities, or pertinent negatives that inform the patient's diagnosis or treatment plan.

12. **Assessment and Diagnosis**:**

- Provide a concise assessment of the patient's current medical condition, including differential diagnoses, if applicable.

- Summarize the primary diagnosis or working diagnosis based on the available clinical information and diagnostic findings.

13. **Plan of Care**:**

- Outline the proposed plan of care, including immediate interventions, ongoing treatments, and long-term management strategies.

- Specify medications, procedures, therapies, consultations, referrals, and follow-up plans as appropriate.

14. **Prognosis and Disposition**:**

- Discuss the patient's prognosis, anticipated course of illness, and expected outcomes based on the current clinical status and treatment plan.

- Consider factors influencing the patient's discharge planning, transfer to another facility, or continued hospitalization.

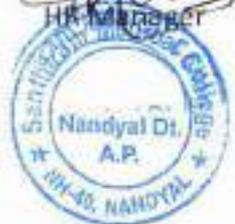
15. **Summary and Conclusion**:**

- Summarize the key points of the case presentation, highlighting important clinical findings, diagnostic considerations, and treatment recommendations.

- Invite questions or discussion from other healthcare providers and ensure clarity on the patient's management plan.

By following a structured approach to case sheet presentation, healthcare providers can effectively communicate relevant clinical information, facilitate interdisciplinary collaboration, and optimize patient care outcomes in hospital settings.

V. S. Srinivas
HR Manager



Santhiram Medical College
Nandyal, Andhra Pradesh

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Medical Superintendent

Hospital Administrator

RMO

NURSING SUPERINTENDENT

Central Lab -InCharge

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SRMC/TP/L&D/2023/189

Date: 07/08/2023

Circular

The below topic will be held on 11 October 2023, Wednesday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the Patient care in SRMC Teaching Hospital.

" NEEDLE STICK INJURY "

All the Nursing Staff, Central Lab Technicians and interested staff are requested to attend the meeting without fail.

Thank you one and all.

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Medical Superintendent
Hospital Administrator
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Report of the Meeting

Sub: "NEEDLE STICK INJURY" –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Madhusudhan Reddy , HOD Anaesthesiology Department of Santhiram Hospital and he delivered the following points on Needle Stick Injury in SRGH and suggested the staff to follow them.

A needlestick injury in a hospital setting occurs when a healthcare worker accidentally punctures their skin with a needle or other sharp object contaminated with blood or bodily fluids. These injuries pose a risk of exposure to bloodborne pathogens such as HIV, hepatitis B, and hepatitis C. Here's a guide to managing needlestick injuries in hospitals:

1. Immediate Response:

- Wash the affected area with soap and water immediately after the injury.
- Allow the wound to bleed freely to help flush out any contaminants.
- Do not squeeze the wound or apply antiseptics, as this may increase the risk of infection.

2. Seek Medical Attention:

- Report the needlestick injury to your supervisor or occupational health department as soon as possible.
- Seek medical evaluation and treatment promptly to assess the risk of bloodborne pathogen transmission and initiate appropriate interventions.

3. Risk Assessment:

- Healthcare providers will conduct a risk assessment to determine the potential exposure to bloodborne pathogens based on factors such as the type of needle or sharp object involved, the source patient's infectious status, and the depth of the injury.
- Factors such as the presence of visible blood on the needle, the type of procedure being performed, and the type of needle involved also influence the risk assessment.

4. Testing and Counseling:

- The exposed healthcare worker may undergo testing for bloodborne pathogens, including HIV, hepatitis B, and hepatitis C.
- Counseling and support services should be provided to address the emotional and psychological impact of the needlestick injury.

5. Post-Exposure Prophylaxis (PEP):

- Depending on the risk assessment and the source patient's infectious status, the exposed healthcare worker may be offered post-exposure prophylaxis (PEP) to reduce the risk of HIV or hepatitis transmission.
- PEP involves taking antiretroviral medications or hepatitis B immunoglobulin within a specified time frame after exposure.

6. Follow-Up Monitoring:

- Healthcare providers will monitor the exposed healthcare worker for signs and symptoms of bloodborne infections and conduct follow-up testing as necessary.

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- Follow-up appointments may be scheduled to assess the efficacy of PEP and provide ongoing support and care.

7. Documentation and Reporting:

- Document the needlestick injury thoroughly, including details such as the date and time of the injury, circumstances surrounding the incident, the type of sharp object involved, and any medical interventions provided.
- Report the needlestick injury to the hospital's occupational health department or employee health services for recordkeeping and tracking purposes.

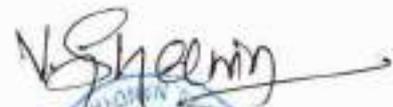
8. Prevention Strategies:

- Implement measures to prevent needlestick injuries in the future, such as using safety-engineered devices, adhering to safe work practices, and providing appropriate training and education to healthcare workers on needlestick injury prevention.

By promptly addressing needlestick injuries and implementing comprehensive prevention strategies, hospitals can protect healthcare workers from bloodborne infections and promote a safe and healthy work environment.

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HR Manager
Santhiram Medical College
Nandyal Dt., A.P.

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/190

Date: 20/10/2023

Circular

The below topic will be held on 26 October 2023, Thursday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the Bio Medical Management in SRMC Teaching Hospital.

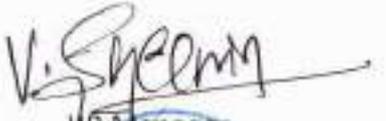
“ BIO MEDICAL WASTE SEGREGATION “

All the Nursing Staff, Central Lab Technicians and House Keeping Staff are requested to attend the meeting without fail.

Thank you one and all.

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Hospital Administrator
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Central Lab –InCharge
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HR Manager


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Nandyal, Andhra Pradesh

Sub: "BIOMEDICAL WASTE SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Nagendra Kumar ,Bio Medical Engineer of Santhiram Hospital and he delivered the following points on Bio Medical Segregation in SRGH and suggested the staff to follow them.

Biomedical waste segregation in a hospital is crucial for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

Biomedical waste segregation in a hospital is crucial for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

- 1. Identification of Biomedical Waste:** Biomedical waste includes any waste that may contain infectious materials, sharps, pharmaceuticals, or other hazardous substances generated during healthcare activities. Hospitals should identify and classify all waste streams to determine which items are considered biomedical waste.
- 2. Color-Coding and Labeling:** Implement a color-coding system to differentiate between different categories of biomedical waste. Use color-coded bins, bags, or containers labeled with appropriate signage to indicate the type of waste they contain. Common colors used for biomedical waste segregation include:
 - Yellow: Infectious waste, such as blood-soaked dressings, tissues, cultures, and sharps contaminated with blood or other bodily fluids.
 - Red: Sharps waste, including needles, syringes, lancets, scalpels, and other sharp objects that may cause injury or puncture wounds.
 - Blue: Pharmaceutical waste, such as expired or unused medications, drugs, IV solutions, and pharmaceutical products.
 - Black: Hazardous waste, including chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities.
- 3. Segregation Guidelines:** Provide clear guidelines and training to healthcare workers on how to segregate biomedical waste properly. Emphasize the importance of adhering to segregation protocols to prevent cross-contamination and ensure the safety of waste handlers and the environment.
- 4. Segregation by Type:** Biomedical waste should be segregated by type based on its characteristics and potential hazards. Healthcare workers should separate different types of waste at the point of generation, ensuring that each waste stream is properly contained and labeled according to its classification.
 - Infectious Waste: Materials contaminated with blood, bodily fluids, or other potentially infectious materials, such as used gloves, dressings, and disposable medical supplies.
 - Sharps Waste: Needles, syringes, lancets, scalpels, and other sharp objects used in medical procedures or patient care activities.
 - Pharmaceutical Waste: Expired or unused medications, drugs, IV fluids, and other pharmaceutical products that require proper disposal to prevent environmental contamination or misuse.

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- **Hazardous Waste:** Chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities that require special handling and disposal procedures.
5. **Training and Education:** Provide comprehensive training and education to healthcare workers on biomedical waste segregation practices, including the proper use of color-coded containers, segregation guidelines, and safety precautions. Training should be provided to all staff involved in waste generation, handling, and disposal.
 6. **Regular Monitoring and Audits:** Conduct regular monitoring and audits to ensure compliance with biomedical waste segregation protocols. Inspect waste segregation practices in different areas of the hospital, provide feedback to staff, and address any issues or non-compliance promptly.

By implementing proper biomedical waste segregation practices in hospitals, healthcare facilities can minimize the risk of exposure to infectious materials, reduce environmental contamination, and ensure the safety of waste handlers and the community.


V. Srinivas
NIR Manager


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Medical Superintendent
Hospital Administrator
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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/191

Date: 13/11/2023

Circular

The below topic will be held on 16 November 2023, Thursday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the Patient care in SRMC Teaching Hospital.

“ IV CANNULISATION PROCESS “

All the Nursing Staff, Central Lab Technicians and interested staff are requested to attend the meeting without fail.

Thank you one and all.

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Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Central Lab –InCharge
File


HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " IV CANNULISATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Madhusudhan Reddy , HOD Anaesthesiology Department of Santhiram Hospital and he delivered the following points on I.V Cannulisation in SRGH and suggested the staff to follow them.

Intravenous (IV) cannulation in a hospital setting involves the insertion of a thin, flexible tube (cannula) into a patient's vein to administer medications, fluids, blood products, or other treatments directly into the bloodstream. Here's a guide to IV cannulation in hospitals:

1. Preparation:

- Gather all necessary supplies, including the IV cannula, sterile dressing, antiseptic solution (e.g., chlorhexidine or alcohol), tourniquet, adhesive tape, and gloves.
- Verify the patient's identity and explain the procedure to them, addressing any concerns or questions they may have.

2. Patient Assessment:

- Assess the patient's veins to determine the most suitable site for cannulation. Look for visible veins that are straight, easily accessible, and free from signs of inflammation or infection.
- Consider factors such as the patient's medical history, previous IV access, and any underlying conditions that may affect vein integrity or accessibility.

3. Positioning:

- Position the patient comfortably, with the selected arm extended and supported to promote venous distension and accessibility.
- Use a pillow or rolled towel to support the patient's arm at the desired level, typically at or slightly below heart level.

4. Vein Selection:

- Apply a tourniquet proximal to the intended cannulation site to engorge the veins and make them more visible.
- Palpate the veins to assess their size, depth, and resilience. Choose a vein that feels firm, pliable, and resilient to minimize the risk of collapse during cannulation.

5. Site Preparation:

- Cleanse the skin over the selected cannulation site using an antiseptic solution, starting at the center and working outward in a circular motion.
- Allow the antiseptic solution to dry completely to ensure optimal skin disinfection and minimize the risk of contamination.

6. Cannulation Technique:

- Stabilize the vein by applying gentle traction below the intended insertion site.
- Hold the cannula at a shallow angle (approximately 10-30 degrees) to the skin and insert it into the vein with a swift, controlled motion.
- Once blood return is observed in the flashback chamber of the cannula, advance the catheter a short distance into the vein and then stabilize it in place.

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- Release the tourniquet and secure the cannula with adhesive tape or a securement device, ensuring proper alignment and stability.

7. Confirmation and Documentation:

- Confirm proper cannula placement by aspirating blood and flushing the catheter with saline or heparin solution.
- Document the procedure in the patient's medical record, including the site of cannulation, catheter size, date and time of insertion, and any relevant observations or complications.

8. Post-Cannulation Care:

- Apply a sterile dressing over the cannula insertion site to maintain cleanliness and prevent contamination.
- Monitor the patient regularly for signs of complications, such as bleeding, infiltration, phlebitis, or infection.
- Provide appropriate patient education on care and maintenance of the IV site, including signs of complications to watch for and when to seek medical attention.

By following these steps and adhering to best practices for IV cannulation, healthcare providers can ensure safe and effective vascular access for patients receiving intravenous therapy in hospital settings.

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HR Manager


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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/192

Date: 08/12/2023

Circular

The below topic will be held on 12 December 2023, Tuesday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the Patient care in SRMC Teaching Hospital.

“ EMERGENCY CODES “

All the Nursing Staff, Central Lab Technicians and House Keeping team interested staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager
Santhiram Medical College
Nandyal Dt.
A.P.
SRMC NANDYAL

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Medical Superintendent
Hospital Administrator
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Central Lab –Incharge
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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "EMERGENCY CODES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Raghunath Reddy , HOD Emergency Department of Santhiram Hospital and he delivered the following points on Emergency Codes in SRGH and suggested the staff to follow them.

Emergency codes in hospitals are standardized alert systems used to communicate specific types of emergencies or critical situations to hospital staff, patients, and visitors. These codes help ensure a coordinated response to emergencies, facilitate rapid mobilization of resources, and promote patient safety. While specific codes may vary between healthcare facilities, here are some common emergency codes and their meanings:

1. **Code Blue (Medical Emergency):**

- Indicates a medical emergency such as cardiac arrest, respiratory arrest, or other life-threatening events requiring immediate resuscitation.
- Triggers a rapid response team to provide advanced life support interventions, including cardiopulmonary resuscitation (CPR), defibrillation, and airway management.

2. **Code Red (Fire Emergency):**

- Signals the presence of a fire or smoke within the hospital premises.
- Initiates evacuation procedures, activates fire alarms, and mobilizes firefighting personnel to extinguish the fire and ensure the safety of patients, staff, and visitors.

3. **Code Gray (Security Threat):**

- Indicates a security threat or violent situation, such as an active shooter, assault, or hostage situation.
- Prompts security personnel to respond, implement lockdown procedures, and coordinate with law enforcement agencies to neutralize the threat and protect individuals in the hospital.

4. **Code Yellow (Bomb Threat):**

- Indicates a credible threat of a bomb or explosive device within the hospital or on the premises.
- Triggers evacuation protocols, searches of the facility, and coordination with law enforcement agencies to assess and mitigate the threat.

5. **Code Green (Mass Casualty Incident):**

- Declares a mass casualty incident involving a large number of injured or critically ill patients, such as a natural disaster, mass casualty event, or terrorist attack.
- Mobilizes hospital resources, activates surge capacity plans, and coordinates with emergency medical services to triage, treat, and transport patients effectively.

6. **Code Orange (Hazardous Material Spill):**

- Indicates a hazardous material spill or release, such as chemical, biological, radiological, or nuclear (CBRN) hazards.

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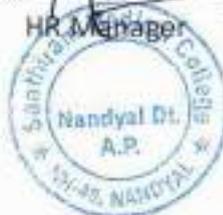
Nandyal, Andhra Pradesh

- Initiates containment measures, decontamination procedures, and evacuation of affected areas to minimize exposure and protect individuals from harm.
7. **Code White (Aggression or Violence):**
- Indicates a situation involving aggressive or violent behavior from a patient, visitor, or staff member.
 - Prompts intervention by security personnel and healthcare staff trained in de-escalation techniques to manage the situation safely and prevent harm to individuals involved.
8. **Code Black (Infrastructure Failure):**
- Indicates a significant infrastructure failure or facility-wide disruption, such as a power outage, water supply failure, or structural damage.
 - Triggers emergency response protocols to address the underlying issue, ensure patient safety, and maintain continuity of care.
9. **Code Pink (Pediatric Emergency):**
- Indicates a pediatric medical emergency or abduction of an infant or child.
 - Prompts a coordinated response to provide specialized pediatric care, initiate search procedures, and implement security measures to protect children in the hospital.

It's important for hospital staff to be familiar with the emergency codes used in their facility, understand their roles and responsibilities during each type of emergency, and participate in regular drills and training exercises to ensure readiness and effectiveness in responding to emergencies.

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House Keeping –Incharge
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V. Sheerin
HR Manager


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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2023/193

Date: 18/12/2023

Circular

The below topic will be held on 22 December 2023, Friday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the Patient care in SRMC Teaching Hospital.

“ BIO MEDICAL WASTE SEGREGATION ”

All the Nursing Staff, Central Lab Technicians and House Keeping team interested staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Central Lab –Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Chenna Keshavulu, ,HOD OT of Santhiram Hospital and he delivered the following points on Bio Medical Waste Segregation in SRGH and suggested the staff to follow them.

Biomedical waste segregation in a hospital is crucial for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

- 1. Identification of Biomedical Waste:** Biomedical waste includes any waste that may contain infectious materials, sharps, pharmaceuticals, or other hazardous substances generated during healthcare activities. Hospitals should identify and classify all waste streams to determine which items are considered biomedical waste.
- 2. Color-Coding and Labeling:** Implement a color-coding system to differentiate between different categories of biomedical waste. Use color-coded bins, bags, or containers labeled with appropriate signage to indicate the type of waste they contain. Common colors used for biomedical waste segregation include:
 - Yellow: Infectious waste, such as blood-soaked dressings, tissues, cultures, and sharps contaminated with blood or other bodily fluids.
 - Red: Sharps waste, including needles, syringes, lancets, scalpels, and other sharp objects that may cause injury or puncture wounds.
 - Blue: Pharmaceutical waste, such as expired or unused medications, drugs, IV solutions, and pharmaceutical products.
 - Black: Hazardous waste, including chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities.
- 3. Segregation Guidelines:** Provide clear guidelines and training to healthcare workers on how to segregate biomedical waste properly. Emphasize the importance of adhering to segregation protocols to prevent cross-contamination and ensure the safety of waste handlers and the environment.
- 4. Segregation by Type:** Biomedical waste should be segregated by type based on its characteristics and potential hazards. Healthcare workers should separate different types of waste at the point of generation, ensuring that each waste stream is properly contained and labeled according to its classification.
 - Infectious Waste: Materials contaminated with blood, bodily fluids, or other potentially infectious materials, such as used gloves, dressings, and disposable medical supplies.
 - Sharps Waste: Needles, syringes, lancets, scalpels, and other sharp objects used in medical procedures or patient care activities.
 - Pharmaceutical Waste: Expired or unused medications, drugs, IV fluids, and other pharmaceutical products that require proper disposal to prevent environmental contamination or misuse.

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Nandyal, Andhra Pradesh

- **Hazardous Waste:** Chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities that require special handling and disposal procedures.
5. **Training and Education:** Provide comprehensive training and education to healthcare workers on biomedical waste segregation practices, including the proper use of color-coded containers, segregation guidelines, and safety precautions. Training should be provided to all staff involved in waste generation, handling, and disposal.
 6. **Regular Monitoring and Audits:** Conduct regular monitoring and audits to ensure compliance with biomedical waste segregation protocols. Inspect waste segregation practices in different areas of the hospital, provide feedback to staff, and address any issues or non-compliance promptly.

By implementing proper biomedical waste segregation practices in hospitals, healthcare facilities can minimize the risk of exposure to infectious materials, reduce environmental contamination, and ensure the safety of waste handlers and the community.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Central Lab –InCharge
File

V. Sheerin
HR Manager

Santhiram Medical College
Nandyal, Andhra Pradesh



6.3.3.1

Total number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching/technical staff during the AY: 2021-2022



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193


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Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year **2021-22**

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	Patient Care And Its Significance In SRMC Care	10-Jul-21	15
2.	BLS Training To Nursing Staff	30-Jul-21	14
3.	Training on CODE BLUE	29-Jul-21	19
4.	Taking care of Vulnerable patients	05-Aug-21	10
5.	Patient Confidentiality and privacy	26-Aug-21	21
6.	Training on Incidental reporting	04-Sep-21	14
7.	BLS Training To Technicians	12-Sep-21	18
8.	Training on Disaster Management	17-Sep-21	14
9.	Sterility And Cleanliness In SRMC	30-Sep-21	18
10.	How to prevent reporting errors	30-Sep-21	15
11.	Admission and discharge process in hospital	07-Oct-21	20
12.	Training on patient safety	23-Oct-21	18
13.	How to avoid prescription errors	05-Nov-21	20
14.	Prevention of child abduction in hospital	18-Nov-21	17
15.	Ethical and legal implications of prescribing drugs	26-Nov-21	14
16.	Fire And Safety Training – Extinguisher	04-Dec-21	12
17.	How to handle Medico legal Cases	10-Dec-21	15
18.	Maintenance of oxygen plant	23-Dec-21	11
19.	CSSD : Improving Quality	21-Dec-21	16


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20.	Laundry : Improving Quality	22-Dec-21	13
21.	Blood Bank Services	23-Dec-21	15
22.	Hospital Information Management Systems training Session	23-Dec-21	15
23.	MRD- How To Perform Medical Work And Filing	30-Dec-21	18
24.	Bio Medical Segregation	27-Dec-22	14
25.	Code of Conduct – SRMC Non-Teaching Staff	10-Jan-22	10
26.	CPR Training – Emergency Handling	06-Jan-22	15
27.	Proper Drug Administration to patients	21-Jan-22	18
28.	How To Be Polite With Patients	30-Jan-22	14
29.	Safe Handling of Oxygen Cylinders	04-Feb-22	11
30.	Pharmacy Dispensing Process	18-Feb-22	22
31.	Asset coding of equipment	25-Feb-22	17
32.	Training on Bed making	10-Mar-22	20
33.	Effective handling on pharmacy & stock movement	24-Mar-22	15
34.	Patient Care And Its Significance In SRMC Care	30-Mar-22	13
35.	Training on CODE BLUE	08-Apr-22	19
36.	Taking care of Vulnerable patients	22-Apr-22	20
37.	Patient Confidentiality and privacy	13-May-22	10
38.	Training on Incidental reporting	27-May-22	14
39.	Training on Disaster Management	16-Jun-22	18
40.	How to prevent reporting errors	24-Jun-22	13
41.	BLS Training To Nursing Staff	30-Jun-22	11

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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/113

Date : 05 /07/2021

Circular

The below topic will be held on 10 JULY 2021 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC

" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing staff , Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Thank you one and all .

Copy to :

Medical Superintendent
Hospital Administrator
NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk –Incharge(billing OP,IP)
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE " –Report of the Meeting – circulated – reg.,

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care:** Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.
- **Patient Satisfaction:** Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.
- **Health Outcomes:** Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.
- **Safety and Risk Reduction:** Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.
- **Communication and Collaboration:** Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.
- **Patient Education:** Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.
- **Emotional Support:** SRMCization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.
- **Ethical Considerations:** Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.

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- **Continuity of Care:** Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.
- **Professionalism and Accountability:** Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

Copy to :

Medical Superintendent
Hospital Administrator
NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk -Incharge(billing OP,IP)
RMO
File

V. Sheela
HR Manager
Santhiram Medical College
Nandyal, Andhra Pradesh

Santhiram Medical College

Nandyal, Andhra Pradesh



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SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, NANDYAL - 518 501, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

తేదీ:.....

ఈ క్రింది ప్రశ్నలన్నింటికీ మీ అభిప్రాయము తోరుచున్నాము, ఈ సమాచారమును హాస్పిటల్ సేవలను ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ ఫీషియల్ అభిప్రాయ సేకరణ

1. వాక్సిన్ రిపిప్పస్/ రిజిస్ట్రేషన్ విధానము

ఎ) ఒక రిజిస్ట్రేషన్ విధానం

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి)మీ సందేహాలను తీర్చిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి)అస్సెర్టిఫ్ ఎడ్యుషన్ విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) డాక్టర్ మీ రోగము గురించి వివరించిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) డాక్టర్ మీ సందేహాలను తీర్చిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు / అసలు బాగాలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సమయానికి మందులు ఇచ్చట మరియు వివరించుట.

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను వివరితే తేవిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

4. ఫార్మర్ల సేవలు

ఎ)మందులు అర్హత

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) పిల్లల మీతో ప్రవర్తించిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను తీర్చిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు / అసలు బాగాలేదు

5. లాబోరేటరీ సేవలు

ఎ) పిల్లల మీతో ప్రవర్తించిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) పిల్లల సేవలు అందించు విధానము/మలుకువలు

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) చేసిన పరీక్షలకు రిపోర్టులు ఇచ్చు విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

6. రేడియాలజీ సేవలు

ఎ) పిల్లల మీతో ప్రవర్తించిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు / అసలు బాగాలేదు

సి) రిపోర్టులు ఇచ్చు విధానము

: చాలా బావుంది/ బావుంది/ పక్కాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/114

Date : 25/07/2021

Circular

The below topic will be held on 30 July 2021, Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all .

Copy to :

NS (SRGH)
NS (SRSSH)
Medical Superintendent
Hospital Administrator
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Karthuki, MS Gynaecology of Santhiram Hospital and she delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum:** The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.
- **Hands-on Practice:** Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.
- **Skill Proficiency:** Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.
- **Team Dynamics:** BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.
- **Recognition of Emergencies:** Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.
- **Decision-making Skills:** BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.
- **Scenario-based Training:** Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.

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- **Review and Recertification:** BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.
 - **Documentation and Reporting:** Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.
 - **Cultural Sensitivity:** BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.
- Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

Copy to :

NS (SRGH)

NS (SRSSH)

Medical Superintendent

Hospital Administrator

RMO

File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/115

Date: 26 /07/2021

Circular

The below topic will be held on 29 July 2021 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Code Blue in hospital in SRMC .

"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by P.Sarala, Nurse of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Srinivas



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/116

Date: 02 /08/2021

Circular

The below topic will be held on 05 Aug 2021 at Training Room between 03.00 pm to 04.00 pm. This mentioned topic is to have information on Vulnerable patients in hospital in SRMC.

"Taking care of Vulnerable patients"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File




Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shaik.Habeeba, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



The image shows a handwritten signature in black ink, which appears to be 'V. Sheela', written over a circular blue official stamp. The stamp contains the text 'Santhiram Medical College' around the top edge, 'Nandyal Dt. A.P.' in the center, and 'NANDYAL' at the bottom. There are small star symbols on either side of the bottom text.

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/117

Date: 23 /08/2021

Circular

The below topic will be held on 26 Aug 2021 at Training Room between 03.00 pm to 04.00 pm. This mentioned topic is to have information on patient confidentiality and privacy in hospital in SRMC.

"Patient Confidentiality and privacy"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File




Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by B.Sowjanya, Nurse of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/118

Date: 01 /09/2021

Circular

The below topic will be held on 04 Sep 2021 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on incidental reporting in hospital in SRMC .

“Training on Incidental reporting.”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

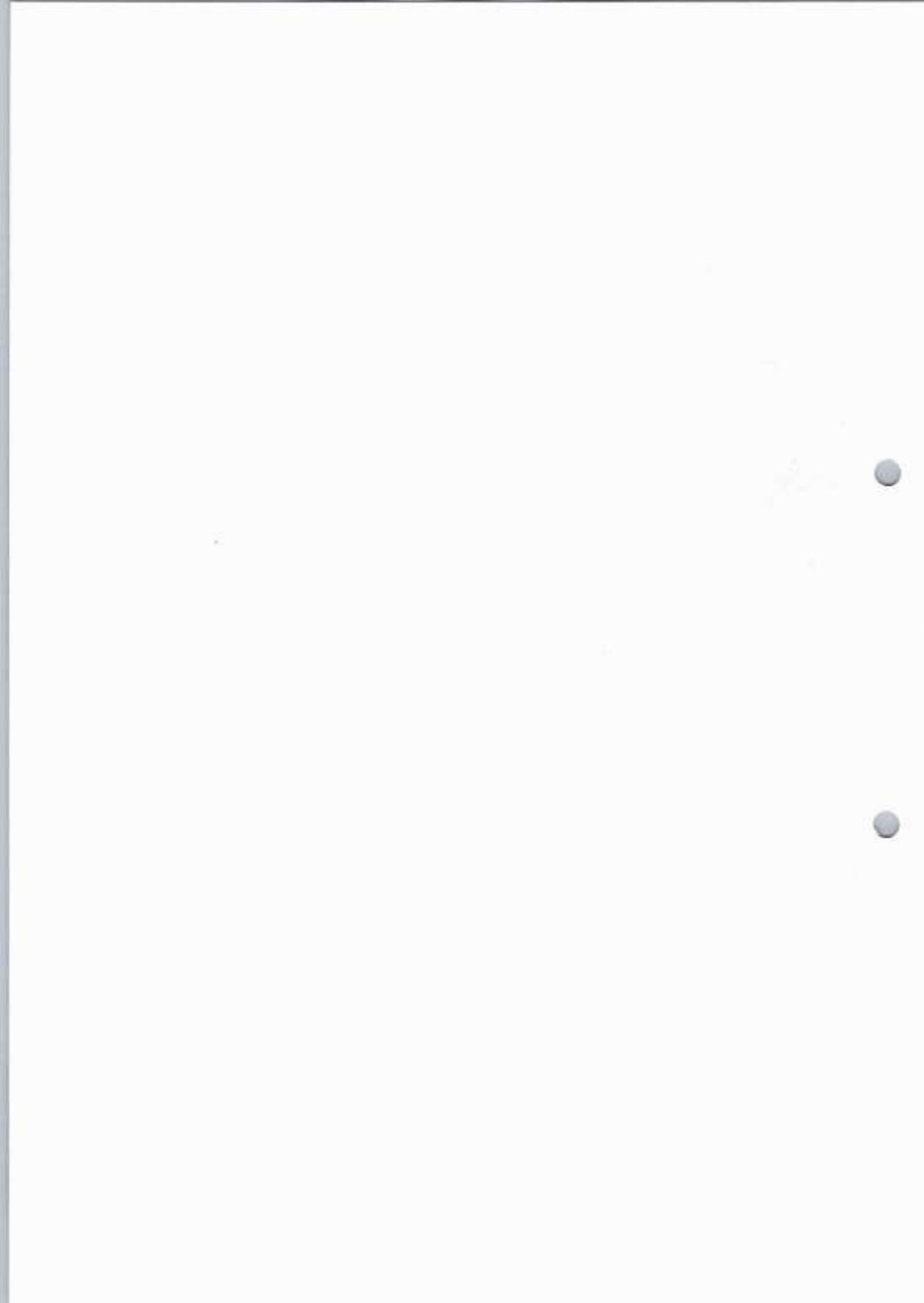
The training program was addressed by M.Lakshmi Prasanna, Nurse of santhiram hospital and explained the importance of Training on Incidental reporting. to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



Santhiram Medical College
Nandyal, Andhra Pradesh





Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/119

Date: 10/09/2021

Circular

The below topic will be held on 12th September 2021 at Training Room between 02.00 pm to 04.00pm. This mentioned topic is to improve the patient care in SRMC.

" BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

V. Sheelmin
HR Manager
Santhiram Medical College
Nandyal Dt.
A.P.
10-09-2021

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum:** The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.
- **Basic CPR and AED Skills:** Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.
- **Recognition of Emergencies:** Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.
- **Emergency Equipment Familiarization:** Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training:** Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.
- **Teamwork and Communication:** Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.
- **Documentation and Reporting:** Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.
- **Regular Review and Practice:** Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.

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Nandyal, Andhra Pradesh

- **Cultural Sensitivity:** Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.
- **Certification and Recertification:** Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC .We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

Copy to :

HOD – Pathology

Incharge- Central Lab

Medical Superintendent

Hospital Administrator

RMO

File

V. Sheema
HB Manager


Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/120

Date: 14 /09/2021

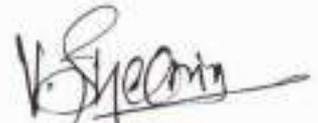
Circular

The below topic will be held on 17 Sep 2021 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Disaster Management in hospital in SRMC .

“Training on Disaster Management”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.


HR Manager


Copy to:

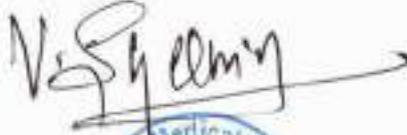
Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




Santhiram Medical College
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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/121

Date: 25/09/2021

Circular

The below topic will be held on 30 September 2021, Thursday at Training Room between 4.00pm to 6.00 pm. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

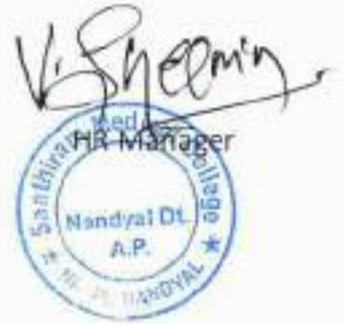
" STERILITY AND CLEANLINESS IN SRMC "

All the Non Teaching staff (Teaching SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
CSSD, LAUNDRY dept
File



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/122

Date: 27 /09/2021

Circular

The below topic will be held on 30 Sep 2021 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC .

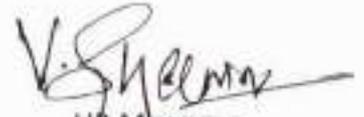
"How to prevent reporting errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sherming

A circular blue ink stamp is located below the signature. The text within the stamp reads "Santhiram Medical College" around the top inner edge, "Nandyal Dt." in the center, and "A.P." below that. There are small stars on either side of the bottom inner edge of the circle.

Santhiram Medical College
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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/123

Date: 04 /10/2021

Circular

The below topic will be held on 07 Oct 2021 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Admission and discharge process in hospital in SRMC .

"Admission and discharge process in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager

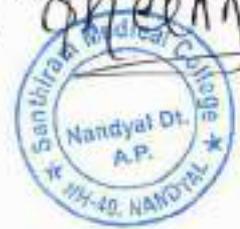

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheena



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/124

Date: 20 /10/2021

Circular

The below topic will be held on 23 Oct 2021 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on patient safety in hospital in SRMC .

"Training on patient safety"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.


HR Manager


Copy to:

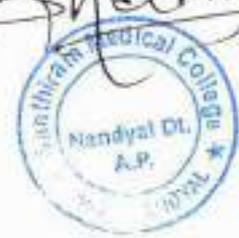
Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/125

Date: 02 /11/2021

Circular

The below topic will be held on 05 Nov 2021 at Training Room between 12.00 pm to 01.00 pm. This mentioned topic is to have information on How to avoid prescription errors in hospital in SRMC.

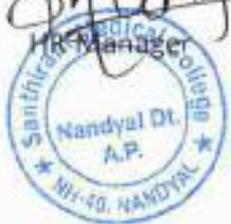
“How to avoid prescription errors”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


V. S. Renu
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to avoid prescription errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




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**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2021/126

Date: 15 /11/2021

Circular

The below topic will be held on 18 Nov 2021 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Child abduction in hospital in SRMC .

"Prevention of child abduction in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

V. Sheela
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Vishwanath



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/127

Date: 23/11/2021

Circular

The below topic will be held on 26 Nov 2021 at Training Room between 03.00 pm to 04.00 pm. This mentioned topic is to have information on Hethical and legal implications of prescribing drugs in hospital in SRMC .

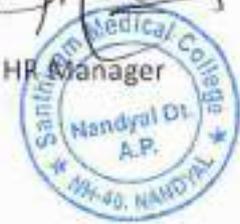
“Ethical and legal implications of prescribing drugs”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

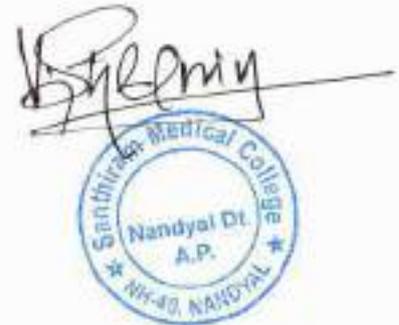

HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sridevi , Pharmacy –in Charge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



The image shows a handwritten signature in black ink, which appears to be 'Sridevi', written over a circular blue official stamp. The stamp contains the text 'Santhiram Medical College' around the top edge, 'Nandyal Dt. A.P.' in the center, and 'NK-40, NANDYAL' around the bottom edge, flanked by two small stars.

Santhiram Medical College
Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2021/128

Date: 01/12/2021

Circular

The below topic will be held on 4 December 2021, Saturday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" FIRE AND SAFETY TRAINING – EXTINGUISHER "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.


HB Manager


Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Shiva Prasad, Safety and Compliance officer of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Fire and safety training focusing on fire extinguisher use is essential for ensuring that hospital staff can respond effectively to fire emergencies. Here's a structured approach to conducting such training:

1. **Identify Training Objectives:** Define the specific learning objectives of the training session, such as understanding the types of fires, knowing when to use a fire extinguisher, and demonstrating proper extinguisher operation techniques.
2. **Understanding Fire Basics:** Begin the training by explaining the basics of fire, including the fire triangle (fuel, heat, oxygen), classes of fires (A, B, C, D, and K), and common fire hazards found in hospitals.
3. **Types of Fire Extinguishers:** Introduce the different types of fire extinguishers commonly used in hospitals, including water, CO₂, dry chemical, and foam extinguishers. Explain the classes of fires each extinguisher is suitable for and any limitations or precautions associated with their use.
4. **Extinguisher Components and Operation:** Provide a detailed overview of the components of a fire extinguisher, including the nozzle, pressure gauge, pin, and handle. Demonstrate how to operate each type of extinguisher effectively, emphasizing the P.A.S.S. technique:
 - Pull the pin.
 - Aim at the base of the fire.
 - Squeeze the handle.
 - Sweep from side to side.
5. **Hands-On Practice:** Conduct practical exercises where participants can practice using fire extinguishers in a controlled environment. Set up simulated fire scenarios and provide participants with the opportunity to extinguish small fires using training extinguishers. Ensure safety measures are in place and supervision is provided.
6. **Safety Precautions and Considerations:** Emphasize safety precautions that must be followed when using fire extinguishers, such as maintaining a safe distance from the fire, wearing appropriate personal protective equipment, and evacuating if the fire becomes uncontrollable.
7. **Proper Maintenance and Inspection:** Educate participants on the importance of regularly inspecting and maintaining fire extinguishers to ensure they are in good working condition. Provide guidance on how to perform visual inspections and report any issues or deficiencies.
8. **Emergency Response Procedures:** Review hospital emergency response procedures related to fire incidents, including activating fire alarms, notifying emergency services, evacuating patients and staff, and following designated evacuation routes and assembly points.
9. **Documentation and Reporting:** Stress the importance of documenting fire extinguisher use and any fire-related incidents. Provide guidance on how to complete incident reports and document training participation for recordkeeping purposes.
10. **Review and Assessment:** Conclude the training session with a review of key concepts covered and a brief assessment to gauge participants' understanding. Encourage participants to ask questions and seek clarification on any topics they find challenging.

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Nandyal, Andhra Pradesh

11. **Follow-Up and Ongoing Training:** Schedule periodic refresher training sessions and drills to reinforce fire safety knowledge and skills among hospital staff. Keep staff informed about updates to fire safety protocols and procedures.

By providing comprehensive fire and safety training on fire extinguisher use, hospitals can empower staff to respond confidently and effectively to fire emergencies, minimizing the risk of injury and damage to property

V. S. Sharma
HR Manager
Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Dr Sridevi , HOD Microbiology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility:** Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC , especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
 - **Sterilization Procedures:** Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
 - **Aseptic Techniques:** Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
 - **Environmental Controls:** SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.
- **Cleanliness:** Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
 - **Routine Cleaning Protocols:** SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
 - **Use of Disinfectants:** Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
 - **Hand Hygiene:** Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

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- **Environmental Hygiene:** SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training:** Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
CSSD, LAUNDRY dept
File

V. Sheela
HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/129

Date: 07/12/2021

Circular

The below topic will be held on 10 Dec 2021 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on medico legal cases in hospital in SRMC .

“How to handle Medico legal Cases“

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/130

Date: 20/12/2021

Circular

The below topic will be held on 23 Dec 2021 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Oxygen plant in hospital in SRMC.

"Maintenance of oxygen plant "

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

V. S. H. Chinn
HR Manager
Santhiram Medical College
Nandyal, Andhra Pradesh

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/131

Date: 19/12/2021

Circular

The below topic will be held on 21 December 2021, Tuesday at Training Room between 03.00 pm to 05.00pm. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

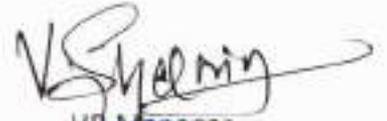
" CSSD : IMPROVING QUALITY "

All the CSSD Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
CSSD – Incharge
OT – Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CSSD : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr SaiKrishna ,MD Anaesthesiology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards:** Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).
- **Training and Education:** Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Quality Assurance Programs:** Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.
- **Documentation and Recordkeeping:** Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.
- **Process Standardization:** Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.
- **Environmental Controls:** Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.

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Nandyal, Andhra Pradesh

- **Staffing and Workload Management:** Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.
 - **Communication and Collaboration:** Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.
 - **Continuous Improvement:** Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.
- By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/132

Date: 20/12/2021

Circular

The below topic will be held on 22 December 2021 , Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

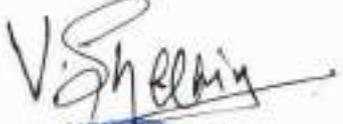
" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD – Anesthesia
Medical Superintendent
HospitalAdministrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Murali Harish, CTVS Surgeon of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations:** Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.
- **Staff Training and Education:** Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.
- **Quality Control Measures:** Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.
- **Use of Appropriate Detergents and Disinfectants:** Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Temperature and Chemical Controls:** Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.
- **Separation and Segregation:** Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

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Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/133

Date: 20/12/2021

Circular

The below topic will be held on 23 December 2021, Thursday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

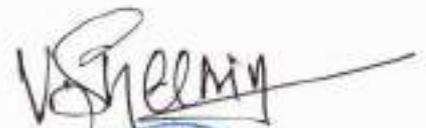
" BLOOD BANK SERVICES "

All the Blood Bank Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD -Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
Blood bank - Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr. of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection:** Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening:** After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation:** Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching:** Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management:** Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services:** Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response:** Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

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- **Quality Assurance and Accreditation:** Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.
- **Education and Training:** Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.
- **Donor Recruitment and Community Engagement:** Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File


HR Manager


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Nandyal, Andhra Pradesh



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SRMC/TP/L&D/2021/134

Date: 20/12/2021

Circular

The below topic will be held on 23 December 2021, Thursday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION "

All the Front DESK and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab, Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr. M. Srikanth, Hospital Administrator of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS:** Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface:** Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMS interface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling:** Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting:** Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management:** Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support:** Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security:** Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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- **Reporting and Analytics:** Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMS for tracking key performance indicators, monitoring quality metrics, and analyzing trends in patient care.
- **Troubleshooting and Support:** Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.
- **Hands-on Practice and Q&A:** Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMS in a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.
- **Ongoing Training and Support:** Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMS training sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File


HA Manager


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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/135

Date: 21/12/2021

Circular

The below topic will be held on 30 December 2021, Thursday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staff and Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
MRD -Incharge
Central Lab- Incharge
File

V. Shamin
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "MRD- HOW TO PERFORM MEDICAL WORK AND FILING " –Report of the Meeting –
circulated – reg.,

The meeting was addressed by Mr Imran Basha, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation:**
 - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
 - A medical record is created for the patient, which serves as a repository for all medical information related to their care.
- **Documentation of Medical Information:**
 - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
 - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.
- **Organizing Medical Records:**
 - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
 - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing:**
 - Once medical information is documented, it is filed appropriately within the patient's medical record.
 - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
 - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.
- **Maintaining Confidentiality:**
 - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
 - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.
- **Record Retrieval and Release:**

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- When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
 - MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
 - Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.
- **Record Maintenance and Storage:**
 - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
 - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
 - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.
- **Record Transcription and Coding:**
 - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
 - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

V. Shelini
HR Manager
Santhiram Medical College
Nandyal Dt.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
MRD –Incharge
Central Lab- Incharge
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/136

Date: 24/12/2021

Circular

The below topic will be held on 27th DECEMBER 2022, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the efficiency of Bio Medical Waste .

" BIO MEDICAL SEGREGATION "

All the Nursing Staff (SRGH and Super Speciality division) and OT Team RADIOLOGY , ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

This is most important for your medical career .

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
BME – Incharge
NURSING SUPERINTENDENT
File

V. Shobini
HP Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " BIO MEDICAL SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sunil Kumar , HOD Bio Medical Department of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Biomedical waste management is crucial in healthcare facilities to ensure the safety of patients, staff, and the environment. Proper segregation of biomedical waste is a fundamental aspect of this management process. An orientation program was conducted in Santhiram Medical College and General hospital to educate staff about the importance of biomedical waste segregation and to train them on the correct methods of segregation.

Objectives: The primary objective of the orientation program was to create awareness among hospital staff regarding the significance of proper biomedical waste segregation and to provide them with practical training on segregation techniques.

1. **Introduction to Bio Medical waste:** The session began with an overview of biomedical waste, explaining its definition, categories, and potential hazards if not managed properly. This segment aimed to familiarize the participants with the types of waste generated in healthcare settings.
2. **Importance of segregation:** Emphasis was placed on the importance of segregation in biomedical waste management. Participants were informed about how proper segregation minimizes the risk of infection transmission, protects the environment, and ensures compliance with regulatory requirements.
3. **Segregation Guidelines:** Detailed guidelines for segregating biomedical waste were provided, including the use of color-coded bins and segregation based on waste category (e.g., infectious, sharps, chemical, pharmaceutical, etc.). Practical demonstrations were conducted to illustrate the correct segregation techniques.
4. **Handling and Storage:** Proper handling and storage practices were discussed to prevent spillage, contamination, and injuries. Participants were educated on the use of personal protective equipment (PPE) and the importance of maintaining cleanliness in waste storage areas.
5. **Legal and Regulatory Compliance:** The program highlighted relevant regulations and guidelines pertaining to biomedical waste management, including those issued by local health authorities and environmental agencies. Participants were informed about their legal responsibilities in waste management.
6. **Monitoring and Documentation:** The importance of monitoring and documenting waste generation, segregation, and disposal activities was emphasized. Participants were briefed on the documentation procedures to ensure accountability and regulatory compliance.

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Outcomes:

The orientation program yielded several positive outcomes:

- Increased awareness among hospital staff about the significance of proper biomedical waste segregation.
- Improved understanding of segregation guidelines and techniques.
- Enhanced compliance with regulatory requirements.
- Reduced risk of infection transmission and environmental contamination.
- Strengthened commitment to safe and responsible waste management practices.

Conclusion:

The orientation program on biomedical waste segregation proved to be highly beneficial in promoting safe and effective waste management practices within the hospital. Continuous education and training initiatives will be essential to sustain these outcomes and ensure ongoing compliance with waste management regulations. By prioritizing proper segregation and management of biomedical waste, our hospital is committed to safeguarding the health and well-being of both patients and healthcare workers while minimizing environmental impact.

V. Sheerin
HR Manager
Santhiram Medical College
Nandyal Dt.
A.P.
100-40 NANDYAL A

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/137

Date: 07/01/2022

Circular

The below topic will be held on 10 JANUARY 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CODE OF CONDUCT – SRMC NON TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

Tea and Snacks will be provided in the meeting .

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

V. Sheela
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CODE OF CONDUCT – SRMC NON TEACHING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sherwin Paul, HR Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity:**
 - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
 - Uphold the highest standards of professional conduct and integrity in all interactions.
 - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy:**
 - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
 - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
 - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety:**
 - Prioritize patient safety and well-being in all clinical and non-clinical activities.
 - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
 - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration:**
 - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
 - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
 - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development:**
 - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
 - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.

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- Take responsibility for maintaining licensure, certifications, and credentials required for the position.
- **Ethical Conduct:**
 - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
 - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
 - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Compliance with Policies and Regulations:**
 - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
 - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
 - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
- **Professional Appearance and Hygiene:**
 - Maintain a professional appearance and adhere to dress code policies while on duty.
 - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
- **Conflict Resolution:**
 - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
 - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
- **Commitment to Excellence:**
 - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
 - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care.


HR Manager



Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/138

Date: 03/01/2022

Circular

The below topic will be held on 6th January 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Nyamathulla, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that our healthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification:**
 - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
 - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).
- **Hands-on Practice:**
 - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
 - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.
- **Adult, Child, and Infant CPR:**
 - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
 - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.
- **AED Training:**
 - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
 - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.
- **Team Dynamics:**
 - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
 - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.
- **Recognition of Cardiac Arrest:**
 - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.

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Nandyal, Andhra Pradesh

- Training emphasizes the importance of early recognition and activation of the emergency response system.
- **Post-Resuscitation Care:**
 - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.
- **Documentation and Debriefing:**
 - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
 - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.
- **Recertification and Ongoing Training:**
 - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
 - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/139

Date: 18/01/2022

Circular

The below topic will be held on 21 Jan 2022 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Proper Drug Administration in hospital in SRMC .

“Proper Drug Administration to patients “

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.




Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Bandi Shireesha , OT nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/140

Date : 25 /01/2022

Circular

The below topic will be held on 30 Jan 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team and Marketing team are requested to attend the meeting without fail.

Thank you one and all .

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File




Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:How to be polite with patients –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Kishore , MD Psychiatry of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The above said meeting was held on 30.01.2022 at the Training Room from 10 am to 11 am Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC

- **Use Respectful Language:** Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- **Introduce Yourself:** When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- **Listen Actively:** Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- **Maintain Eye Contact:** Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- **Be Patient and Calm:** Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- **Respect Privacy:** Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- **Explain Procedures:** Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- **Encourage Questions:** Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- **Be Empathetic:** Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.
- **Follow Up:** After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

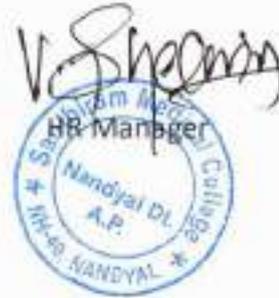
Santhiram Medical College

Nandyal, Andhra Pradesh

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/141

Date: 01/02/2022

Circular

The below topic will be held on 04 Feb 2022 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Safe Handling OfOxygen Cylinders in hospital in SRMC .

"Safe Handling of Oxygen Cylinders."

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by E.Indira , Nurse of santhiram hospital and explained the importance of Safe Handling of Oxygen Cylinders to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "Santhiram Medical College" around the top edge, "Nandyal Dt" in the center, and "A.P." below it. The bottom edge of the stamp is partially obscured by the signature.

Santhiram Medical College
Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2022/142

Date: 15/02/2022

Circular

The below topic will be held on 18 Feb 2022 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Pharmacy Dispensing Process in hospital in SRMC .

“Pharmacy Dispensing Process”

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.




Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



A handwritten signature in black ink is written over a circular blue stamp. The stamp contains the text "Santhiram Medical College", "Nandyal Dt.", "A.P.", and "W-50, NANDYAL" around the perimeter.

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/143

Date: 22/02/2022

Circular

The below topic will be held on 25 Feb 2022 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Asset Coding Of Equipment in hospital in SRMC .

"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.




Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



A handwritten signature in black ink is written over a blue circular stamp. The stamp contains the text "Santhiram Medical College" around the top edge, "Nandyal Dist. A.P." in the center, and "1974-75" at the bottom. There are small stars on either side of the bottom text.

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/144

Date: 07/03/2022

Circular

The below topic will be held on 10 March 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Training On Bed Making in hospital in SRMC .

“Training on Bed making”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

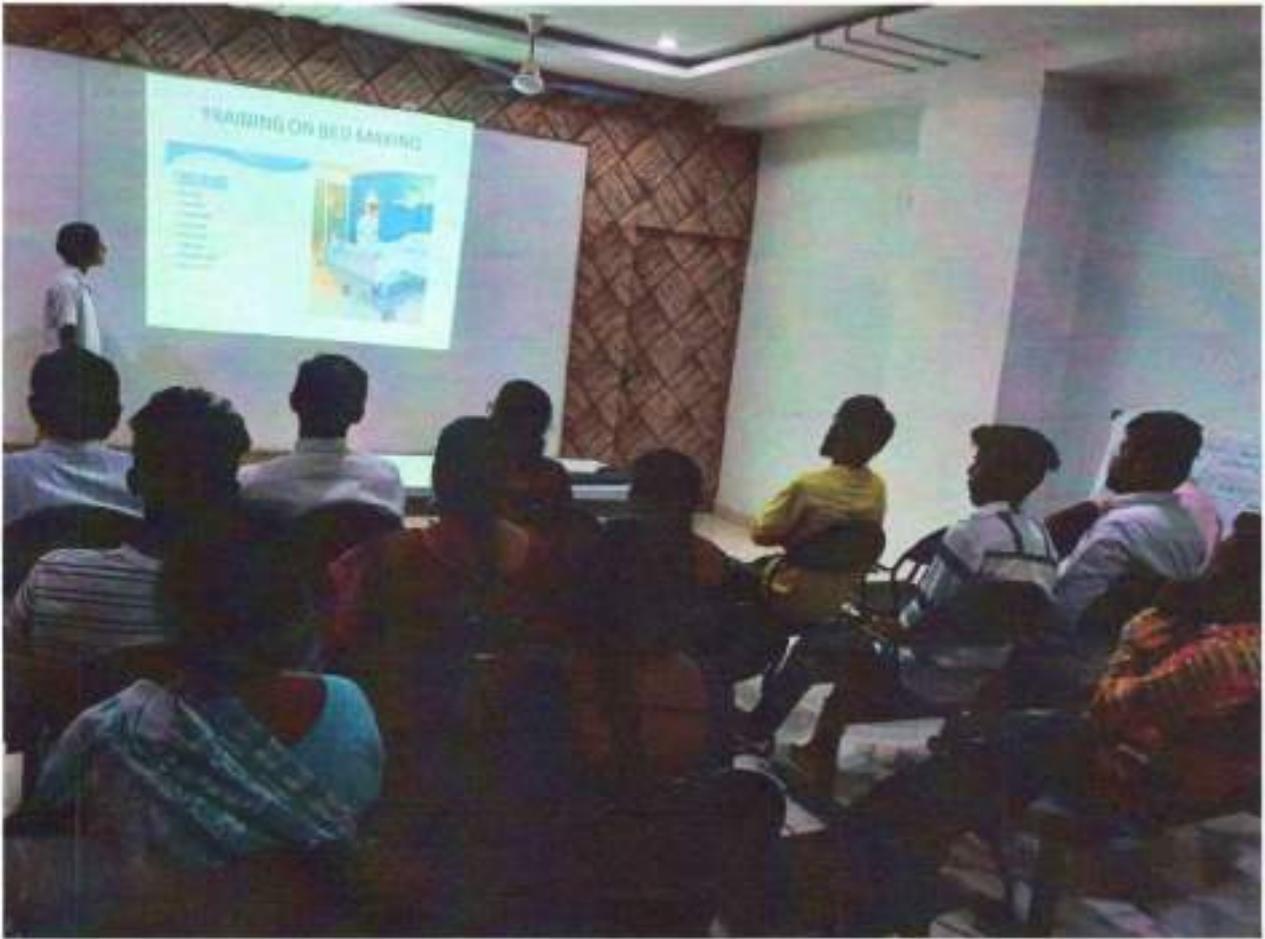
Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Bed making to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



A handwritten signature in black ink is written over a circular blue stamp. The stamp contains the text "Nandyal Dt. A.P." in the center and "19-05 NANDYAL A.P." around the bottom edge.

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/145

Date: 21/03/2022

Circular

The below topic will be held on 24 March 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Effective handling of ppharmacy & stock movement in hospital in SRMC .

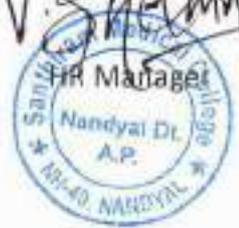
“Effective handling on pharmacy & stock movement“

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sridevi , Pharmacy –in charge of santhiram hospital and explained the importance of Effective handling on pharmacy & stock movement to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Vigneshwari



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/146

Date : 25 /03/2022

Circular

The below topic will be held on 30 March 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC .

" PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing Staff , Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Tea and Snacks will be provided.




Copy to :

NS (SRGH)
NS (SRSSH)
PRD office
Incharge - Central Lab
Front desk -Incharge(billing OP,IP)
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Raghunath Reddy, Head – Emergency Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care:** Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.
- **Patient Satisfaction:** Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.
- **Health Outcomes:** Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.
- **Safety and Risk Reduction:** Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.
- **Communication and Collaboration:** Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.
- **Patient Education:** Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.
- **Emotional Support:** SRMCization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.

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- **Ethical Considerations:** Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.
- **Continuity of Care:** Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.
- **Professionalism and Accountability:** Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

V. Srinivas
HR Manager


Copy to :

NS (SRGH)

NS (SRSSH)

PRD office

Incharge - Central Lab

Front desk –Incharge(billing OP,IP)

Medical Superintendent

Hospital Administrator

RMO

File

Santhiram Medical College

Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh



SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, NANDYAL - 518 501, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicaicollege.org

తేదీ:

ఈ క్రింది ప్రశ్నలన్నింటికీ మీ అభిప్రాయము కోరుచున్నాము, ఈ సమాచారమును వ్యాఖ్యల సేవలగు
ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ పేషంట్ అభిప్రాయ సేకరణ

1. చాప్పిటల్ రిపిచ్చి/ రికస్ట్రెషన్ విభాగము

ఎ) ఒక రికస్ట్రెషన్ విభాగం

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మి సందేహాలను తీర్చిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) అస్పత్రిలో ఎడ్మిషన్ విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) డాక్టర్ మీ రోగము గురించి వివరించిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) డాక్టర్ మీ సందేహాలను తీర్చిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు / అసలు బాగాలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సమయానికి మందులు ఇచ్చట మరియు చికిత్స

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను వివరిత చేసిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

4. ఫార్మశీ సేవలు

ఎ) మందులు లభ్యత

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది మీతో ప్రవర్తించిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను తీర్చిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు / అసలు బాగాలేదు

5. లాబోరేటరీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సిబ్బంది సేవలు అందించు విధములు/మెరుకువలు

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) చేసిన పరీక్షలకు రిపోర్టులు ఇచ్చు విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

6. కేడయాలజీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విభాగము

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బి) మీ సందేహాలను తీర్చిన విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు / అసలు బాగాలేదు

సి) రిపోర్టులు ఇచ్చు విభాగము

: చాలా బావుంది/ బావుంది/ ఏర్పాడేదు/ బాగాలేదు/ అసలు బాగాలేదు

Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/147

Date: 05/04/2022

Circular

The below topic will be held on 08 April 2022 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Code Blue in hospital in SRMC .

"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

V. Sreem


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by S.Ravali, Nurse of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/148

Date: 19/04/2022

Circular

The below topic will be held on 22 April 2022 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Vulnerable Patients in hospital in SRMC .

“Taking care of Vulnerable patients”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

V. Sheerin

HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shaik.Habeeba, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/149

Date: 10/05/2022

Circular

The below topic will be held on 13 May 2022 at Training Room between 03.00 pm to 04.00 pm. This mentioned topic is to have information on Patient Confidentiality and privacy in hospital in SRMC.

“Patient Confidentiality and privacy”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/150

Date: 24/05/2022

Circular

The below topic will be held on 27 May 2022 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Incidental reporting in hospital in SRMC .

“Training on Incidental reporting.”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File




Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Incidental reporting. to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Srinivasan



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/151

Date: 13/06/2022

Circular

The below topic will be held on 16 June 2022 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Disaster Management in hospital in SRMC .

“Training on Disaster Management”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/152

Date: 21/06/2022

Circular

The below topic will be held on 24 June 2022 at Training Room between 03.00 pm to 04.00 pm. This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC.

"How to prevent reporting errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2022/153

Date : 25/06/2022

Circular

The below topic will be held on 30 June 2022 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

" BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all .

Copy to :

NS (SRGH)

NS (SRSSH)

Medical Superintendent

Hospital Administrator

RMO

File


HF Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Narendrudu, RMO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum:** The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.
- **Hands-on Practice:** Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.
- **Skill Proficiency:** Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.
- **Team Dynamics:** BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.
- **Recognition of Emergencies:** Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.
- **Decision-making Skills:** BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.
- **Scenario-based Training:** Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Review and Recertification:** BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.
- **Documentation and Reporting:** Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.
- **Cultural Sensitivity:** BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.


HR Manager


Copy to :

NS (SRGH)
NS (SRSSH)
Medical Superintendent
Hospital Administrator
RMQ
File

Santhiram Medical College

Nandyal, Andhra Pradesh



6.3.3.1

**Total number of
professional development /
administrative training
programmes organized by
the Institution for teaching
and non- teaching/technical
staff during the
AY: 2020-2021**



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193


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SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year 2020-21

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	How to handle patient shifting in hospital	07-Jul-20	12
2.	Proper Drug Administration to patients	11-Jul-20	15
3.	How To Be Polite With Patients	13-Jul-20	10
4.	Safe Handling of Oxygen Cylinders	16-Jul-20	11
5.	Pharmacy Dispensing Process	23-Jul-20	12
6.	Asset coding of equipment	27-Jul-20	14
7.	Training on Bed making	08-Aug-20	16
8.	Admission and discharge process in hospital	13-Aug-20	19
9.	BLS Training To Nursing Staff	17-Aug-20	10
10.	BLS Training To Technicians	10-Sep-20	20
11.	Effective handling on pharmacy & stock movement	12-Sep-20	18
12.	Training on CODE BLUE	04-Oct-20	14
13.	Taking care of Vulnerable patients	08-Oct-20	16
14.	Sterility And Cleanliness In SRMC	16-Oct-20	10
15.	Patient Confidentiality and privacy	15-Oct-20	16
16.	Training on Incidental reporting	17-Oct-20	18
17.	Training on Disaster Management	20-Oct-20	12
18.	How to prevent reporting errors	26-Oct-20	15
19.	Admission and discharge process in hospital	31-Oct-20	14
20.	Training on patient safety	05-Nov-20	19


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21.	How to avoid prescription errors	12-Nov-20	18
22.	Prevention of child abduction in hospital	26-Nov-20	20
23.	Ethical and legal implications of prescribing drugs	10-Dec-20	10
24.	MRD- How To Perform Medical Work And Filing	14-Dec-20	11
25.	How to handle Medico legal Cases	24-Dec-20	18
26.	Maintenance of oxygen plant	31-Dec-20	13
27.	How to handle patient shifting in hospital	07-Jan-21	20
28.	Proper Drug Administration to patients	21-Jan-21	17
29.	Bio Medical Waste Segregation	20-Jan-21	13
30.	CSSD : Improving Quality	22-Jan-21	18
31.	LAUNDRY : Improving Quality	25-Jan-21	11
32.	Safe Handling of Oxygen Cylinders	06-Feb-21	15
33.	BLOOD BANK SERVICES	08-Feb-21	13
34.	Hospital Information Management Systems Training Session	22-Feb-21	17
35.	CODE OF CONDUCT – SRMC Non-Teaching Staff	12-Mar-21	20
36.	Pharmacy Dispensing Process	12-Mar-21	15
37.	Asset coding of equipment	25-Mar-21	19
38.	CPR TRAINING – Emergency Handling	04-Jun-21	12
39.	Fire And Safety Training	12-Jun-21	15
40.	How To Be Polite With Patients	30-Jun-21	20


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Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/73

Date: 04 /07/2020

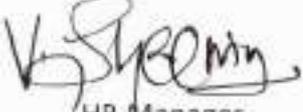
Circular

The below topic will be held on 07 July 2020 at Training Room between 12.00 Pm to 01.00 Pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"How to handle patient shifting in hospital "

All the Nonteaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all


HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –INCharge
RMO
File

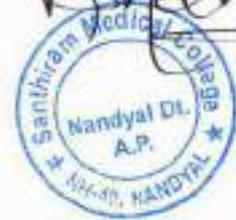


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shabolu Prathyusha, Nurse of santhiram hospital and explained the importance of patient shifting in the hospital to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/74

Date: 08/07/2020

Circular

The below topic will be held on 11 July 2020 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Proper Drug Administration to patients in hospital in SRMC .

“Proper Drug Administration to patients “

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File




Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Nagamani, nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




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Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/75

Date : 10 /07/2020

Circular

The below topic will be held on 13 July 2020, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the communication skills and etiquettes in SRMC.

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team, Front Office Team and Marketing team are requested to attend the meeting without fail.

Thank you one and all.


HR Manager



Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:How to be polite with patients –Report of the Meeting – circulated – reg.,

The above said meeting was held on 30.01.2021 at the Training Room from 10 am to 11 am. Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC .

The meeting was addressed by Mr Pullaiah, Asst Manager HR of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

- **Use Respectful Language:** Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- **Introduce Yourself:** When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- **Listen Actively:** Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- **Maintain Eye Contact:** Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- **Be Patient and Calm:** Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- **Respect Privacy:** Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- **Explain Procedures:** Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- **Encourage Questions:** Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- **Be Empathetic:** Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.
- **Follow Up:** After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

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Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules



Copy to :

PRD office

Marketing office

Medical Superintendent

Hospital Administrator

RMO

File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/77

Date: 20 /07/2020

Circular

The below topic will be held on 23 July 2020 at Training Room between 10.00 am to 12.00 pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

“Pharmacy Dispensing Process“

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HP Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreedevi



Santhiram Medical College
Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/78

Date: 24/07/2020

Circular

The below topic will be held on 27 July 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Asset coding of equipment in hospital in SRMC .

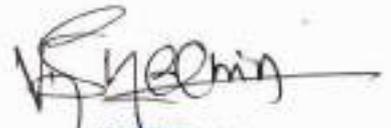
"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shaik.Habeeba , Nurse of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/79

Date: 05/08/2020

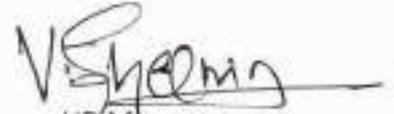
Circular

The below topic will be held on 08 Aug 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Training on Bed making in hospital in SRMC .

“Training on Bed making”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Bed making to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheelam



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/80

Date: 10 /08/2020

Circular

The below topic will be held on 13 Aug 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Admission and discharge process in hospital in hospital in SRMC .

“Admission and discharge process in hospital“

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by I.Siva sankar , Nurse of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Shyam



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/81

Date :14/08/2020

Circular

The below topic will be held on 17 August 2020 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

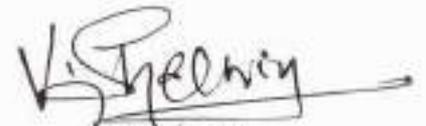
" BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all .

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File


HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Phaneendra , HOD –CCM of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum:** The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.
- **Hands-on Practice:** Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.
- **Skill Proficiency:** Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.
- **Team Dynamics:** BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.
- **Recognition of Emergencies:** Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.
- **Decision-making Skills:** BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.

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Nandyal, Andhra Pradesh

- **Scenario-based Training:** Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.
- **Review and Recertification:** BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.
- **Documentation and Reporting:** Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.
- **Cultural Sensitivity:** BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

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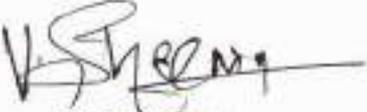
Medical Superintendent

Hospital Administrator

Nursing Superintendent

RMO

File


HR Manager


Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/82

Date: 04/09/2020

Circular

The below topic will be held on 10 September 2020, Thursday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC.

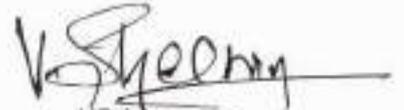
" BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians(Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Raghu Sri Charan , MS Surgical Gastro of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum:** The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.
- **Basic CPR and AED Skills:** Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.
- **Recognition of Emergencies:** Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.
- **Emergency Equipment Familiarization:** Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training:** Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.
- **Teamwork and Communication:** Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.
- **Documentation and Reporting:** Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.
- **Regular Review and Practice:** Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.

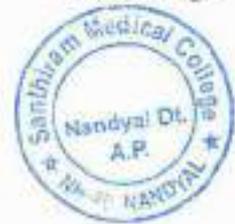
Santhiram Medical College

Nandyal, Andhra Pradesh

- **Cultural Sensitivity:** Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.
- **Certification and Recertification:** Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC, We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus.

V. Sheehri
HR Manager



Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/83

Date: 09 /09/2020

Circular

The below topic will be held on 12 Sep 2020 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Effective handling on pharmacy & stock movement in hospital in SRMC .

“Effective handling on pharmacy & stock movement”

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all




Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in charge of santhiram hospital and explained the importance of Effective handling on pharmacy & stock movement to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreeni



Santhiram Medical College
Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2020/84

Date: 01 /10/2020

Circular

The below topic will be held on 04 Oct 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Training on CODE BLUE in hospital in SRMC .

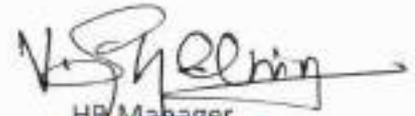
"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMG
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by G.Prashanthi, Deputy Nursing Superintendent of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheerin



Santhiram Medical College
Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2020/85

Date: 05 /10/2020

Circular

The below topic will be held on 08 Oct 2020 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Taking care of Vulnerable patients in SRMC .

"Taking care of Vulnerable patients"

All the Non Teaching staff, Nursing Staff and DT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by K.Sulochana, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheema



Santhiram Medical College
Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2020/86

Date: 09/10/2020

Circular

The below topic will be held on 16 October 2020, Friday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" STERILITY AND CLEANLINESS IN SRMC "

All the Non Teaching staff (Teaching SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

V. Shanmugam
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "STERILITY AND CLEANLINESS " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sreenivasulu, Incharge – House Keeping of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility:** Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC, especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
 - **Sterilization Procedures:** Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
 - **Aseptic Techniques:** Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
 - **Environmental Controls:** SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.
- **Cleanliness:** Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
 - **Routine Cleaning Protocols:** SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
 - **Use of Disinfectants:** Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
 - **Hand Hygiene:** Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

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- **Environmental Hygiene:** SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training:** Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
File

V. Sheela

HR Manager



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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/87

Date: 12 /10/2020

Circular

The below topic will be held on 15 Oct 2020 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on Patient Confidentiality and privacy in hospital in SRMC .

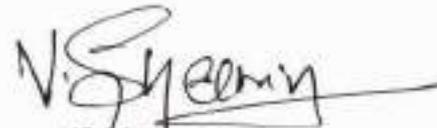
"Patient Confidentiality and privacy"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Y.Shivaji Raju, Nursine of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/88

Date: 14 /10/2020

Circular

The below topic will be held on 17 Oct 2020 at Training Room between 01.00 pm to 02.00 pm This mentioned topic is to have information on Training on Incidental reporting in hospital in SRMC .

“Training on Incidental reporting.”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by B.Govardhan Reddy, Nurse of santhiram hospital and explained the importance of Training on Incidental reporting. to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/89

Date: 17 /10/2020

Circular

The below topic will be held on 20 Oct 2020 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Training on Disaster Management in hospital in SRMC .

“Training on Disaster Management”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager

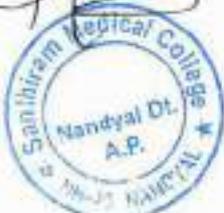

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Shervin



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Nandyal Dt.
A.P.

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/90

Date: 22 /10/2020

Circular

The below topic will be held on 26 Oct 2020 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC .

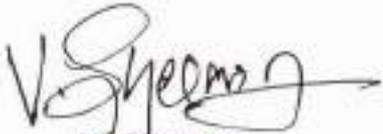
“How to prevent reporting errors“

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HB Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

VSheelmin



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Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2020/91

Date: 28 /10/2020

Circular

The below topic will be held on 31 Oct 2020 at Training Room between 12.00 pm to 01.00 pm .
This mentioned topic is to have information on Admission and discharge process in hospital in
hospital in SRMC .

“Admission and discharge process in hospital”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without
fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by M.Aparna, Nurse of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela

A circular blue ink stamp from Santhiram Medical College, Nandyal Dt. A.P. The text inside the stamp reads "Santhiram Medical College" around the top inner edge, "Nandyal Dt." in the center, and "A.P." below it. There are small stars on either side of "A.P.". The stamp is partially overlaid by a handwritten signature in black ink.

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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/92

Date: 02 /11/2020

Circular

The below topic will be held on 05 Nov 2020 at Training Room between 10.00 am to 11.00 am .
This mentioned topic is to have information on Training on patient safety in hospital in SRMC .

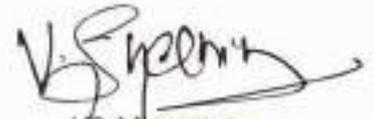
"Training on patient safety"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. G. Arani



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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/93

Date: 09 /11/2020

Circular

The below topic will be held on 12 Nov 2020 at Training Room between 01.00 pm to 02.00 pm .
This mentioned topic is to have information on How to avoid prescription errors in hospital in SRMC

"How to avoid prescription errors"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

V. Sheela
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to avoid prescription errors to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Swarna Kumari



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/94

Date: 23 /11/2020

Circular

The below topic will be held on 26 Nov 2020 at Training Room between 02.00 pm to 03.00 pm .
This mentioned topic is to have information on Prevention of child abduction in hospital in hospital in SRMC .

"Prevention of child abduction in hospital"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all


HR Manager


Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Swarna



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/95

Date: 07 /12/2020

Circular

The below topic will be held on 10 Dec 2020 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on Ethical and legal implications of prescribing drugs in hospital in SRMC .

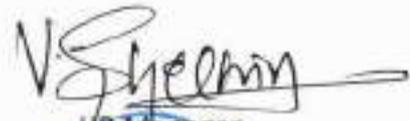
“Ethical and legal implications of prescribing drugs”

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in Charge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheemin



A circular blue ink stamp is located below the signature. The text inside the stamp reads "Santhiram Medical College" around the top inner edge, "Nandyal A.P." in the center, and "1974-40" at the bottom. There are small stars on either side of the bottom text.

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/96

Date: 10/12/2020

Circular

The below topic will be held on 14 December 2020, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

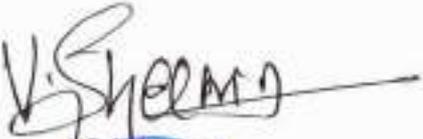
"MRD- HOW TO PERFORM MEDICAL WORK AND FILING"

All the MRD staff, Nursing Staff and Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS (SRSSH)
MRD –Incharge
Central Lab- Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "MRD- HOW TO PERFORM MEDICAL WORK AND FILING " –Report of the Meeting –
circulated – reg.,

The meeting was addressed by Mr Nyamathulla, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation:**
 - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
 - A medical record is created for the patient, which serves as a repository for all medical information related to their care.
- **Documentation of Medical Information:**
 - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
 - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.
- **Organizing Medical Records:**
 - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
 - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing:**
 - Once medical information is documented, it is filed appropriately within the patient's medical record.
 - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
 - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.
- **Maintaining Confidentiality:**
 - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
 - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.
- **Record Retrieval and Release:**
 - When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.

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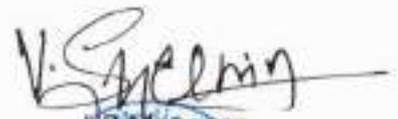
Nandyal, Andhra Pradesh

- MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
- Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.
- **Record Maintenance and Storage:**
 - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
 - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
 - Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.
- **Record Transcription and Coding:**
 - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
 - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File


HR Manager


Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/97

Date: 21 /12/2020

Circular

The below topic will be held on 24 Dec 2020 at Training Room between 02.00 pm to 03.00 pm. This mentioned topic is to have information on How to handle Medico legal Cases in hospital in SRMC.

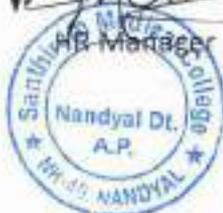
"How to handle Medico legal Cases"

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

V. Subrahmanya
HB Manager


Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Srinivas



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/98

Date: 28 /12/2020

Circular

The below topic will be held on 31 Dec 2020 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"Maintenance of oxygen plant "

All the Non Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File


HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by S.Sarala Kumari, Nurse of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Srinivas



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Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/99

Date: 04 /01/2021

Circular

The below topic will be held on 07 Jan 2021 at Training Room between 2.00 Pm to 03.00 Pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

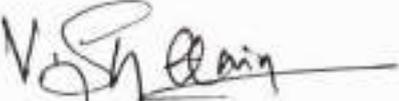
“How to handle patient shifting in hospital ”

All the Nonteaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –INCharge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by S.Prathyusha , Nurse of santhiram hospital and explained the importance of patient shifting in the hospital to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



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Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/100

Date: 18 /01/2021

Circular

The below topic will be held on 21 Jan 2021 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on proper drug administration to patients in hospital in SRMC .

“Proper Drug Administration to patients “

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by A.Sheela, OT nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Ramani



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/101

Date: 18/01/2021

Circular

The below topic will be held on 20 January 2021, Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BIO MEDICAL WASTE SEGREGATION "

All the Nursing Staff and OT Team RADIOLOGY , ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIO MEDICAL WASTE SEGREGATION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Nagendra Gykwad, BME of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Proper segregation of biomedical waste in hospitals is essential for ensuring the safe handling, treatment, and disposal of waste generated from healthcare facilities. Here's a guide to biomedical waste segregation in hospitals:

- 1. Segregation at the Point of Generation:** Biomedical waste should be segregated at the point of generation, ideally where it is produced. This means that healthcare workers should separate different types of waste as they generate it during patient care activities.
- 2. Color-Coding:** Use color-coded containers or bags to segregate different categories of biomedical waste. Each color corresponds to a specific type of waste, making it easy for staff to identify and handle them properly. Common color-coding schemes include:
 - Yellow: Infectious waste, including materials contaminated with blood, bodily fluids, or other potentially infectious materials.
 - Red: Sharps waste, such as needles, syringes, scalpels, and other sharp objects.
 - Blue: Pharmaceutical waste, including expired or unused medications, drugs, and pharmaceutical products.
 - Black: Hazardous waste, such as chemicals, solvents, and other hazardous materials that pose a risk to human health or the environment.
 - White or clear: Non-hazardous or general waste, such as paper, cardboard, food waste, and other non-infectious materials.
- 3. Segregation Guidelines:** Provide clear guidelines and training to healthcare workers on how to segregate biomedical waste properly. Emphasize the importance of adhering to segregation protocols to prevent cross-contamination and ensure the safety of waste handlers and the environment.
- 4. Segregation by Type:** Biomedical waste should be segregated by type based on its characteristics and potential hazards. Common categories of biomedical waste include:
 - Infectious waste: Materials contaminated with blood, bodily fluids, or other potentially infectious materials, such as used gloves, dressings, and disposable medical supplies.
 - Sharps waste: Needles, syringes, lancets, scalpels, and other sharp objects used in medical procedures or patient care activities.
 - Pharmaceutical waste: Expired or unused medications, drugs, IV fluids, and other pharmaceutical products that require proper disposal to prevent environmental contamination or misuse.

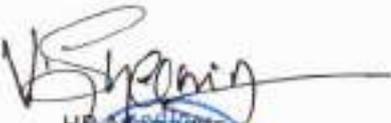
Santhiram Medical College

Nandyal, Andhra Pradesh

- Hazardous waste: Chemicals, solvents, disinfectants, and other hazardous materials used in healthcare facilities that require special handling and disposal procedures.
5. **Training and Education:** Provide comprehensive training and education to healthcare workers on biomedical waste segregation practices, including the proper use of color-coded containers, segregation guidelines, and safety precautions. Training should be provided to all staff involved in waste generation, handling, and disposal.
 6. **Regular Monitoring and Audits:** Conduct regular monitoring and audits to ensure compliance with biomedical waste segregation protocols. Inspect waste segregation practices in different areas of the hospital, provide feedback to staff, and address any issues or non-compliance promptly.
- By implementing proper biomedical waste segregation practices in hospitals, healthcare facilities can minimize the risk of exposure to infectious materials, reduce environmental contamination, and ensure the safety of waste handlers and the community.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/102

Date: 20/01/2021

Circular

The below topic will be held on 22 January 2021, Friday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

“ CSSD : IMPROVING QUALITY “

All the CSSD Staff ,NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager


Copy to :

Medical Superintendent
Hospital Administrator
HOD – Anesthesia
RMO
NS (SRGH)
NS(SRSSH)
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:“ CSSD : IMPROVING QUALITY “ –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Sanjeev Kumar MS Ophthalmology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

- **Adherence to Sterilization Standards:** Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).
- **Training and Education:** Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Quality Assurance Programs:** Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.
- **Documentation and Recordkeeping:** Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.
- **Process Standardization:** Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.
- **Environmental Controls:** Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.
- **Staffing and Workload Management:** Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.
- **Communication and Collaboration:** Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.

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- **Continuous Improvement:** Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.

Copy to :

HOD – Anesthesia

Medical Superintendent

Hospital Administrator

RMO

NS (SRGH)

NS (SRSSH)

CSSD – Incharge

OT – Incharge

File



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/103

Date: 22/01/2021

Circular

The below topic will be held on 25 January 2021, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" LAUNDRY : IMPROVING QUALITY "

All the LAUNDRY Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

V. Shyam
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations:** Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.
- **Staff Training and Education:** Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.
- **Quality Control Measures:** Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.
- **Use of Appropriate Detergents and Disinfectants:** Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Temperature and Chemical Controls:** Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.
- **Separation and Segregation:** Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

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- **Environmental Controls:** Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.
- **Recordkeeping and Documentation:** Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.
- **Continuous Improvement:** Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.

Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

V. Sharma
HR Manager


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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/104

Date: 02 /02/2021

Circular

The below topic will be held on 06 Feb 2021 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on safe handling of oxygen cylinders in hospital in SRMC .

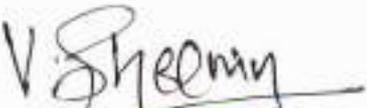
“Safe Handling of Oxygen Cylinders.”

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by K.Kishore Kumar, Nurse of santhiram hospital and explained the importance of Safe Handling of Oxygen Cylinders to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



The image shows a handwritten signature in black ink over a blue circular stamp. The stamp contains the text "Santhiram Medical College" around the top edge, "Nandyal Dt. A.P." in the center, and "NANDYAL" at the bottom. There are two small stars on either side of the bottom text.

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Santhiram Medical College

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SRMC/TP/L&D/2021/105

Date: 05/02/2021

Circular

The below topic will be held on 8 February 2021, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" BLOOD BANK SERVICES "

All the Blood Bank Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

This session will teach you the importance of Blood in healing a person.

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Midde , Blood bank Incharge of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection:** Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening:** After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation:** Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Cross matching:** Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Cross matching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management:** Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services:** Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response:** Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.
- **Quality Assurance and Accreditation:** Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

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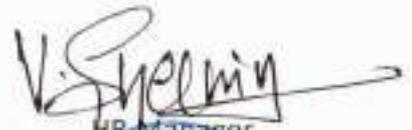
Nandyal, Andhra Pradesh

- **Education and Training:** Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.
- **Donor Recruitment and Community Engagement:** Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File


HR Manager


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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/106

Date: 19/02/2021

Circular

The below topic will be held on 22 February 2021, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

“ HOSPITAL INFORMATION MANAGEMENT SYSTEMS TRAINING SESSION “

All the Front DESK and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab, Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by PanduRanga , Incharge EDP (Electronic Data Processing) of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS:** Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface:** Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMS interface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling:** Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting:** Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management:** Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support:** Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security:** Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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- **Reporting and Analytics:** Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMS for tracking key performance indicators, monitoring quality metrics, and analysing trends in patient care.
- **Troubleshooting and Support:** Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.
- **Hands-on Practice and Q&A:** Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMS in a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.
- **Ongoing Training and Support:** Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMS training sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

V. Shelini
HR Manager


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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/107

Date: 8/03/2021

Circular

The below topic will be held on 12 March 2021, Friday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

"CODE OF CONDUCT – SRMC NON TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non Teaching Staff are requested to attend the meeting without fail.

This session will teach you how to grow in life and career too.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CODE OF CONDUCT – SRMC NON TEACHING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Kola Rajesh , HRD Staff of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity:**
 - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
 - Uphold the highest standards of professional conduct and integrity in all interactions.
 - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy:**
 - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
 - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
 - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety:**
 - Prioritize patient safety and well-being in all clinical and non-clinical activities.
 - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
 - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration:**
 - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
 - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
 - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development:**
 - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
 - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
 - Take responsibility for maintaining licensure, certifications, and credentials required for the position.

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- **Ethical Conduct:**
 - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
 - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
 - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Compliance with Policies and Regulations:**
 - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
 - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
 - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
- **Professional Appearance and Hygiene:**
 - Maintain a professional appearance and adhere to dress code policies while on duty.
 - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care


HR Manager



Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

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Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/108

Date: 09/03/2021

Circular

The below topic will be held on 12 March 2021 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Pharmacy Dispensing process in hospital in SRMC .

“Pharmacy Dispensing Process”

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File




Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreedevi



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Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2021/109

Date: 22 /03/2021

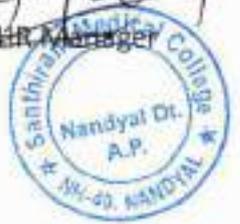
Circular

The below topic will be held on 25 March 2021 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Asset coding of equipment in hospital in SRMC .

“Asset coding of equipment “

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all.


HR Manager


Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

The training program was addressed by Indira.E, Nurse of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/110

Date: 01/06/2021

Circular

The below topic will be held on 4 June 2021, Friday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff and Non Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

V. Sreemini
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CPR TRAINING – EMERGENCY HANDLING" –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Raj Kumar of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring our healthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification:**
 - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
 - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).
- **Hands-on Practice:**
 - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
 - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.
- **Adult, Child, and Infant CPR:**
 - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
 - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.
- **AED Training:**
 - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
 - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.
- **Team Dynamics:**
 - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
 - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.
- **Recognition of Cardiac Arrest:**
 - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.

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Nandyal, Andhra Pradesh

- Training emphasizes the importance of early recognition and activation of the emergency response system.
- **Post-Resuscitation Care:**
 - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.
- **Documentation and Debriefing:**
 - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
 - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.
- **Recertification and Ongoing Training:**
 - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
 - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

V. Sheema
HR Manager


Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/111

Date: 09/06/2021

Circular

The below topic will be held on 12 June 2021, Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

" FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File


Medical Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

Fire and safety training in SRGH is critical to ensure the safety of patients, staff, and visitors in the event of a fire or other emergency situation. Here are some key aspects to consider when developing fire and safety training programs for hospitals:

- **Risk Assessment:** Conduct a thorough risk assessment to identify potential fire hazards and vulnerabilities within the hospital premises. This assessment should cover areas such as patient care areas, administrative offices, utility rooms, and storage areas.
- **Regulatory Compliance:** Ensure that fire and safety training programs comply with local regulations and standards set forth by regulatory bodies such as the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).
- **Emergency Response Plan:** Develop a comprehensive emergency response plan that outlines procedures for evacuation, fire containment, communication protocols, and coordination with local emergency services. This plan should be regularly reviewed, updated, and communicated to all staff members.
- **Staff Training:** Provide training sessions for all hospital staff, including healthcare professionals, administrative staff, maintenance workers, and security personnel. Training should cover topics such as fire prevention, evacuation procedures, operation of fire extinguishers, and first aid for fire-related injuries.
- **Evacuation Drills:** Conduct regular evacuation drills to familiarize staff with emergency procedures and ensure efficient evacuation in the event of a real fire. These drills should be conducted at different times of the day and include scenarios involving patients with mobility issues or special medical needs.
- **Fire Safety Equipment:** Train staff on the proper use of fire safety equipment, including fire extinguishers, fire alarms, smoke detectors, and sprinkler systems. Ensure that equipment is regularly inspected, maintained, and in working condition.
- **Communication Systems:** Establish effective communication systems to disseminate emergency information to staff, patients, and visitors. This may include overhead announcements, text message alerts, and visual signage throughout the hospital.

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Nandyal, Andhra Pradesh

- **Specialized Training:** Provide specialized training for staff working in high-risk areas such as operating rooms, laboratories, and areas with hazardous materials. This training should address specific fire risks and appropriate safety protocols.
- **Continuing Education:** Offer regular refresher courses and continuing education opportunities to ensure that staff remain knowledgeable and proficient in fire and safety procedures.
- **Collaboration with Local Authorities:** Foster collaboration with local fire departments, emergency medical services, and other relevant authorities to coordinate emergency response efforts and ensure a swift and effective response to fire incidents.

By implementing a comprehensive fire and safety training program, SRMC can enhance preparedness, minimize risks, and protect the well-being of everyone within the healthcare facility.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

V. Shelwin
HR Manager
Santhiram Medical College
Nandyal Dt.
A.P.
NH-40, NANDYAL



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2021/112

Date : 25 /06/2021

Circular

The below topic will be held on 30 June 2021 , wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team and Marketing team are requested to attend the meeting without fail.

Thank you one and all .

Copy to :

Medical Superintendent
Hospital Administrator
PRD office
Marketing office
RMO
File

V. Sheela
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Sub:How to be polite with patients –Report of the Meeting –circulated – reg.,

The meeting was addressed by Mr Nyamathulla, MRD Expert of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The above said meeting was held on 30.01.2021 at the Training Room from 10 am to 11 am. Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC.

- **Use Respectful Language:** Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- **Introduce Yourself:** When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- **Listen Actively:** Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- **Maintain Eye Contact:** Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- **Be Patient and Calm:** Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- **Respect Privacy:** Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- **Explain Procedures:** Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- **Encourage Questions:** Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- **Be Empathetic:** Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.

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Nandyal, Andhra Pradesh

- Follow Up: After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being. Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

V. Shaheen
HR Manager



Copy to :

PRD office

Marketing office

Medical Superintendent

Hospital Administrator

RMO

File

Santhiram Medical College
Nandyal, Andhra Pradesh



6.3.3.1

**Total number of
professional development /
administrative training
programmes organized by
the Institution for teaching
and non- teaching/technical
staff during the
AY: 2019-2020**



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193


PRINCIPAL
Santhiram Medical College
NH-40, NANDYAL-518 501, Nandyal Dt. A.P.



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year **2019-20**

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	How To Prevent Reporting Errors	05-Jul-19	11
2.	Training On Incidental Reporting	06-Jul-19	16
3.	Training On Disaster Management	28-Jul-19	18
4.	How To Be Polite With Patients	09-Aug-19	12
5.	Admission And Discharge Process In Hospital	13-Aug-19	14
6.	Training On Patient Safety	31-Aug-19	11
7.	Patient Care And Its Significance In SRMC Care	09-Sep-19	14
8.	How To Avoid Prescription Errors	19-Sep-19	15
9.	Prevention Of Child Abduction In Hospital	06-Oct-19	14
10.	BLS Training To Nursing Staff	07-Oct-19	18
11.	Ethical And Legal Implications Of Prescribing Drugs	10-Oct-19	20
12.	How To Handle Medico Legal Cases	05-Nov-19	20
13.	BLS Training To Technicians	11-Nov-19	10
14.	Sterility And Cleanliness In SRMC	09-Dec-19	12
15.	Maintenance Of Oxygen Plant	30-Dec-19	18
16.	MRD- How To Perform Medical Work And Filing	06-Jan-20	22
17.	How To Handle Patient Shifting In Hospital	22-Jan-20	14


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18.	Proper Drug Administration To Patients	08-Feb-20	16
19.	CSSD: Improving Quality	10-Feb-20	12
20.	Safe Handling Of Oxygen Cylinders	05-Mar-20	10
21.	Laundry : Improving Quality	23-Mar-20	15
22.	Pharmacy Dispensing Process	30-Mar-20	17
23.	Asset Coding Of Equipment	11-Apr-20	11
24.	Blood Bank Services	13-Apr-20	15
25.	Training On Bed Making	30-Apr-20	13
26.	Effective Handling On Pharmacy & Stock Movement	06-May-20	10
27.	Hospital Information Management Systems training Session	11-May-20	14
28.	Training On CODE BLUE	31-May-20	19
29.	Taking Care Of Vulnerable Patients	06-Jun-20	14
30.	Bio Medical Equipment's Handling	08-Jun-20	17
31.	Code Of Conduct – SRMC Non-Teaching Staff	15-Jun-20	14
32.	CPR Training – Emergency Handling	22-Jun-20	11
33.	Patient Confidentiality And Privacy	29-Jun-20	13
34.	Fire And Safety Training	30-Jun-20	17


PRINCIPAL
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NH-40, NANDYAL-518 501, Nandyal Dt. A.P.

Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/39

Date: 02 /07/2019

Circular

The below topic will be held on 05 Jul 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC .

"How to prevent reporting errors"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all



HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/40

Date: 03 /07/2019

Circular

The below topic will be held on 06 Jul 2019 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Training on Incidental reporting in hospital in SRMC .

“Training on Incidental reporting. “

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by B.Govardhan Reddy, Nurse of santhiram hospital and explained the importance of Training on Incidental reporting. to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to Improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Reddy



Santhiram Medical College
Nandyal, Andhra Pradesh



**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/IN/STM/2019/41

Date: 25 /07/2019

Circular

The below topic will be held on 28 Jul 2019 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Training on Disaster Management in hospital in SRMC .

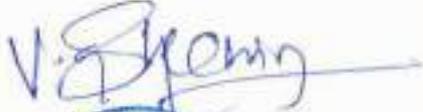
“Training on Disaster Management”

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Shervin



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/42

Date : 06 /08/2019

Circular

The below topic will be held on 9 August 2019 , Friday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the PRO team and Marketing team are requested to attend the meeting without fail.
HRD invites all the above mentioned to kindly attend the topic as it is useful for your career.

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File


V. Sreeraj
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub:How to be polite with patients –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sreenivasulu,CFO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The above said meeting was held on 30.01.2021 at the Training Room from 10 am to 11 am Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC

- Use Respectful Language: Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- Introduce Yourself: When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- Listen Actively: Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- Maintain Eye Contact: Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- Be Patient and Calm: Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- Respect Privacy: Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- Explain Procedures: Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- Encourage Questions: Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.

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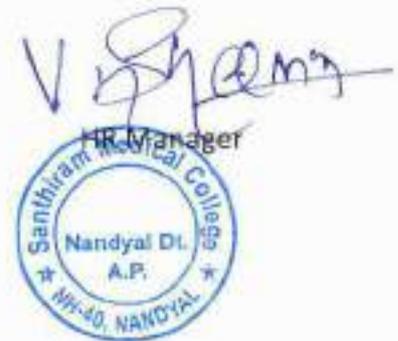
Nandyal, Andhra Pradesh

- **Be Empathetic:** Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.
- **Follow Up:** After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

Copy to :

PRD office
Marketing office
Medical Superintendent
Hospital Administrator
RMO
File



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/43

Date: 10 /08/2019

Circular

The below topic will be held on 13 Aug 2019 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Admission and discharge process in hospital in hospital in SRMC .

“Admission and discharge process in hospital“

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by I.Siva sankar , Nurse of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non-Teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreem



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/44

Date: 28 /08/2019

Circular

The below topic will be held on 31 Aug 2019 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Training on patient safety in hospital in SRMC .

“Training on patient safety“

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/45

Date : 06 /09/2019

Circular

The below topic will be held on 9th September 2019, Monday at Training Room between 10.00 am to 11.00 am. This mentioned topic is to improve the patient care and the quality of treatment in SRMC.

"PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing staff, Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent

Hospital Administrator

Nursing Superintendent

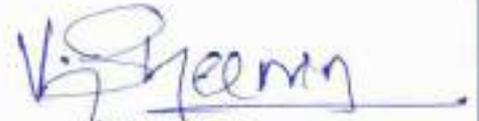
PRD office

Incharge - Central Lab

Front desk - Incharge (billing OP, IP)

RMO

File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE" –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mrs SwarnaKumari , Nursing Superintendent of Santhiram Hospital and she delivered the following points and suggested the staff to follow them.

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

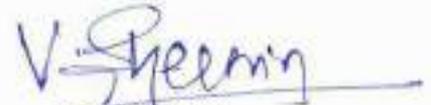
- **Quality of Care:** Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.
- **Patient Satisfaction:** Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.
- **Health Outcomes:** Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.
- **Safety and Risk Reduction:** Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.
- **Communication and Collaboration:** Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.
- **Patient Education:** Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.
- **Emotional Support:** SRMCization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.

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Nandyal, Andhra Pradesh

- **Ethical Considerations:** Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.
- **Continuity of Care:** Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.
- **Professionalism and Accountability:** Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
PRD office
Incharge - Central Lab
Front desk - In charge (billing OP, IP)
RMO
File

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh



SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, NANDYAL - 518 501, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

తేదీ:.....

ఈ క్రింద ప్రశ్నలన్నింటిలో మీ అభిప్రాయము కోరుచున్నాము, ఈ సమాచారమును వ్యాఖ్యలలో సేవలను ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ వ్యక్తిగత సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ ఫుల్ టైం అభిప్రాయ సేకరణ

1. హాస్పిటల్ రివ్యూస్/ రిజిస్ట్రేషన్ విభాగము

ఎ) L.పి రిజిస్ట్రేషన్ విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

బి) మీ సందేశాలను తీర్చిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

సి) ఆస్పత్రిలో ఎడ్మిషన్ విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

2. డాక్టర్ సేవలు

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

బి) డాక్టర్ మీ కోగము గురించి వివరించిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

సి) డాక్టర్ మీ సందేశాలను తీర్చిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు / అసలు తాగలేదు

3. నర్సుల సేవలు

ఎ) నర్సులు మీతో ప్రవర్తించిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

బి) నిమయావిశి మందులు ఇచ్చుట మరియు వివరించుట : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

సి) మీ సందేశాలను దివ్యార్థి చేసిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

4. ఫార్మశీ సేవలు

ఎ) మందులు లభ్యత : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

బి) సిబ్బంది మీతో ప్రవర్తించిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

సి) మీ సందేశాలను తీర్చిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు / అసలు తాగలేదు

5. లాబోరేటరీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

బి) సిబ్బంది సేవలు అందించు విధములు/మలుకువలు : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

సి) చేసిన పరీక్షలను రిపోర్టులు ఇచ్చు విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

6. రేడియాలజీ సేవలు

ఎ) సిబ్బంది మీతో ప్రవర్తించిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

బి) మీ సందేశాలను తీర్చిన విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు / అసలు తాగలేదు

సి) రిపోర్టులు ఇచ్చు విభాగము : దాదా తావుంది/ తావుంది/ ఏర్పాడేదు/ తాగలేదు/ అసలు తాగలేదు

Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/46

Date: 16 /09/2019

Circular

The below topic will be held on 19 Sep 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to avoid prescription errors in hospital in SRMC .

“How to avoid prescription errors“

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to avoid prescription errors to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/47

Date: 03 /10/2019

Circular

The below topic will be held on 06 Oct 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Prevention of child abduction in hospital in hospital in SRMC .

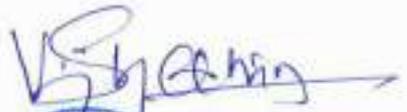
“Prevention of child abduction in hospital“

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreerama



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/48

Date: 04/10/2019

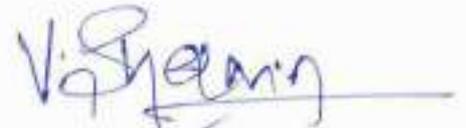
Circular

The below topic will be held on 7 October 2019 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

"BLS TRAINING TO NURSING STAFF"

All the Nursing staff (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.



HR Manager



Copy to:

NS (SRGH)
NS (SRSSH)
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr ChakradharReddy ,HOD- Pulmonology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum:** The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.
- **Hands-on Practice:** Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.
- **Skill Proficiency:** Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.
- **Team Dynamics:** BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.
- **Recognition of Emergencies:** Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.
- **Decision-making Skills:** BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.

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Nandyal, Andhra Pradesh

- **Scenario-based Training:** Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.
- **Review and Recertification:** BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.
- **Documentation and Reporting:** Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.
- **Cultural Sensitivity:** BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File


HR Manager


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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/49

Date: 07 /10/2019

Circular

The below topic will be held on 10 Oct 2019 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Ethical and legal implications of prescribing drugs in hospital in SRMC .

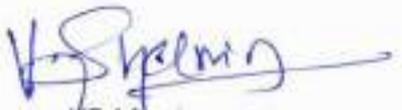
"Ethical and legal implications of prescribing drugs"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in Charge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sridevi



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/50

Date: 02 /11/2019

Circular

The below topic will be held on 05 Nov 2019 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on How to handle Medico legal Cases in hospital in SRMC .

“How to handle Medico legal Cases“

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

V. Sheema

HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

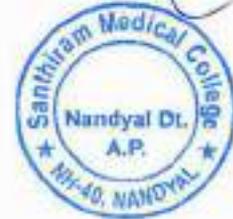
Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/51

Date: 08/11/2019

Circular

The below topic will be held on 11 November 2019, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC.

"BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians (Teaching SRMC and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

V. Sheelma

HR Manager



Copy to:

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for TECHNICIANS"—Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Krishna Rao, HOD – Forensic Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

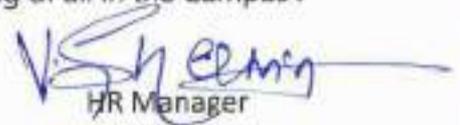
Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum:** The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.
- **Basic CPR and AED Skills:** Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.
- **Recognition of Emergencies:** Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.
- **Emergency Equipment Familiarization:** Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training:** Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.
- **Teamwork and Communication:** Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.
- **Documentation and Reporting:** Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the importance of clear and timely documentation for accountability and quality improvement purposes.

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- **Regular Review and Practice:** Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.
- **Cultural Sensitivity:** Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.
- **Certification and Recertification:** Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .


HR Manager



Copy to :

HOD – Pathology
Incharge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File

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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/52

Date: 06/12/2019

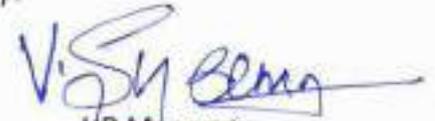
Circular

The below topic will be held on 9 December 2019, Monday at Training Room between 10.00 am to 11.00 am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

"STERILITY AND CLEANLINESS IN SRMC "

All the Non-Teaching staff (Teaching SRGH and Super Speciality division) are requested to attend the meeting without fail.

The above session is most important and kindly do not miss the opportunity!


HR Manager


Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD, LAUNDRY dept
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "STERILITY AND CLEANLINESS" –Report of the Meeting – circulated – reg.,

The meeting was addressed by DrMadhusudhanReddy , HOD – Anaesthesiology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility:** Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC , especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
 - **Sterilization Procedures:** Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
 - **Aseptic Techniques:** Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
 - **Environmental Controls:** SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.
- **Cleanliness:** Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety. Key components of maintaining cleanliness in SRMC include:
 - **Routine Cleaning Protocols:** SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.
 - **Use of Disinfectants:** Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
 - **Hand Hygiene:** Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or

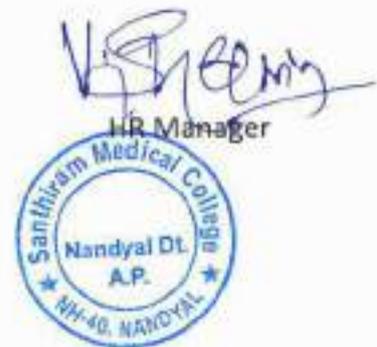
Santhiram Medical College

Nandyal, Andhra Pradesh

alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.

- **Environmental Hygiene:** SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training:** Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.



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Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept
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Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2019/53

Date: 27 /12/2019

Circular

The below topic will be held on 30 Dec 2019 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

“Maintenance of oxygen plant “

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all


HR Manager


Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Y Kamala, Nurse of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Y. Sheemin



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/54

Date: 03/01/2020

Circular

The below topic will be held on 6 January 2020, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

"MRD- HOW TO PERFORM MEDICAL WORK AND FILING "

All the MRD staff, Nursing Staff and Central Lab team are requested to attend the meeting without fail.

This is the most important and crucial topic in your career. So, kindly do not miss!!

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD -Incharge
Central Lab- Incharge
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "MRD- HOW TO PERFORM MEDICAL WORK AND FILING "–Report of the Meeting –
circulated – reg.,

The meeting was addressed by Mrs Parvathi, Incharge -MRD of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation:**
 - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
 - A medical record is created for the patient, which serves as a repository for all medical information related to their care.

- **Documentation of Medical Information:**
 - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
 - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.

- **Organizing Medical Records:**
 - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
 - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.

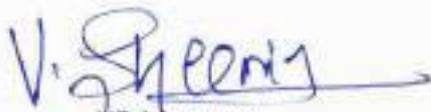
- **Filing and Indexing:**
 - Once medical information is documented, it is filed appropriately within the patient's medical record.
 - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
 - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.

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Nandyal, Andhra Pradesh

- **Maintaining Confidentiality:**
 - Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
 - Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.
- **Record Retrieval and Release:**
 - When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
 - Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.
- **Record Maintenance and Storage:**
 - Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
 - Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
- **Record Transcription and Coding:**
 - In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
 - Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
MRD –Incharge
Central Lab- Incharge
File

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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/55

Date: 18 /01/2020

Circular

The below topic will be held on 22 Jan 2020 at Training Room between 12.00 Pm to 01.00 Pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

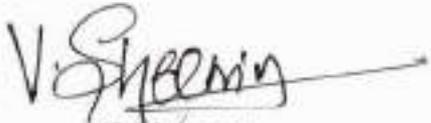
"How to handle patient shifting in hospital "

All the Nonteaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME -Incharge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Anusha.S, Nurse of santhiram hospital and explained the importance of patient shifting in the hospital to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Srinivas



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/56

Date: 05 /02/2020

Circular

The below topic will be held on 08 Feb 2020 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Proper Drug Administration to patients in hospital in SRMC .

"Proper Drug Administration to patients "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all


HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Nagamani, nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheema



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/57

Date: 07/02/2020

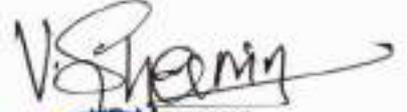
Circular

The below topic will be held on 10 February 2020, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

"CSSD: IMPROVING QUALITY"

All the CSSD Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager


Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD – Incharge
OT – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CSSD: IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr ChennaKeshava, HOD -OT of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

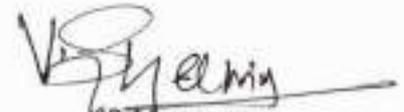
- **Adherence to Sterilization Standards:** Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).
- **Training and Education:** Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Quality Assurance Programs:** Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.
- **Documentation and Recordkeeping:** Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.
- **Process Standardization:** Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.

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- **Environmental Controls:** Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.
- **Staffing and Workload Management:** Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.
- **Communication and Collaboration:** Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.
- **Continuous Improvement:** Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.


HR Manager

Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD – Incharge
OT – Incharge
File



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Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/58

Date: 02 /03/2020

Circular

The below topic will be held on 05 Mar 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Safe Handling of Oxygen Cylinders in hospital in SRMC .

“Safe Handling of Oxygen Cylinders. “

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


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Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Indira , Nurse of santhiram hospital and explained the importance of Safe Handling of Oxygen Cylinders to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Ganini



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/59

Date: 20/03/2020

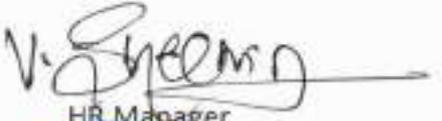
Circular

The below topic will be held on 23 March 2020, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

“ LAUNDRY : IMPROVING QUALITY “

All the LAUNDRY Staff ,Nursing Staff and OT Staff are requested to attend the meeting without fail.

HRD is planning a Learning and Development initiative to all the employees through these meetings.


HR Manager



Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
LAUNDRY – Incharge
OT – Incharge
File

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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " LAUNDRY : IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sreenivasulu, Incharge –Laundry of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

- **Adherence to Standards and Regulations:** Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.
- **Staff Training and Education:** Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.
- **Quality Control Measures:** Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.
- **Use of Appropriate Detergents and Disinfectants:** Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Temperature and Chemical Controls:** Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.

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- **Separation and Segregation:** Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.
- **Environmental Controls:** Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.
- **Recordkeeping and Documentation:** Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.
- **Continuous Improvement:** Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.


HR Manager


Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File

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Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/60

Date: 27 /03/2020

Circular

The below topic will be held on 30 Mar 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Pharmacy Dispensing Process in hospital in SRMC .

"Pharmacy Dispensing Process"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File

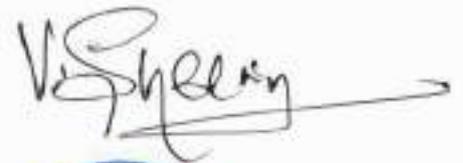
V. Sheela
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/61

Date: 08/04/2020

Circular

The below topic will be held on 11 Apr 2020 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Asset coding of equipment in hospital in SRMC .

"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Anusha. S , Nurse of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Shamm



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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/62

Date: 10/04/2020

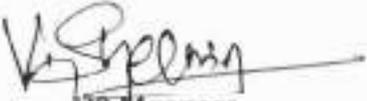
Circular

The below topic will be held on 13 April 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"BLOOD BANK SERVICES "

All the Blood Bank Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager

Copy to:

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Naveen, Professor - Pathology of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection:** Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening:** After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation:** Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching:** Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management:** Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services:** Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response:** Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies.

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Nandyal, Andhra Pradesh

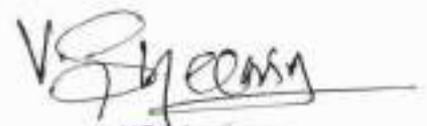
SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.

- **Quality Assurance and Accreditation:** Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.
- **Education and Training:** Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.
- **Donor Recruitment and Community Engagement:** Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

Copy to:

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File


HR Manager



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/63

Date: 27 /04/2020

Circular

The below topic will be held on 30 Apr 2020 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Training on Bed making in hospital in SRMC.

“Training on Bed making”

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari, Nursing superintendent of santhiram hospital and explained the importance of Training on Bed making to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Swarna Kumari



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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/64

Date: 03 /05/2020

Circular

The below topic will be held on 06 May 2020 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Effective handling on pharmacy & stock movement in hospital in SRMC .

“Effective handling on pharmacy & stock movement”

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in charge of santhiram hospital and explained the importance of Effective handling on pharmacy & stock movement to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheema



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/65

Date: 08/05/2020

Circular

The below topic will be held on 11 May 2020, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

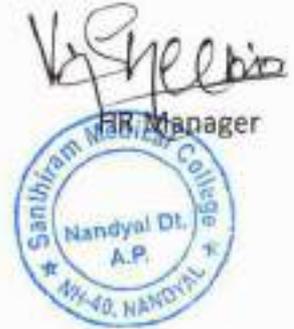
"HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION "

All the Front Desk and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab, Computer Operators of all Departments are requested to attend the meeting without fail.

The above topic is most important for all to understand the software of our hospital.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Francis, General Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS:** Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface:** Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMS interface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling:** Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting:** Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management:** Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support:** Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security:** Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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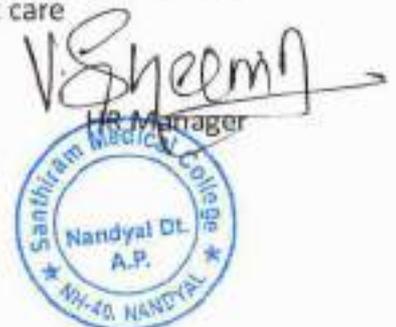
Nandyal, Andhra Pradesh

- **Reporting and Analytics:** Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMS for tracking key performance indicators, monitoring quality metrics, and analysing trends in patient care.
- **Troubleshooting and Support:** Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.
- **Hands-on Practice and Q&A:** Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEM in a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.
- **Ongoing Training and Support:** Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEM Training sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File



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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/66

Date: 28 /05/2020

Circular

The below topic will be held on 31 May 2020 at Training Room between 01.00 pm to 02.00 pm .This mentioned topic is to have information on Training on CODE BLUE in hospital in SRMC .

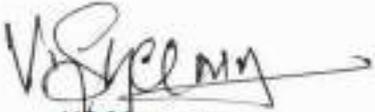
"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Savithri Preethi, Nurse of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreemany



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/IN/STM/2020/67

Date: 03 /06/2020

Circular

The below topic will be held on 06 Jun 2020 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Taking care of Vulnerable patients in hospital in SRMC .

"Taking care of Vulnerable patients "

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shaik.Habeeba, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreeni



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/68

Date: 05/06/2020

Circular

The below topic will be held on 8 June 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"BIO MEDICAL EQUIPMENTS HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and OT Team RADIOLOGY, ALL ICU along with CAUSALITY are requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL EQUIPMENT HANDLING " –Report of the Meeting – circulated – reg.,

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education:** Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions:** Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing:** Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection:** Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport:** Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification:** Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping:** Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.
- **Emergency Procedures:** Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.
- **Collaboration with Biomedical Engineering:** Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.
- **User Feedback and Improvement:** Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

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By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File

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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/69

Date: 12/06/2020

Circular

The below topic will be held on 15 June 2020, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CODE OF CONDUCT – SRMC NON-TEACHING STAFF "

All the Nursing Staff (SRGH and Super Speciality division) and Non-Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager



Copy to:

Medical Superintendent

Hospital Administrator

RMO

NURSING SUPERINTENDENT

Incharges –All DEPTS

File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CODE OF CONDUCT – SRMC NON-TEACHINGSTAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Pullaiah, Asst Manager HR of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity:**
 - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
 - Uphold the highest standards of professional conduct and integrity in all interactions.
 - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy:**
 - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
 - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
 - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety:**
 - Prioritize patient safety and well-being in all clinical and non-clinical activities.
 - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
 - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration:**
 - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
 - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
 - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development:**
 - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
 - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
 - Take responsibility for maintaining licensure, certifications, and credentials required for the position.

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- **Ethical Conduct:**
 - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
 - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
 - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
 - **Compliance with Policies and Regulations:**
 - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
 - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
 - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
 - **Professional Appearance and Hygiene:**
 - Maintain a professional appearance and adhere to dress code policies while on duty.
 - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
 - **Conflict Resolution:**
 - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
 - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
 - **Commitment to Excellence:**
 - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
 - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.
- By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care


HR Manager

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/70

Date: 19/06/2020

Circular

The below topic will be held on 22 June 2020 , Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff (SRGH and Super Speciality division) and Non-Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File

Vishwanath
HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Hari Krishna, Asst HOD –Emergency Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that our healthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

- **Basic Life Support (BLS) Certification:**
 - CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
 - Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).
- **Hands-on Practice:**
 - Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
 - Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.
- **Adult, Child, and Infant CPR:**
 - Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
 - Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.
- **AED Training:**
 - Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
 - Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.
- **Team Dynamics:**
 - Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
 - Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.
- **Recognition of Cardiac Arrest:**
 - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.
 - Training emphasizes the importance of early recognition and activation of the emergency response system.

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Nandyal, Andhra Pradesh

- **Post-Resuscitation Care:**
 - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.
- **Documentation and Debriefing:**
 - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
 - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.
- **Recertification and Ongoing Training:**
 - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
 - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

V. Srinivas
HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
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SRMC/IN/STM/2020/71

Date: 26 /06/2020

Circular

The below topic will be held on 29 Jun 2020 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Patient Confidentiality and privacy in hospital in SRMC .

“Patient Confidentiality and privacy”

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E. Manoj Reddy, Nurse of Santhiram Hospital and explained the importance of Patient Confidentiality and privacy to Non-Teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2020/72

Date: 26/06/2020

Circular

The below topic will be held on 30 June 2020, Tuesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff (SRGH and Super Speciality division) are requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges -All DEPTS
Fire Incharge
File


HR Manager


Santhiram Medical College

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Report of the Meeting

Sub: "FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Praveen Kumar ,In charge – Maintenance and Safety of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

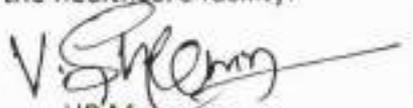
Fire and safety training in SRGH is critical to ensure the safety of patients, staff, and visitors in the event of a fire or other emergency situation. Here are some key aspects to consider when developing fire and safety training programs for hospitals:

- **Risk Assessment:** Conduct a thorough risk assessment to identify potential fire hazards and vulnerabilities within the hospital premises. This assessment should cover areas such as patient care areas, administrative offices, utility rooms, and storage areas.
- **Regulatory Compliance:** Ensure that fire and safety training programs comply with local regulations and standards set forth by regulatory bodies such as the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).
- **Emergency Response Plan:** Develop a comprehensive emergency response plan that outlines procedures for evacuation, fire containment, communication protocols, and coordination with local emergency services. This plan should be regularly reviewed, updated, and communicated to all staff members.
- **Staff Training:** Provide training sessions for all hospital staff, including healthcare professionals, administrative staff, maintenance workers, and security personnel. Training should cover topics such as fire prevention, evacuation procedures, operation of fire extinguishers, and first aid for fire-related injuries.
- **Evacuation Drills:** Conduct regular evacuation drills to familiarize staff with emergency procedures and ensure efficient evacuation in the event of a real fire. These drills should be conducted at different times of the day and include scenarios involving patients with mobility issues or special medical needs.
- **Fire Safety Equipment:** Train staff on the proper use of fire safety equipment, including fire extinguishers, fire alarms, smoke detectors, and sprinkler systems. Ensure that equipment is regularly inspected, maintained, and in working condition.
- **Communication Systems:** Establish effective communication systems to disseminate emergency information to staff, patients, and visitors. This may include overhead announcements, text message alerts, and visual signage throughout the hospital.

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- **Specialized Training:** Provide specialized training for staff working in high-risk areas such as operating rooms, laboratories, and areas with hazardous materials. This training should address specific fire risks and appropriate safety protocols.
- **Continuing Education:** Offer regular refresher courses and continuing education opportunities to ensure that staff remain knowledgeable and proficient in fire and safety procedures.
- **Collaboration with Local Authorities:** Foster collaboration with local fire departments, emergency medical services, and other relevant authorities to coordinate emergency response efforts and ensure a swift and effective response to fire incidents.

By implementing a comprehensive fire and safety training program, SRMC can enhance preparedness, minimize risks, and protect the well-being of everyone within the healthcare facility.


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

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Nandyal, Andhra Pradesh

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection:** Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening:** After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation:** Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crosshatching:** Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crosshatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management:** Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services:** Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response:** Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.
- **Quality Assurance and Accreditation:** Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.
- **Education and Training:** Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.

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- **Donor Recruitment and Community Engagement:** Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.


HR Manager



Copy to:

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
Blood bank – Incharge
File

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6.3.3.1

Total number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching/technical staff during the AY: 2018-2019



SANTHIRAM MEDICAL COLLEGE

NANDYAL-518501, A.P

6.3.3 Total number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the last five years

Academic Year	2022-23	2021-22	2020-21	2019-20	2018-19	Total
Number of Professional Development / Administrative training programmes organized by the Institution	40	41	40	34	38	193


PRINCIPAL
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NANDYAL-518501, A.P

Number of professional development / administrative training programmes organized by the Institution for teaching and non-teaching staff year-wise during the Academic Year **2018-19**

S.No	Title of the administrative training Programme organised for non-teaching staff	Date	No. of participants
1.	How to handle patient shifting in hospital	14-Jul-18	20
2.	BIO MEDICAL MANAGEMENT	23-Jul-18	13
3.	Proper Drug Administration to patients	27-Jul-18	17
4.	How To Be Polite With Patients	30-Jul-18	12
5.	How To Use Vaccutainers	08-Aug-18	18
6.	BLS Training To Nursing Staff	10-Aug-18	11
7.	Safe Handling of Oxygen Cylinders	08-Aug-18	16
8.	Patient Care And Its Significance In SRMC Care	30-Aug-18	13
9.	Pharmacy Dispensing Process	31-Aug-18	10
10.	BLS Training To Technicians	20-Aug-18	12
11.	Asset coding of equipment	05-Sep-18	11
12.	Effective handling on pharmacy & stock movement	13-Sep-18	18
13.	Training on Bed making	21-Sep-18	15
14.	Training on CODE BLUE	25-Sep-18	13
15.	Sterility And Cleanliness In SRMC	29-Sep-18	19
16.	Taking care of Vulnerable patients	05-Oct-18	16
17.	Patient Confidentiality and privacy	22-Oct-18	12
18.	MRD- HOW TO PERFORM MEDICAL RECORD WORK AND FILING	27-Oct-18	16


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19.	ORIENTATION OF THE HOSPITAL	03-Nov-18	11
20.	Training on Incidental reporting	09-Nov-18	13
21.	Training on Disaster Management	15-Nov-18	17
22.	CSSD : Improving Quality	22-Nov-18	15
23.	Laundry Services And Its Importance In Patient Care	06-Dec-18	19
24.	How to prevent reporting errors	14-Dec-18	14
25.	Admission and discharge process in hospital	31-Dec-18	10
26.	Blood Bank Services	07-Jan-19	12
27.	Training on patient safety	21-Jan-19	17
28.	How to avoid prescription errors	24-Jan-19	11
29.	Handling Of Bio Medical Waste Management	28-Jan-19	13
30.	Handling Of Bio Medical Equipment's In SRMC	28-Jan-19	14
31.	Prevention of child abduction in hospital	07-Feb-19	16
32.	Hospital Information Management System Training Session	11-02-2019	11
33.	Ethical and legal implications of prescribing drugs	18-Feb-19	19
34.	How to handle Medico legal Cases	08-Mar-19	13
35.	Maintenance of oxygen plant	22-Mar-19	15
36.	CODE OF CONDUCT – SRMC Non-Teaching staff	10-Apr-19	18
37.	CPR Training – Emergency Handling	13-May-19	10
38.	Fire and Safety Training	25-May-19	14


PRINCIPAL
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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/01

Date: 11 /07/2018

Circular

The below topic will be held on 14 July 2018 at Training Room between 2.00 Pm to 03.00 Pm .This mentioned topic is to have information on How to handle patient shifting in hospital in SRMC .

"How to handle patient shifting in hospital "

All the Nonteaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all




Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –INCharge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of patient shifting in the hospital to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



A handwritten signature in blue ink is written over a circular official stamp. The stamp contains the text: "Santhiram Medical College" around the top inner edge, "Nandyal Dt. A.P." in the center, and "NH-10, NANDYAL" around the bottom inner edge. There are two small stars on either side of the bottom text.

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**Santhiram Medical College
Nandyal, Andhra Pradesh**

SRMC/TP/L&D/2018/02

Date: 20 /07/2018

Circular

The below topic will be held on 23 July 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to have information on Biomedical Management in SRMC .

"BIO MEDICAL MANAGEMENT "

All the BME team, Nursing Staff and OT Staff are requested to attend the meeting without fail.

This Topic will improve your knowledge on the equipment.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
BME –In charge
RMO
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL EQUIPMENT HANDLING" –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Prasad Babu, Bio Medical Engineer of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education:** Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions:** Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing:** Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection:** Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport:** Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification:** Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping:** Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.
- **Emergency Procedures:** Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.

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- **Collaboration with Biomedical Engineering:** Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.
- **User Feedback and Improvement:** Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File



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SRMC/TP/L&D/2018/03

Date: 24 /07/2018

Circular

The below topic will be held on 27 July 2018 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Proper Drug Administration to patients in SRMC .

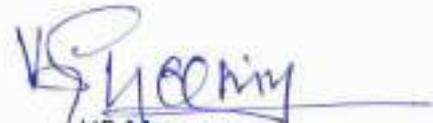
"Proper Drug Administration to patients "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File


HB Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Bandi Shireesha, OT nurse of santhiram hospital and explained the importance of Proper Drug Administration to patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




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SRMC/TP/L&D/2018/04

Date: 25 /07/2018

Circular

The below topic will be held on 30 July 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the communication skills and etiquettes in SRMC .

"HOW TO BE POLITE WITH PATIENTS "

All the Department PRO team, Nursing Staff Front Office team and Marketing team are requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
PRD office
Marketing office
RMO
File

Vishwanath
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "How to be polite with patients" –Report of the Meeting – circulated – reg.,

The above said meeting was held on 30.07.2018 at the Training Room from 10 am to 11 am. Being polite with patients in a SRMC setting is crucial for creating a positive and supportive environment in SRMC. The meeting was addressed by M. Srikanth, COO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

- **Use Respectful Language:** Address patients with courtesy and respect. Always use "please" and "thank you" when interacting with them.
- **Introduce Yourself:** When meeting a patient for the first time, introduce yourself and your role. This helps establish trust and builds rapport.
- **Listen Actively:** Pay attention to what the patient is saying and show empathy. Let them express their concerns and feelings without interruption.
- **Maintain Eye Contact:** Maintain eye contact when speaking with patients. This demonstrates attentiveness and shows that you are engaged in the conversation.
- **Be Patient and Calm:** Patients may be anxious or stressed, so it's important to remain patient and calm. Speak in a soothing tone and take the time to address their concerns.
- **Respect Privacy:** Always respect the patient's privacy and dignity. Knock before entering their room and ensure that curtains are drawn when providing care.
- **Explain Procedures:** Before performing any procedures, explain what you will be doing and why it's necessary. This helps alleviate anxiety and allows the patient to feel more comfortable.
- **Encourage Questions:** Encourage patients to ask questions and clarify any doubts they may have. This shows that you value their input and are committed to providing them with the best possible care.
- **Be Empathetic:** Try to understand the patient's perspective and empathize with their situation. Offer words of encouragement and support when needed.

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- Follow Up: After providing care, follow up with the patient to ensure that they are comfortable and have everything they need. This demonstrates your commitment to their well-being.

Overall, being polite with patients in a SRMC requires empathy, respect, and effective communication. By incorporating these tips into your interactions, you can create a positive and supportive environment for patients. Kindly request you all to adhere to the rules

V. Sreelaxmi
HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
PRD office
Marketing office
RMO
File



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SRMC/TP/L&D/2018/06

Date :03/08/2018

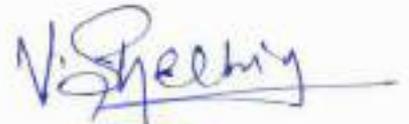
Circular

The below topic will be held on 10 August 2018 at Training Room between 10.00 am to 11.00am.
This mentioned topic is to improve the patient care in SRMC.

"BLS TRAINING TO NURSING STAFF "

All the Nursing staff of all the departments are requested to attend the meeting without fail.

Thank you one and all.


HR Manager


Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File

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Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for NURSING STAFF " –Report of the Meeting – circulated – reg.

The meeting was addressed by M.Srikanth, COO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training to nursing staff in SRMC is essential for ensuring that they are prepared to respond effectively to medical emergencies. Here are some key aspects of BLS training for SRMC nursing staff:

- **Curriculum:** The BLS training curriculum should cover essential topics such as cardiopulmonary resuscitation (CPR) techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). It should also include instruction on recognizing and responding to choking emergencies.
- **Hands-on Practice:** Nursing staff should have ample opportunity for hands-on practice during BLS training sessions. This includes practicing CPR techniques on manikins, performing chest compressions, and using AEDs in simulated scenarios.
- **Skill Proficiency:** Training should focus on ensuring that nursing staff achieve proficiency in performing CPR and other BLS skills. Regular practice and skill assessments are important for maintaining proficiency over time.
- **Team Dynamics:** BLS training should emphasize the importance of effective teamwork and communication during resuscitation efforts. Nursing staff should be trained to work collaboratively with other healthcare providers in a coordinated manner during emergencies.
- **Recognition of Emergencies:** Nursing staff should be trained to recognize signs of cardiac arrest, respiratory distress, and other medical emergencies promptly. Early recognition and activation of the emergency response system are critical for improving patient outcomes.
- **Decision-making Skills:** BLS training should help nursing staff develop the confidence and decision-making skills needed to assess situations quickly and take appropriate action during emergencies. This includes determining when to initiate CPR, when to use an AED, and when to seek additional assistance.
- **Scenario-based Training:** Incorporating scenario-based training into BLS courses allows nursing staff to apply their skills in realistic clinical scenarios. This type of training helps reinforce learning and prepares staff to respond effectively to a variety of emergency situations.
- **Review and Recertification:** BLS training should be periodically reviewed and updated to reflect current guidelines and best practices. Nursing staff should be required to recertify in BLS on a regular basis to ensure that their skills remain current.

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Nandyal, Andhra Pradesh

- **Documentation and Reporting:** Training should include instruction on documenting resuscitation efforts accurately and reporting incidents according to SRMC policies and procedures. Clear documentation helps ensure accountability and facilitates quality improvement efforts.
- **Cultural Sensitivity:** BLS training should address cultural considerations and emphasize the importance of providing culturally sensitive care during emergency situations. Nursing staff should be prepared to communicate effectively with patients and families from diverse backgrounds.

Overall, BLS training for nursing staff in SRMC is critical for ensuring that they are equipped to respond confidently and competently to medical emergencies, thereby improving patient outcomes and safety.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File


HR Manager



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/05

Date: 05 /08/2018

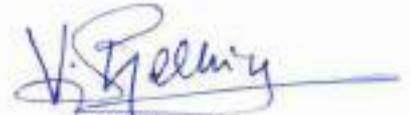
Circular

The below topic will be held on 8 August 2018 at Training Room between 10.00 am to 11.00am
.This mentioned topic is to have information on Biomedical Management in SRMC.

"HOW TO USE VACCUTAINERS "

All the BME team, Nursing Staff and Central lab Staff, OT Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "HOW TO USE VACUTAINERS IN SRGH" –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Prasad Babu, Bio Medical Engineer of Santhiram Hospital and he delivered the following points on Vacutainers in SRGH and suggested the staff to follow them.

Vacutainers, also known as vacuum blood collection tubes, are widely used in hospitals and healthcare settings for the collection and transportation of blood specimens for diagnostic testing. Here's how vacutainers are used in hospitals:

1. **Selection of Tubes:** Different types of vacutainer tubes are available, each containing specific additives designed for different types of blood tests. The choice of tube depends on the tests ordered by the healthcare provider.
2. **Patient Preparation:** Before blood collection, healthcare providers verify the patient's identity, explain the procedure, and obtain informed consent if necessary. They may also assess the patient's medical history and any medications that could affect the test results.
3. **Venipuncture:** A trained phlebotomist or healthcare provider performs the venipuncture procedure using a sterile needle and vacutainer holder. The selected vacutainer tube is attached to the holder.
4. **Blood Collection:** Once the needle is inserted into the patient's vein, the vacuum in the vacutainer tube automatically draws blood into the tube. Multiple tubes may be collected for different tests, with each tube filled in a specific order to prevent cross-contamination.
5. **Mixing Additives:** After blood collection, the vacutainer tubes are gently inverted or mixed according to manufacturer instructions to ensure proper mixing of blood with any additives present in the tube. This is essential for accurate test results.
6. **Labeling and Identification:** Each vacutainer tube is labeled with the patient's name, identification number, date, time of collection, and other relevant information. Proper labeling ensures accurate identification of specimens and traceability throughout the testing process.
7. **Transportation to the Laboratory:** Once the blood collection is complete, the vacutainer tubes are securely capped and transported to the laboratory for processing and analysis. Specimens may be transported manually or via pneumatic tube systems, depending on the hospital's protocols.
8. **Specimen Processing:** In the laboratory, trained laboratory technicians process the blood specimens according to standardized procedures. This may involve centrifugation to separate blood components, aliquating samples for different tests, and performing analytical procedures.
9. **Result Reporting:** After testing is completed, the laboratory generates test results and reports them to the ordering healthcare provider through the hospital's information system. Accurate and timely reporting of results is crucial for clinical decision-making and patient care.

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10. **Specimen Disposal:** Once testing is complete, vacutainer tubes are disposed of according to biohazardous waste disposal protocols. Proper disposal helps prevent exposure to infectious materials and ensures compliance with safety regulations.

Overall, the use of vacutainers in hospitals streamlines the blood collection process, minimizes the risk of contamination, and facilitates accurate diagnostic testing, ultimately contributing to improved patient care and outcomes.


HR Manager



Copy to :

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Central Lab -
RMO
File

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/07

Date: 05 /08/2018

Circular

The below topic will be held on 08 Aug 2018 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Safe Handling of Oxygen Cylinders in SRMC .

"Safe Handling of Oxygen Cylinders. "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

V. S. Maheshwari
HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by E.Indira , Nurse of santhiram hospital and explained the importance of Safe Handling of Oxygen Cylinders to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreemany



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/10

Date: 16/08/2018

Circular

The below topic will be held on 20 August 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC .

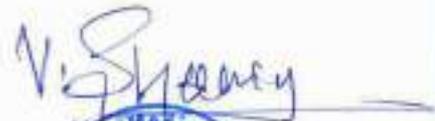
"BLS TRAINING TO TECHNICIANS "

All the Central Lab technicians and the In-charges of Pathology, Bio Chemistry and Microbiology departments are requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
HOD – Pathology, Biochemistry, Microbiology
In charge- Central Lab
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BLS Training for TECHNICIANS " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr RaghunathReddy , MD Anesthesia and he delivered the following points and suggested the staff to follow them.

Providing Basic Life Support (BLS) training for technicians in a SRMC setting is crucial for ensuring that they can respond effectively to medical emergencies that may occur in their areas of responsibility. Here's how BLS training can be tailored for technicians:

- **Customized Curriculum:** The BLS training curriculum for technicians should be tailored to their specific roles and responsibilities within the SRMC. Focus on skills and scenarios relevant to their areas, such as equipment maintenance, monitoring patients, or providing assistance during procedures.
- **Basic CPR and AED Skills:** Technicians should receive training in basic CPR techniques for adults, children, and infants, including chest compressions, rescue breathing, and the use of an automated external defibrillator (AED). Emphasize the importance of early intervention and effective chest compressions.
- **Recognition of Emergencies:** Train technicians to recognize signs of medical emergencies that may occur in their work areas, such as cardiac arrest, respiratory distress, or sudden deterioration of a patient's condition. Teach them how to activate the emergency response system promptly.
- **Emergency Equipment Familiarization:** Technicians should be familiarized with emergency equipment commonly used in their areas, such as crash carts, oxygen delivery systems, suction devices, and emergency medications. Ensure that they know how to access and use this equipment during emergencies.
- **Scenario-based Training:** Incorporate scenario-based training into BLS courses to allow technicians to practice their skills in realistic clinical situations. Include scenarios relevant to their areas of responsibility, such as responding to equipment failures or assisting with patient emergencies.
- **Teamwork and Communication:** Stress the importance of effective teamwork and communication during emergency situations. Train technicians to work collaboratively with other healthcare providers, including nurses, physicians, and other technicians, to ensure a coordinated response.
- **Documentation and Reporting:** Provide instruction on documenting emergency interventions accurately and reporting incidents according to SRMC policies and procedures. Emphasize the

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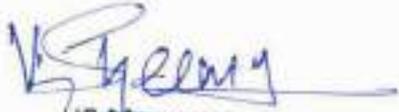
importance of clear and timely documentation for accountability and quality improvement purposes.

- **Regular Review and Practice:** Schedule regular reviews and practice sessions to reinforce BLS skills and ensure that technicians remain proficient over time. Encourage ongoing participation in BLS refresher courses and continuing education opportunities.
- **Cultural Sensitivity:** Include training on cultural considerations and the importance of providing culturally sensitive care during emergency situations. Ensure that technicians are prepared to communicate effectively with patients and families from diverse backgrounds.
- **Certification and Recertification:** Require technicians to obtain BLS certification and undergo periodic recertification to ensure that their skills remain current. Provide support and resources for obtaining and maintaining certification, including access to training courses and study materials.

By providing tailored BLS training for technicians in a SRMC ,We can ensure that these vital members of the healthcare team are prepared to respond effectively to medical emergencies within their areas of responsibility, thereby promoting patient safety and well-being of all in the Campus .

Copy to:

HOD – Pathology
In charge- Central Lab
Medical Superintendent
Hospital Administrator
RMO
File


HR Manager


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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/08

Date: 25 /08/2018

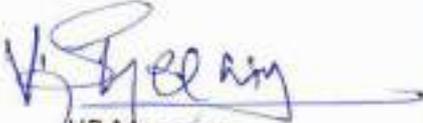
Circular

The below topic will be held on 30 August 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care and the quality of treatment in SRMC .

"PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE "

All the Nursing staff, Central lab Technicians and the House Keeping staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent.
PRD office
In charge - Central Lab
Front desk -In charge (billing OP, IP)
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "PATIENT CARE AND ITS SIGNIFICANCE IN SRMC CARE"—Report of the Meeting – circulated – reg.,

The meeting was addressed by M .Srikanth, COO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Patient care is the cornerstone of SRMC teaching SRMC care and is of paramount significance for several reasons:

- **Quality of Care:** Patient care directly impacts the quality of healthcare provided in SRMC. It encompasses all aspects of care, including medical treatment, nursing care, emotional support, and attention to patient needs.
- **Patient Satisfaction:** Patients' perception of the care they receive greatly influences their satisfaction with the SRMC experience. High-quality patient care leads to increased satisfaction, which can improve patient outcomes and loyalty to the SRMC.
- **Health Outcomes:** Effective patient care contributes to better health outcomes. When patients receive timely and appropriate care, they are more likely to recover from illnesses, experience fewer complications, and have improved overall health.
- **Safety and Risk Reduction:** Patient care protocols are designed to prioritize patient safety and reduce the risk of medical errors. Adhering to best practices in patient care helps prevent adverse events, such as medication errors, infections, and falls.
- **Communication and Collaboration:** Patient care involves effective communication and collaboration among healthcare providers. Clear communication ensures that all members of the healthcare team are informed about the patient's condition, treatment plan, and any changes in their status.
- **Patient Education:** Patient care includes providing education and information to patients and their families about their medical conditions, treatment options, and self-care practices. Empowering patients with knowledge helps them make informed decisions and actively participate in their healthcare.
- **Emotional Support:** Hospitalization can be a stressful and challenging experience for patients and their families. Compassionate patient care involves providing emotional support, reassurance, and empathy to address their fears, anxieties, and emotional needs.

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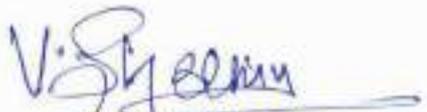
Nandyal, Andhra Pradesh

- **Ethical Considerations:** Patient care also involves ethical considerations, such as respecting patients' autonomy, confidentiality, and cultural beliefs. Healthcare providers must uphold ethical principles and ensure that patients' rights and dignity are protected at all times.
- **Continuity of Care:** Effective patient care requires continuity throughout the healthcare continuum, from admission to discharge and beyond. Coordinated care transitions and follow-up care help prevent gaps in care and promote seamless transitions between healthcare settings.
- **Professionalism and Accountability:** Delivering high-quality patient care requires professionalism, accountability, and a commitment to excellence from all healthcare providers. Upholding professional standards ensures that patients receive safe, compassionate, and respectful care.

In summary, patient care is the foundation of SRMC care, encompassing various elements that contribute to positive patient outcomes, satisfaction, and well-being. By prioritizing patient-centered care and embracing best practices, SRMC can ensure that every patient receives the highest quality of care possible.

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
PRD office
In charge - Central Lab
Front desk -In charge (billing OP, IP)
RMO
File


HR Manager


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SANTHIRAM MEDICAL COLLEGE & GENERAL HOSPITAL

NH-40, NANDYAL - 518 501, Kurnool (Dt), A.P. Ph : 08514 - 222 444

www.santhirammedicalcollege.org

నేది:.....

ఈ క్రింది ప్రశ్నలన్నింటికీ మీ అభిప్రాయము తోరుచున్నాము, ఈ సమాచారమును వాస్తవికత సేవలను ఇంకా అభివృద్ధి చేయుటకు ఉపయోగించబడును. మీ ప్రత్యేక సమాచారమును గోప్యంగా ఉంచబడును.

ఇన్ ఫేషంట్ అభిప్రాయ సేకరణ

1. వాస్పిటల్ రిసిప్పెన్స్/ రిజిస్ట్రేషన్ విభాగము

ఎ) L.వ రిజిస్ట్రేషన్ విభాగం : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి)మీ సందేహాలను తీర్చిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి)అస్పిరిల్ ఎడ్మిషన్ విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

2. డాక్టర్ పేషెంట్

ఎ) డాక్టర్ మిమ్మల్ని పరీక్షించిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి)డాక్టర్ మీ రోగము గురించి వివరించిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి)డాక్టర్ మీ సందేహాలను తీర్చిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు / అసలు బాగాలేదు

3. నిర్వహణ పేషెంట్

ఎ) నిర్వహణ మీతో ప్రవర్తించిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) సమయానికి మందులు ఇచ్చుట మరియు వివరించుట : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను వివరితీ చేసిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

4. ఫార్మేషన్ పేషెంట్

ఎ)మందులు లభ్యత : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) పిల్చిందీ మీతో ప్రవర్తించిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) మీ సందేహాలను తీర్చిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు / అసలు బాగాలేదు

5. లాబోరేటరీ పేషెంట్

ఎ) పిల్చిందీ మీతో ప్రవర్తించిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) పిల్చిందీ పేషెంట్ల అందించిన వివరాలు/మలుకువలు : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

సి) చేసిన పరీక్షలకు రిపోర్టులు ఇచ్చు విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

6. రేడియాలజీ పేషెంట్

ఎ) పిల్చిందీ మీతో ప్రవర్తించిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

బి) మీ సందేహాలను తీర్చిన విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు / అసలు బాగాలేదు

సి) రిపోర్టులు ఇచ్చు విభాగము : చాలా బావుంది/ బావుంది/ ఏర్పాలేదు/ బాగాలేదు/ అసలు బాగాలేదు

Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/09

Date: 28 /08/2018

Circular

The below topic will be held on 31 Aug 2018 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Pharmacy Dispensing Process in hospital in SRMC .

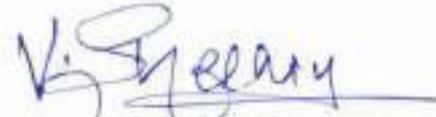
"Pharmacy Dispensing Process"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File



HR Manager



Santhiram Medical College
Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sreedevi , Pharmacy in charge of santhiram hospital and explained the importance of Pharmacy Dispensing Process to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreedevi



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/11

Date: 01/09/2018

Circular

The below topic will be held on 05 Sep 2018 at Training Room between 11.00 am to 12.00 am .This mentioned topic is to have information on Asset coding of equipment in hospital in SRMC .

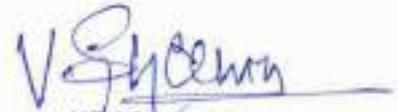
"Asset coding of equipment "

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Asset coding of equipment to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreemany



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/12

Date: 10 /09/2018

Circular

The below topic will be held on 13 Sep 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Effective handling on pharmacy & stock movement in hospital in SRMC .

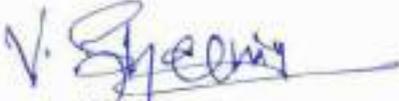
"Effective handling on pharmacy & stock movement"

All the Pharmacy staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy –in charge of santhiram hospital and explained the importance of Effective handling on pharmacy & stock movement to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreedhar



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Nandyal, Andhra Pradesh



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SRMC/TP/L&D/2018/13

Date: 18 /09/2018

Circular

The below topic will be held on 21 Sep 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Training on Bed making in hospital in SRMC .

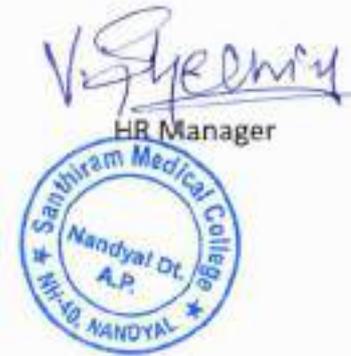
“Training on Bed making“

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



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Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Bed making to Nonteaching staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreemany



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/14

Date: 22 /09/2018

Circular

The below topic will be held on 25 Sep 2018 at Training Room between 11.00 am to 12.00 pm .This mentioned topic is to have information on Training on CODE BLUE in hospital in SRMC.

"Training on CODE BLUE"

All the Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File

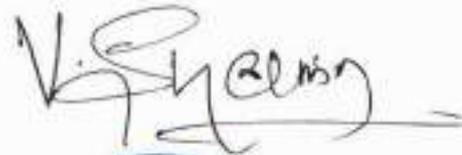

HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by S.Ravali, Nurse of santhiram hospital and explained the importance of Training on CODE BLUE to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/15

Date: 25/09/2018

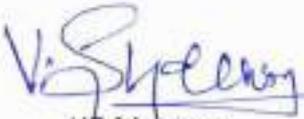
Circular

The below topic will be held on 29th September 2018 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

"STERILITY AND CLEANLINESS IN SRMC "

All the Non-Teaching staff of SRMC &GH are requested to attend the meeting without fail.

Thank you one and all.


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD, LAUNDRY dept.
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "STERILITY AND CLEANLINESS"—Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Moinuddin, Quality Head of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Sterility and cleanliness are critical aspects of maintaining a safe and hygienic environment in SRMC. Here's a breakdown of each:

- **Sterility:** Sterility refers to the absence of viable microorganisms, including bacteria, viruses, and fungi, on surfaces, medical equipment, and in the air. Maintaining sterility is crucial in SRMC Teaching SRMC, especially in sterile areas such as operating rooms, intensive care units, and sterile processing departments. Key components of ensuring sterility include:
- **Sterilization Procedures:** Proper sterilization techniques must be used for medical instruments, surgical equipment, and other reusable items to eliminate microorganisms effectively. Common methods of sterilization include steam autoclaving, ethylene oxide gas sterilization, and chemical sterilization.
- **Aseptic Techniques:** Healthcare providers must adhere to strict aseptic techniques when performing invasive procedures or handling sterile supplies. This includes proper hand hygiene, wearing sterile gloves and gowns, using sterile drapes, and maintaining a sterile field.
- **Environmental Controls:** SRMC employ various environmental controls, such as air filtration systems and positive pressure rooms, to minimize the presence of airborne contaminants and maintain sterile conditions in critical areas.
- **Cleanliness:** Cleanliness refers to the absence of dirt, debris, and visible contaminants on surfaces, floors, and equipment. Maintaining cleanliness is essential for preventing the spread of infectious agents and ensuring patient safety.

Key components of maintaining cleanliness in SRMC include:

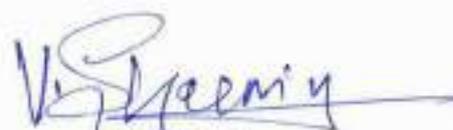
- **Routine Cleaning Protocols:** SRMC implement comprehensive cleaning protocols to disinfect and sanitize patient rooms, operating theaters, waiting areas, and high-touch surfaces. Cleaning schedules should be established and followed rigorously to prevent the buildup of contaminants.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Use of Disinfectants:** Healthcare facilities use EPA-approved disinfectants to kill or inactivate pathogens on surfaces and equipment. Proper disinfection procedures should be followed according to manufacturer instructions and healthcare guidelines.
- **Hand Hygiene:** Hand hygiene is a fundamental practice for preventing healthcare-associated infections. Healthcare workers should perform hand hygiene using soap and water or alcohol-based hand sanitizers before and after patient contact, after handling contaminated items, and between tasks.
- **Environmental Hygiene:** SRMC employ environmental services staff to maintain cleanliness throughout the facility. This includes cleaning floors, surfaces, and restrooms, emptying trash receptacles, and ensuring proper waste management practices.
- **Education and Training:** Healthcare staff receive training on infection prevention protocols, including proper cleaning and disinfection techniques. Ongoing education and reinforcement of best practices are essential for ensuring compliance with cleanliness standards.

By prioritizing sterility and cleanliness in SRMC, healthcare facilities can minimize the risk of healthcare-associated infections, protect patients and staff, and promote optimal patient outcomes. Regular monitoring, auditing, and continuous improvement efforts are necessary to maintain high standards of hygiene and infection control.


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
RMO
NS (SRGH)
NS(SRSSH)
CSSD, LAUNDRY dept.
File

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/16

Date: 02 /10/2018

Circular

The below topic will be held on 05 Oct 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Taking care of Vulnerable patients in hospital in SRMC .

"Taking care of Vulnerable patients "

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shaik.Habeeba, Nurse of santhiram hospital and explained the importance of Taking care of Vulnerable patients to Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/17

Date: 17 /10/2018

Circular

The below topic will be held on 22 Oct 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Patient Confidentiality and privacy in hospital in SRMC .

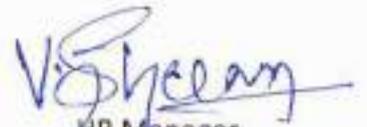
"Patient Confidentiality and privacy"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

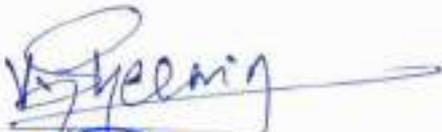

HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Patient Confidentiality and privacy to Non-teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/18

Date: 21/10/2018

Circular

The below topic will be held on 27th October 2018, Saturday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

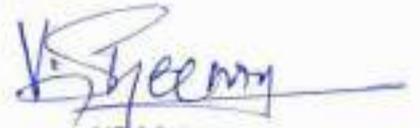
"MRD- HOW TO PERFORM MEDICAL RECORD WORK AND FILING "

All the MRD staff, Nursing Staff, and Central Lab team are requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
MRD -In charge
Central Lab- In charge
File



HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "MRD- HOW TO PERFORM MEDICAL WORK AND FILING "–Report of the Meeting –
circulated – reg.,

The meeting was addressed by M .Ravi Varma, HOD –MRD of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Performing medical work and filing in Medical Records Departments (MRDs) involves several steps to ensure accurate documentation and efficient record management.

- **Patient Registration and Record Creation:**
 - When a patient is admitted to the SRMC or visits a healthcare facility, their demographic information is collected for registration.
 - A medical record is created for the patient, which serves as a repository for all medical information related to their care.
- **Documentation of Medical Information:**
 - Healthcare providers document all relevant medical information, including patient history, physical examinations, diagnostic tests, treatments, medications, and progress notes.
 - Each entry in the medical record should be dated, timed, and signed or authenticated by the responsible healthcare provider.
- **Organizing Medical Records:**
 - Medical records are organized chronologically, with the most recent information appearing at the front of the file.
 - Records may be further organized into sections based on the type of information, such as admission notes, progress notes, lab results, imaging reports, and discharge summaries.
- **Filing and Indexing:**
 - Once medical information is documented, it is filed appropriately within the patient's medical record.
 - Records may be filed manually in paper-based systems or electronically in electronic health record (EHR) systems.
 - Each record is indexed with unique identifiers, such as patient name, medical record number, or date of service, to facilitate retrieval.

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Nandyal, Andhra Pradesh

- **Maintaining Confidentiality:**

- Medical records contain sensitive patient information and must be safeguarded to ensure patient privacy and confidentiality.
- Access to medical records should be restricted to authorized personnel only, and strict protocols should be in place to prevent unauthorized access or disclosure.

- **Record Retrieval and Release:**

- When healthcare providers require access to a patient's medical record for clinical purposes, they submit a request to the MRD.
- MRD staff retrieve the requested record and ensure that it is provided to the requesting party in a timely manner.
- Records may also be released to authorized individuals or entities upon request, following established protocols and procedures.

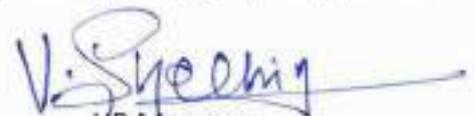
- **Record Maintenance and Storage:**

- Medical records must be maintained in accordance with legal and regulatory requirements, including retention periods and disposal guidelines.
- Records may be stored onsite in secure facilities or offsite in designated record storage facilities.
- Regular audits and quality checks are conducted to ensure the integrity and accuracy of medical records.

- **Record Transcription and Coding:**

- In some cases, medical information may need to be transcribed from handwritten notes or dictations into electronic formats.
- Medical coding professionals assign standardized codes to diagnoses, procedures, and services documented in the medical record for billing and reimbursement purposes.

By following these steps and implementing efficient workflows, MRDs can effectively manage medical records, ensure compliance with regulatory requirements, and support high-quality patient care.


HR Manager



Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
MRD –Incharge
Central Lab- Incharge
File

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/19

Date :30/10/2018

Circular

The below topic will be held on 03 November 2018 , Saturday at Training Room between 10.00 am to 11.00am .This mentioned topic is know about the hierarchy and information of Santhiram Hospital .

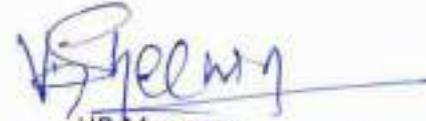
"ORIENTATION OF THE HOSPITAL "

All the New on boarded Non-teaching staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
All Dept –Incharges
File


HR Manager


Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/20

Date: 06 /11/2018

Circular

The below topic will be held on 09 Nov 2018 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Training on Incidental reporting in hospital in SRMC .

“Training on Incidental reporting “

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on Incidental reporting. to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Srinivas



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/21

Date: 12/11/2018

Circular

The below topic will be held on 15 Nov 2018 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Training on Disaster Management in hospital in SRMC .

“Training on Disaster Management“

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

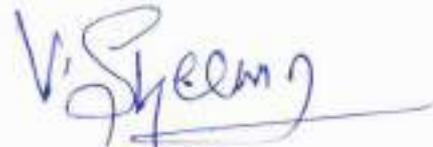

HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of Training on Disaster Management to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/22

Date: 18/11/2018

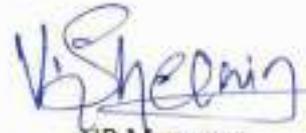
Circular

The below topic will be held on 22 November 2018 at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

"CSSD : IMPROVING QUALITY "

All the CSSD Staff, Nursing Staff and OT Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager



Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD – In charge
OT – In charge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CSSD: IMPROVING QUALITY "—Report of the Meeting – circulated – reg.

The meeting was addressed by DrMadhu Sudan Reddy, HOD - Anesthesia of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in the Central Sterile Services Department (CSSD) of a SRMC is crucial for ensuring the safety and efficacy of medical equipment and instruments used in patient care. Here are several strategies to enhance quality in CSSD:

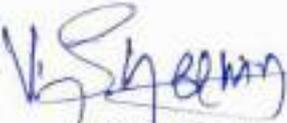
- **Adherence to Sterilization Standards:** Ensure that CSSD staff strictly adhere to sterilization standards and guidelines set forth by regulatory agencies such as the Centers for Disease Control and Prevention (CDC), Association for the Advancement of Medical Instrumentation (AAMI), and Occupational Safety and Health Administration (OSHA).
- **Training and Education:** Provide comprehensive training and ongoing education for CSSD staff on proper sterilization techniques, infection control practices, equipment operation, and safety protocols. Continuous learning ensures that staff are up-to-date with the latest industry standards and best practices.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate sterilization equipment such as autoclaves, ultrasonic cleaners, and sterilization packaging machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Quality Assurance Programs:** Implement robust quality assurance programs within the CSSD to monitor and evaluate sterilization processes, equipment functionality, and staff performance. This may include routine audits, performance measurements, and documentation of process parameters.
- **Documentation and Recordkeeping:** Maintain accurate and detailed records of sterilization processes, equipment maintenance, staff training, and quality control activities. Documentation should be easily accessible and include information such as sterilization cycle parameters, load contents, and biological indicator results.
- **Process Standardization:** Standardize sterilization processes and workflows to minimize variability and ensure consistency in outcomes. Develop written procedures and protocols for each step of the sterilization process, including cleaning, packaging, sterilization, and storage.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Environmental Controls:** Implement environmental controls within the CSSD to minimize the risk of contamination and maintain a clean and sterile work environment. This may include air filtration systems, temperature and humidity monitoring, and regular cleaning and disinfection of surfaces.
- **Staffing and Workload Management:** Ensure that the CSSD is adequately staffed to handle the workload effectively and efficiently. Avoid overloading staff with excessive tasks or time constraints that may compromise the quality of work.
- **Communication and Collaboration:** Foster open communication and collaboration among CSSD staff, healthcare providers, and other departments within the SRMC. Effective communication ensures that all stakeholders are aligned on sterilization requirements and expectations.
- **Continuous Improvement:** Encourage a culture of continuous improvement within the CSSD by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of sterilization services provided by the CSSD, mitigate risks of healthcare-associated infections, and promote patient safety and well-being.


HR Manager



Copy to :

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
CSSD – Incharge
OT – Incharge

File

Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/23

Date: 03/12/2018

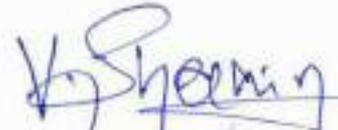
Circular

The below topic will be held on 6 December 2018 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"LAUNDRY SERVICES AND ITS IMPORTANCE IN PATIENT CARE "

All the LAUNDRY Staff, NursingStaffand OT Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "LAUNDRY: IMPROVING QUALITY " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Narendrudu, RMO of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Improving quality in SRMC laundry services is essential for ensuring that linens, garments, and other textiles meet hygienic standards and contribute to patient safety and comfort. Here are several strategies to enhance quality in SRMC laundry operations:

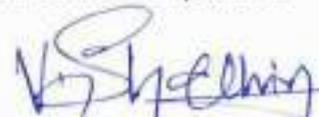
- **Adherence to Standards and Regulations:** Ensure that laundry operations comply with relevant standards and regulations, including those set forth by regulatory agencies such as the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). This includes adherence to guidelines for laundering healthcare textiles, such as AAMI ST65 and CDC guidelines for healthcare laundry.
- **Staff Training and Education:** Provide comprehensive training and ongoing education for laundry staff on proper laundering techniques, infection control practices, equipment operation, and safety protocols. Training should cover topics such as sorting, washing, drying, folding, and handling of textiles.
- **Quality Control Measures:** Implement quality control measures to monitor and evaluate the cleanliness and integrity of laundered textiles. This may include routine inspections, visual checks, and testing for residual soil, pathogens, or chemical residues.
- **Use of Appropriate Detergents and Disinfectants:** Select and use detergents and disinfectants that are suitable for healthcare textiles and effective in removing soil and killing pathogens. Follow manufacturer instructions for proper dilution, temperature, and contact time to ensure optimal efficacy.
- **Equipment Maintenance and Calibration:** Regularly inspect, maintain, and calibrate laundry equipment such as washers, dryers, ironers, and folding machines to ensure optimal performance and reliability. Preventive maintenance schedules should be established and followed diligently.
- **Temperature and Chemical Controls:** Monitor and control water temperatures, detergent concentrations, and chemical additives to ensure effective soil removal and disinfection. Maintain records of temperature and chemical levels to verify compliance with established parameters.
- **Separation and Segregation:** Implement processes for separating and segregating contaminated and clean textiles to prevent cross-contamination. Use color-coded bags or bins, designated carts, and clearly labeled areas to differentiate between soiled and clean laundry.

Santhiram Medical College

Nandyal, Andhra Pradesh

- **Environmental Controls:** Maintain a clean and sanitary laundry facility by implementing environmental controls such as adequate ventilation, pest control measures, and routine cleaning and disinfection of equipment and surfaces.
- **Recordkeeping and Documentation:** Maintain accurate and detailed records of laundry processes, including wash cycles, disinfection methods, load contents, and quality control activities. Documentation should be easily accessible and include information such as wash formulas, batch numbers, and load sizes.
- **Continuous Improvement:** Encourage a culture of continuous improvement within the laundry department by soliciting feedback from staff, analyzing performance data, and identifying opportunities for enhancement. Implement corrective actions and process improvements as needed to address deficiencies and optimize quality.

By implementing these strategies, SRMC can enhance the quality of laundry services provided, reduce the risk of healthcare-associated infections, and ensure the safety and comfort of patients and staff.


HR Manager

Copy to:

HOD – Anesthesia
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
LAUNDRY – Incharge
OT – Incharge
File



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/24

Date: 11/12/2018

Circular

The below topic will be held on 14 Dec 2018 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on How to prevent reporting errors in hospital in SRMC .

"How to prevent reporting errors"

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Shervin Paul , HR Manager of santhiram hospital and explained the importance of How to prevent reporting errors to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sheela



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/25

Date: 27 /12/2018

Circular

The below topic will be held on 31 Dec 2018 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on Admission and discharge process in hospital in hospital in SRMC .

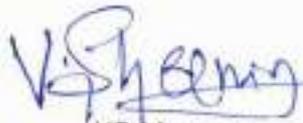
“Admission and discharge process in hospital“

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File


HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Admission and discharge process in hospital to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/26

Date: 04/01/2019

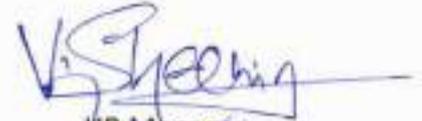
Circular

The below topic will be held on 7 January 2019, Monday at Training Room between 10.00 am to 11.00am. This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"BLOOD BANK SERVICES "

All the Blood Bank Staff , Nursing Staff, Central LAB Technicians and OT Staff are requested to attend the meeting without fail.

Thank you one and all.



HR Manager



Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " BLOOD BANK SERVICES " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Suresh ,Transfusion Expert for Blood Bank of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Blood bank services in SRMC play a critical role in ensuring the availability of safe and compatible blood products for patients in need of transfusion. Here are the key aspects of blood bank services:

- **Blood Collection:** Blood banks collect blood from voluntary blood donors through blood donation drives or at designated donation centers. Donors undergo screening to ensure they meet eligibility criteria and that their blood is safe for transfusion.
- **Blood Testing and Screening:** After collection, donated blood undergoes rigorous testing and screening for infectious diseases, including HIV, hepatitis B and C, syphilis, and other pathogens. Only blood that meets safety standards is cleared for use in transfusions.
- **Blood Component Separation:** Whole blood donations are often separated into various blood components, including red blood cells, plasma, platelets, and cryoprecipitate. This allows SRMC to provide specific blood components based on patient needs and minimizes wastage.
- **Blood Typing and Crossmatching:** Blood bank staff perform blood typing to determine the ABO and RhD blood group of donated blood. Crossmatching is performed to ensure compatibility between donor and recipient blood before transfusion, reducing the risk of adverse reactions.
- **Blood Storage and Inventory Management:** Blood products are stored under controlled conditions in blood bank refrigerators or freezers to maintain their integrity and viability. Blood bank staff monitor inventory levels, expiration dates, and storage conditions to ensure an adequate supply of blood products at all times.
- **Transfusion Services:** Blood banks provide transfusion services to SRMC and healthcare providers, delivering blood products to patients in need of transfusion during surgeries, trauma cases, medical procedures, or for managing medical conditions such as anemia or bleeding disorders.
- **Emergency Response:** Blood banks play a crucial role in emergency response situations, ensuring rapid access to blood products for patients with life-threatening injuries or medical emergencies. SRMC may maintain emergency blood reserves or collaborate with regional blood centers to meet urgent needs.
- **Quality Assurance and Accreditation:** Blood banks adhere to strict quality assurance standards to ensure the safety, purity, and efficacy of blood products. They may be accredited by regulatory agencies such as the AABB (formerly known as the American Association of Blood Banks) or other accreditation bodies to demonstrate compliance with industry standards.

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Nandyal, Andhra Pradesh

- **Education and Training:** Blood bank staff receive specialized training on blood banking procedures, transfusion practices, safety protocols, and quality control measures. Ongoing education and training ensure that staff remain competent and up-to-date with advances in blood banking technology and practices.
- **Donor Recruitment and Community Engagement:** Blood banks engage in donor recruitment efforts to encourage regular blood donations from eligible individuals. They also raise awareness about the importance of blood donation and its impact on saving lives within the community.

Overall, blood bank services in SRMC are essential for meeting the transfusion needs of patients, ensuring the safety and availability of blood products, and promoting public health through voluntary blood donation programs.

Copy to :

HOD –Pathology
Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Blood bank – Incharge
File


HR Manager



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/27

Date: 18 /01/2019

Circular

The below topic will be held on 21 Jan 2019 at Training Room between 02.00 pm to 03.00 pm .This mentioned topic is to have information on Training on patient safety in hospital in SRMC .

“Training on patient safety“

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all


HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Training on patient safety to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. S. S. S.



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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/28

Date: 22 /01/2019

Circular

The below topic will be held on 24 Jan 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on How to avoid prescription errors in hospital in SRMC .

"How to avoid prescription errors"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File



HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to avoid prescription errors to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. S. Sheela



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/29

Date: 25/01/2019

Circular

The below topic will be held on 28 January 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"HANDLING OF BIO MEDICAL WASTE MANAGEMENT "

All the Nursing Staff ,OT Team, RADIOLOGY Technicians , ALL ICU Team along with Emergency Staff are requested to attend the meeting without fail.

Thank you one and all.



HR Manager

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
File



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICALWASTE MANAGEMENT " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Moin, Quality Engineer of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/30

Date: 25/01/2019

Circular

The below topic will be held on 28 January 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"HANDLING OF BIO MEDICAL EQUIPMENTS IN SRMC "

All the Nursing Staff, OT Team, RADIOLOGY Technicians , ALL ICU Team along with Emergency Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
Nursing Superintendent
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "BIOMEDICAL EQUIPMENT HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Mahesh ,Bio Medical Engineer of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Handling biomedical equipment in SRMC requires careful attention to ensure proper operation, maintenance, and safety. Here are guidelines for handling biomedical equipment effectively:

- **Training and Education:** Provide comprehensive training to staff members who will be handling biomedical equipment. Training should cover equipment operation, safety precautions, troubleshooting procedures, and preventive maintenance tasks.
- **Read and Follow Instructions:** Always read and follow the manufacturer's instructions and guidelines for each piece of biomedical equipment. This includes proper setup, operation, maintenance, and storage procedures.
- **Equipment Inspection and Testing:** Conduct regular inspections and testing of biomedical equipment to ensure it is in proper working condition. Check for signs of damage, wear, or malfunction and promptly address any issues.
- **Cleaning and Disinfection:** Clean and disinfect biomedical equipment regularly according to manufacturer recommendations and SRMC protocols. Use appropriate cleaning agents and techniques to prevent the spread of infections and maintain equipment performance.
- **Safe Handling and Transport:** Handle biomedical equipment with care to prevent damage or mishandling. Use proper lifting techniques, avoid dropping or bumping equipment, and secure it during transport to prevent accidents or injuries.
- **Calibration and Calibration Verification:** Ensure that biomedical equipment is calibrated and calibrated regularly to maintain accuracy and reliability. Perform calibration checks and verification procedures according to manufacturer specifications and regulatory requirements.
- **Documentation and Recordkeeping:** Maintain accurate records of equipment maintenance, inspections, repairs, and calibrations. Keep records of equipment manuals, service logs, and warranties for reference.
- **Emergency Procedures:** Establish emergency procedures for handling biomedical equipment malfunctions, failures, or accidents. Train staff on how to respond to emergencies quickly and effectively to minimize disruption and ensure patient safety.

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- **Collaboration with Biomedical Engineering:** Collaborate closely with biomedical engineering or clinical engineering departments for technical support, equipment repairs, and preventive maintenance. Report any equipment issues promptly and follow established protocols for requesting repairs or service.
- **User Feedback and Improvement:** Encourage staff to provide feedback on equipment usability, performance, and reliability. Use this feedback to identify opportunities for improvement and implement changes to enhance equipment effectiveness and user satisfaction.

By following these guidelines for handling biomedical equipment in SRMC, healthcare facilities can ensure the safe and effective use of equipment, minimize downtime, and support high-quality patient care.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
HOD –Radiology
HOD –Emergency Services
HOD –OT
NURSING SUPERINTENDENT
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2018/31

Date: 04/02/2019

Circular

The below topic will be held on 7th Feb 2019 at Training Room between 12.00 pm to 01.00 pm .This mentioned topic is to have information on Prevention of child abduction in hospital in hospital in SRMC .

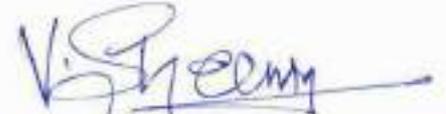
"Prevention of child abduction in hospital"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

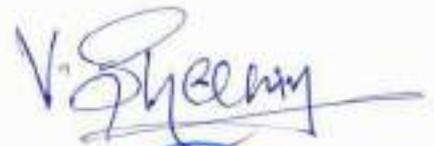

HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Prevention of child abduction in hospital to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/32

Date: 08/02/2019

Circular

The below topic will be held on 11 Febuary 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

"HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION "

All the Front Desk and Billing (SRGH and Super Speciality division) and AHS Team, Central Lab, Computer Operators of all Departments are requested to attend the meeting without fail.

Thank you one and all.

Copy to:

Medical Superintendent
Hospital Administrator
RMO
Billing-Incharge
AHS -Incharge
File

V. Sheema
HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " HOSPITAL INFORMATION MANAGEMENT SYSTEM TRAINING SESSION "

–Report of the Meeting – circulated – reg.,

The meeting was addressed by M Ramanjaneyulu, Head -EDP of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

A Health Information Management System (HIMS) training session in a SRMC aims to familiarize staff with the use of electronic health records (EHR), health information management systems, and related software applications. Here's how such a training session might be structured:

- **Introduction to HIMS:** Provide an overview of the Health Information Management System being used in the SRMC, including its purpose, features, and benefits. Explain how the system supports efficient and secure management of patient health information.
- **Navigation and User Interface:** Demonstrate how to navigate the HOSPITAL INFORMATION MANAGEMENT SYSTEMS interface, including accessing patient records, entering data, and navigating between different modules or sections. Highlight key features such as search functions, filters, and shortcuts.
- **Patient Registration and Scheduling:** Train staff on how to register patients in the system, including capturing demographic information, insurance details, and contact information. Teach them how to schedule appointments and manage patient appointments within the system.
- **Documentation and Charting:** Educate staff on how to document patient encounters, assessments, treatments, and procedures within the EHR system. Emphasize the importance of accurate and timely documentation, and provide guidance on using templates, forms, and order sets.
- **Order Entry and Management:** Train staff on how to enter and manage orders for diagnostic tests, medications, procedures, and consultations within the HIMS. Teach them how to verify orders, track their status, and document results.
- **Clinical Decision Support:** Introduce staff to clinical decision support tools and alerts embedded within the HIMS, such as drug-drug interactions, allergy alerts, and clinical guidelines. Explain how these tools enhance patient safety and support evidence-based practice.
- **Privacy and Security:** Review privacy and security policies related to patient health information and teach staff how to maintain confidentiality, protect data integrity, and comply with HIPAA regulations when using the HIMS.

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- **Reporting and Analytics:** Demonstrate how to generate reports and access analytics dashboards within the HOSPITAL INFORMATION MANAGEMENT SYSTEMS for tracking key performance indicators, monitoring quality metrics, and analyzing trends in patient care.
- **Troubleshooting and Support:** Provide guidance on troubleshooting common issues, resolving system errors, and accessing technical support resources when needed. Encourage staff to report any system issues or usability concerns for resolution.
- **Hands-on Practice and Q&A:** Allow staff to practice using the HOSPITAL INFORMATION MANAGEMENT SYSTEMS in a simulated environment, such as through case scenarios or interactive exercises. Encourage questions and provide individualized support to address any challenges or clarifications needed.
- **Ongoing Training and Support:** Emphasize the importance of ongoing training and continuous learning to keep pace with system updates, new features, and changes in workflows. Provide resources for additional self-study, online tutorials, or refresher courses as needed.

By providing comprehensive HOSPITAL INFORMATION MANAGEMENT SYSTEMS training sessions, SRMC can ensure that staff are proficient in using electronic health records, optimize the use of health information management systems, and support high-quality patient care.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Billing- Incharge
AHS -Incharge
File

V. Shreem
HR Manager


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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/33

Date: 14/02/2019

Circular

The below topic will be held on 18 Feb 2019 at Training Room between 03.00 pm to 04.00 pm. This mentioned topic is to have information on Ethical and legal implications of prescribing drugs in hospital in SRMC.

"Ethical and legal implications of prescribing drugs"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

V. Sreenivas
HR Manager



Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Sridevi , Pharmacy incharge of santhiram hospital and explained the importance of Ethical and legal implications of prescribing drugs to Non-Teachingstaff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreedevi



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Nandyal, Andhra Pradesh



Santhiram Medical College

Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/34

Date: 04 /03/2019

Circular

The below topic will be held on 08 Mar 2019 at Training Room between 10.00 am to 11.00 am .This mentioned topic is to have information on How to How to handle Medico legal Cases in hospital in SRMC .

"How to handle Medico legal Cases"

All the Non-Teachingstaff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy -IN Charge
RMO
File


HR Manager



Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of How to handle Medico legal Cases to Non-teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.

V. Sreemn



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Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/35

Date: 19 /03/2019

Circular

The below topic will be held on 22 Mar 2019 at Training Room between 03.00 pm to 04.00 pm .This mentioned topic is to have information on Maintenance of oxygen plant in hospital in SRMC .

“Maintenance of oxygen plant “

All the Non-Teaching staff, Nursing Staff and OT Staff is requested to attend the meeting without fail.

Thank you one and all

Copy to:

Medical Superintendent
Hospital Administrator
Nursing Superintendent
Pharmacy –IN Charge
RMO
File

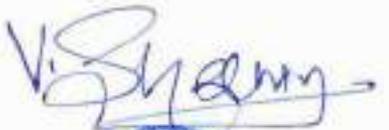

HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the meeting

The training program was addressed by Swarna Kumari , Nursing superintendent of santhiram hospital and explained the importance of Maintenance of oxygen plant to Non-teaching staff, Pharmacy staff, Nursing Staff and OT Staff. The program helped the staff to improve quality in the respective work which in turn will reflect on overall quality development. The staff were very keen & enthusiastic to learn about the program.




Santhiram Medical College
Nandyal, Andhra Pradesh



Santhiram Medical College
Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/36

Date: 05/04/2019

Circular

The below topic will be held on 10th April 2019, Wednesday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

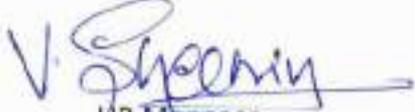
"CODE OF CONDUCT – SRMC NON-TEACHINGSTAFF "

All the Nursing Staff and Non-Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: "CODE OF CONDUCT – SRMC NON-TEACHINGSTAFF " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Sherwin Paul, HR Manager of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

The code of conduct for staff in SRMC outlines the expected behaviors and ethical standards that employees are required to uphold while carrying out their duties. Here's a general framework for a code of conduct in a SRMC setting:

- **Professionalism and Integrity:**
 - Treat patients, colleagues, and visitors with respect, courtesy, and dignity.
 - Uphold the highest standards of professional conduct and integrity in all interactions.
 - Avoid conflicts of interest and refrain from engaging in activities that may compromise patient care or institutional integrity.
- **Confidentiality and Privacy:**
 - Respect patient confidentiality and privacy at all times, including the protection of sensitive health information.
 - Adhere to HIPAA regulations and institutional policies governing the handling of patient data and medical records.
 - Obtain appropriate consent before disclosing patient information to authorized individuals or entities.
- **Patient Care and Safety:**
 - Prioritize patient safety and well-being in all clinical and non-clinical activities.
 - Provide compassionate, patient-centered care that respects patients' rights, preferences, and cultural beliefs.
 - Adhere to established protocols and best practices to minimize the risk of medical errors, infections, and adverse events.
- **Communication and Collaboration:**
 - Foster open and effective communication with colleagues, patients, and families to facilitate collaboration and teamwork.
 - Listen actively, communicate clearly, and seek clarification when necessary to ensure mutual understanding.
 - Share information transparently and contribute constructively to interdisciplinary care teams.
- **Professional Development:**
 - Pursue ongoing professional development and education to enhance knowledge, skills, and competencies.
 - Stay informed about advancements in healthcare practices, technologies, and regulations relevant to one's role.
 - Take responsibility for maintaining licensure, certifications, and credentials required for the position.
 -

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Nandyal, Andhra Pradesh

- **Ethical Conduct:**
 - Uphold ethical principles and moral values in all decisions and actions, including honesty, fairness, and accountability.
 - Report unethical behavior, violations of policies, or concerns about patient safety through appropriate channels.
 - Refrain from engaging in discriminatory practices, harassment, or behaviors that undermine a respectful and inclusive workplace environment.
- **Compliance with Policies and Regulations:**
 - Familiarize oneself with institutional policies, procedures, and regulations governing conduct, safety, and compliance.
 - Comply with legal and regulatory requirements related to healthcare delivery, billing, documentation, and quality assurance.
 - Seek guidance from supervisors or compliance officers when uncertain about the interpretation or application of policies.
- **Professional Appearance and Hygiene:**
 - Maintain a professional appearance and adhere to dress code policies while on duty.
 - Practice good personal hygiene and infection control measures to minimize the risk of transmitting infections to patients, colleagues, and visitors.
- **Conflict Resolution:**
 - Resolve conflicts and disagreements with colleagues or patients in a respectful and constructive manner.
 - Seek mediation or assistance from supervisors or human resources personnel when conflicts cannot be resolved independently.
- **Commitment to Excellence:**
 - Strive for excellence in all aspects of one's work, including clinical care, customer service, and administrative responsibilities.
 - Demonstrate a commitment to continuous improvement, innovation, and the delivery of high-quality healthcare services.

By adhering to a code of conduct that reflects these principles and values, staff in a SRMC can contribute to a culture of professionalism, integrity, and excellence in patient care.

V. Shalini
HR Manager



Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File

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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/37

Date: 10/05/2019

Circular

The below topic will be held on 13 May 2019, Monday at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC .

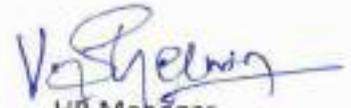
" CPR TRAINING – EMERGENCY HANDLING "

All the Nursing Staff and Non-Teaching Staff are requested to attend the meeting without fail.

Thank you one and all.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
File


HR Manager


Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " CPR TRAINING – EMERGENCY HANDLING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Dr Vijay Kumar , HOD – General Medicine of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

CPR (Cardiopulmonary Resuscitation) training for staff in SRMC is essential for ensuring that our healthcare providers are prepared to respond effectively to cardiac arrest and other medical emergencies. Here's an outline of what CPR training for SRMC staff typically involves:

• **Basic Life Support (BLS) Certification:**

- CPR training typically starts with BLS certification, which covers the fundamentals of CPR for adults, children, and infants.
- Training includes instruction on chest compressions, rescue breathing, and the use of an automated external defibrillator (AED).

• **Hands-on Practice:**

- Participants engage in hands-on practice sessions to develop proficiency in CPR techniques.
- Manikins are used to simulate real-life scenarios, allowing participants to practice chest compressions, rescue breaths, and AED use under the guidance of an instructor.

• **Adult, Child, and Infant CPR:**

- Training covers CPR techniques tailored to different age groups, including adults, children, and infants.
- Participants learn how to adapt compression depths, hand placement, and ventilation techniques based on the size and age of the patient.

• **AED Training:**

- Participants receive training on the proper use of an automated external defibrillator (AED) to deliver electrical shocks to restore normal heart rhythm in cardiac arrest patients.
- Instruction includes how to operate the AED, attach electrode pads, and follow voice prompts during resuscitation efforts.

• **Team Dynamics:**

- Training emphasizes the importance of effective teamwork and communication during resuscitation efforts.
- Participants learn how to coordinate roles and responsibilities within a CPR team, including chest compressions, airway management, and AED operation.

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Nandyal, Andhra Pradesh

- **Recognition of Cardiac Arrest:**
 - Participants are trained to recognize the signs and symptoms of cardiac arrest, including absence of breathing, unresponsiveness, and lack of pulse.
 - Training emphasizes the importance of early recognition and activation of the emergency response system.
- **Post-Resuscitation Care:**
 - Participants learn about post-resuscitation care, including monitoring the patient's vital signs, providing oxygen therapy, and initiating advanced life support interventions as needed.
- **Documentation and Debriefing:**
 - Training includes instruction on documenting CPR interventions accurately and thoroughly in the patient's medical record.
 - Participants engage in debriefing sessions after simulated CPR scenarios to reflect on performance, identify areas for improvement, and discuss lessons learned.
- **Recertification and Ongoing Training:**
 - CPR certification typically expires after a certain period (e.g., two years), so participants are encouraged to recertify regularly through refresher courses.
 - Ongoing training and drills help maintain proficiency in CPR skills and reinforce best practices for emergency response.

By providing comprehensive CPR training for SRMC staff, healthcare facilities can enhance the readiness and effectiveness of their teams in responding to cardiac arrest and other medical emergencies, ultimately improving patient outcomes and saving lives.

V. Sreem
HR Manager


Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
File

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Nandyal, Andhra Pradesh



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Nandyal, Andhra Pradesh

SRMC/TP/L&D/2019/38

Date: 20/05/2019

Circular

The below topic will be held on 25 May 2019 at Training Room between 10.00 am to 11.00am .This mentioned topic is to improve the patient care in SRMC Teaching SRMC.

" FIRE AND SAFETY TRAINING "

All the Fire and Safety Team along with Nursing Staff are requested to attend the meeting without fail.

Thank you one and all.


HR Manager



Copy to :

Medical Superintendent
Hospital Administrator
RMO
NURSING SUPERINTENDENT
Incharges –All DEPTS
Fire Incharge
File

Santhiram Medical College

Nandyal, Andhra Pradesh

Report of the Meeting

Sub: " FIRE AND SAFETY TRAINING " –Report of the Meeting – circulated – reg.,

The meeting was addressed by Mr Mahesh, Incharge -Fire and Safety of Santhiram Hospital and he delivered the following points and suggested the staff to follow them.

Fire and safety training in SRGH is critical to ensure the safety of patients, staff, and visitors in the event of a fire or other emergency situation. Here are some key aspects to consider when developing fire and safety training programs for hospitals:

- **Risk Assessment:** Conduct a thorough risk assessment to identify potential fire hazards and vulnerabilities within the hospital premises. This assessment should cover areas such as patient care areas, administrative offices, utility rooms, and storage areas.
- **Regulatory Compliance:** Ensure that fire and safety training programs comply with local regulations and standards set forth by regulatory bodies such as the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).
- **Emergency Response Plan:** Develop a comprehensive emergency response plan that outlines procedures for evacuation, fire containment, communication protocols, and coordination with local emergency services. This plan should be regularly reviewed, updated, and communicated to all staff members.
- **Staff Training:** Provide training sessions for all hospital staff, including healthcare professionals, administrative staff, maintenance workers, and security personnel. Training should cover topics such as fire prevention, evacuation procedures, operation of fire extinguishers, and first aid for fire-related injuries.
- **Evacuation Drills:** Conduct regular evacuation drills to familiarize staff with emergency procedures and ensure efficient evacuation in the event of a real fire. These drills should be conducted at different times of the day and include scenarios involving patients with mobility issues or special medical needs.
- **Fire Safety Equipment:** Train staff on the proper use of fire safety equipment, including fire extinguishers, fire alarms, smoke detectors, and sprinkler systems. Ensure that equipment is regularly inspected, maintained, and in working condition.
- **Communication Systems:** Establish effective communication systems to disseminate emergency information to staff, patients, and visitors. This may include overhead announcements, text message alerts, and visual signage throughout the hospital.
- **Specialized Training:** Provide specialized training for staff working in high-risk areas such as operating rooms, laboratories, and areas with hazardous materials. This training should address specific fire risks and appropriate safety protocols.

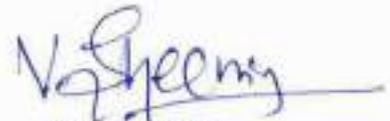
Santhiram Medical College
Nandyal, Andhra Pradesh

- **Continuing Education:** Offer regular refresher courses and continuing education opportunities to ensure that staff remain knowledgeable and proficient in fire and safety procedures.
- **Collaboration with Local Authorities:** Foster collaboration with local fire departments, emergency medical services, and other relevant authorities to coordinate emergency response efforts and ensure a swift and effective response to fire incidents.

By implementing a comprehensive fire and safety training program, SRMC can enhance preparedness, minimize risks, and protect the well-being of everyone within the healthcare facility.

Copy to :

Medical Superintendent
Hospital Administrator
RMO
Nursing Superintendent
Incharges –All DEPTS
Fire Incharge
File


HR Manager



Santhiram Medical College
Nandyal, Andhra Pradesh



6.5.2.1

**Number of teachers attending
programs/workshops/seminars
specific to quality
improvement during the
AY: 2022-2023**



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/ QIP/10/ SRMC/ 2022

Date: 10.7.2022

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Orientation on quality improvement through departmental initiatives" on 12.7.2022 at conference Hall - 01, 11.00 am

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental deputed to participate in the program.

To

- All the Professor and Heads of Pre, Para and Clinical departments
- All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Coordinator —IQAC
- Manager College
- EDP and Communication departments
- File

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Chairman


Principal

PRINCIPAL
Santhiram Medical College
NH-40, NANDYAL-518 501, Nandyal D.A.P.



Report of the program on Orientation on quality improvement through departmental initiatives

Title of the program: Orientation on Quality improvement through departmental initiatives

Target audience: IQAC criterion coordinators

Date and Time: 12.07.2022, 11 am

Speaker: Dr. K. Madhusudhan Reddy

Number of participants: 57

Summary of the program:

Objective of the program

To sensitize and create awareness on topic "Orientation on Quality Improvement through departmental initiatives

- The meeting started with welcome address by the Dean of the institute
- The Speaker emphasized that IQAC plays a pivotal role in quality enhancement
- Strategies on Quality Improvement in medical education through departmental initiatives was highlighted,
- He also highlighted that Quality enhancement initiatives is a broad-based range activity under which both quality management and quality control are included
- Quality assurance includes all the policies, standards, systems and processes that are in place to maintain and improve the quality of medical education and training. This needs to be initialized at the departmental level.
- Quality assurance can be managed through an institutional monitoring especially at the department level that should include the course evaluation, peer evaluation and the assessment.
- Criterion wise preparation at the departmental level was assessed.
- The session ended with clarification of doubts raised by the faculty and IQAC coordinators

The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Orientation on Quality improvement through departmental initiatives

12.07.2022, 11 am

conference Hall - 01

S.NO	Name of the doctors	Signature
1.	Dr.U.Seshaphani	Seshaphani
2.	Dr.B.Sreedevi	Sreedevi
3.	Dr.V.Sreelakshmi	Sreelakshmi
4.	Dr.R.Malleswari	Malleswari
5.	Dr.B.Lakshmi Devi	Lakshmi Devi
6.	Dr.G.Santi Raju	Santi Raju
7.	Dr.T.Nagaraju	Nagaraju
8.	Dr.A.V.Silpa	Silpa
9.	Dr.K.Sampath Kumar Reddy	Sampath Kumar
10.	Dr.P.Vijetha	Vijetha
11.	Dr.Ravithoja Vallabha	Ravithoja
12.	Dr.K.Chenna Kesava swamy	Chenna Kesava
13.	Dr.N.Harsha Vardhan	Harsha Vardhan
14.	Dr.Aluri Anusha	Anusha
15.	Dr.Niyaz P.V.	Niyaz P.V.
16.	Dr.P.Krishna Padmasree	Krishna Padmasree
17.	Dr.V.Mounika	Mounika
18.	Dr.M.Venkateswara Pradeep	Venkateswara Pradeep
19.	Dr.K.Dharma Das	Dharma Das
20.	Dr.V.Saila Kumari	Saila Kumari
21.	Dr.Sadhu Lokanadham	Lokanadham
22.	A.Gangadhar Reddy	Gangadhar Reddy
23.	Dr.Divya Teja	Divya Teja
24.	Dr.M.Anil Kumar	Anil Kumar
25.	K.Praveena Kumari	Praveena Kumari
26.	Dr.P.Vishnu Vardhan	Vishnu Vardhan
27.	Dr. K. Durga Prasad	Durga Prasad
28.	Dr.P.Havilah	Havilah
29.	Dr.B.Ravindra Reddy	Ravindra Reddy



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30.	Dr.Y.Naresh	Naresh.
31.	Dr.S.Naveen Kumar	Naveen Kumar
32.	Dr.Shabnam sufia shaik	Shabnam Sufia
33.	Dr.B.Indumathi	Indumathi
34.	Dr.M.Naresh Kumar	Naresh Kumar.
35.	Mr.P.Suman	Suman.
36.	Dr.K.Narendrudu	Narendrudu.
37.	Dr.B.Ramakrishna Reddy	Ramakrishna
38.	Dr.S.V.R Rama Krishna	S.V.R.
39.	Dr..E.Bala Eswaraiah	Bala Eswaraiah
40.	Dr.M.Sudhakar	Sudhakar.
41.	Dr.N.Narendra Kumar	Narendra Kumar
42.	Dr.Amrutha .K	Amrutha.
43.	Dr.K.Venkata Kishore	Venkata Kishore
44.	Dr.M.Saraswathi	Saraswathi
45.	Dr. M. Madhavi Latha	Madhavi Latha.
46.	Dr.T.Praveena	Praveena.
47.	Dr.V.Haritha	Haritha.
48.	Dr.V.Sindhuri Reddy	Sindhuri Reddy.
49.	Dr.K.Chaitanya	Chaitanya
50.	Dr.K.Sumohitha	Sumohitha
51.	Dr. P. Ravi Babu	Ravi Babu.
52.	Dr.B.Durga Prasad	Durga Prasad
53.	Dr.V.Anil Kumar	Anil Kumar.
54.	Dr.L.Sowmya	Sowmya.
55.	Dr.S.Chandra Moulali	Chandra Moulali
56.	Dr.Teja	Teja.
57.	Dr.V.Swetha	Swetha.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/ 11/SRMC/2022

Date: 25.08.2022

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Workshop on preparation of Annual quality assurance report" on 27.08.2022 conference Hall -01. 10.30 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

All Professor & Heads of Pre, Para and Clinical Departments

All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Coordinator —IQAC
- Manager College
- EDP and Communication departments
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PRINCIPAL
Santhiram Medical College
NH-40, NANDYAL-518 501, Nandyal Dt. A.P.



Report of the Workshop on preparation of Annual quality assurance report

Title of the program: Workshop on preparation of Annual quality assurance report

Target audience: IQAC criterion coordinators

Date and Time: 27.8.2022, 10 am

Speaker: Dr.M.Anil Kumar

Number of participants: 80

Summary of the program:

Objective of the program

To orient the faculties and criterion coordinators on the preparation of Annual quality assurance report

- The meeting started with welcome address by the Dean of the institute
- He emphasized that Annual Quality Assurance Report — (AQAR) is a yearly report, which should be submitted to NAAC every year by all Accredited Institutions as per the format prescribed by online. It was suggested to visit the NAAC website.
- He highlighted that all the HEI's accredited by NAAC should submit AQAR report to NAAC every year. The AQAR period
- would be the Academic Year. AQAR would be helpful to know the improvements of the institution after the accreditation.
- It was told that AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC for the year. It also provides systematic data with respect to various improvements to be taken up by the institution
- he session ended with clarification of doubts raised by the
- faculty and IQAC coordinators
- The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Workshop on preparation of Annual quality assurance report

27.08.2022, 10.00 am

conference Hall -01.

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.Chendigi Rohith	Chendigi Rohith
2.	Dr.M.Srikanth	Srikanth
3.	Dr.M.Sudharshan Reddy	Sudharshan Reddy
4.	Dr.V.Surekha	Surekha
5.	Dr.P.Hari Krishna	Hari Krishna
6.	Dr.Shaik Ibrahim Ali	Shaik Ibrahim
7.	Dr.Muneer	Muneer
8.	Dr.Cherisma	Cherisma
9.	Dr.C.Vinay Kumar Reddy	Vinay Kumar
10.	Dr.G.Bhuvaneshwari	Bhuvaneshwari
11.	Dr.G.Raghuram Reddy	Raghuram
12.	Dr.Gaekwad Vasista	Gaekwad
13.	Dr.K.Sivananda Reddy	Sivananda Reddy
14.	Dr.V.V.Ashok Kumar Reddy	Ashok Reddy
15.	Dr.V.Venkata Reddy	Venkata Reddy
16.	Dr.Vishnu	Vishnu
17.	Dr.Y.Karthik	Karthik
18.	Dr.M.Vidya	Vidya
19.	Dr.D.Sumadhura	Sumadhura
20.	Dr.G.Bavitha	Bavitha
21.	Dr.G.Maithreyi	Maithreyi
22.	Dr.G.Swathi	Swathi
23.	Dr.N.Desh Kumar	Desh Kumar
24.	Dr.P.Keerthi Reddy	Keerthi Reddy
25.	Dr. G.M. Krishna Rao	G.M. Krishna Rao
26.	Dr.K.S.R.Sai Prathap	Sai Prathap
27.	Dr. A. Venugopala Gupta	Venugopala Gupta
28.	Dr. G. Vijaya Kumar	Vijaya Kumar



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29.	Dr.K.V.Somasekhar Reddy	Somasekhar
30.	Dr G. Lokendranath	Lokendranath
31.	Dr.V.Deepak	Deepak
32.	Dr.Varun Kumar	Varun Kumar
33.	Dr.A.Swetha Rani	Swetha Rani
34.	Dr.B.Sarath kuamr Reddy	Sarath Kumar
35.	Dr.D.Bala Subramanyam	Bala Subramanyam
36.	Dr.K.Hanuma Kumar	Hanuma Kumar
37.	Dr.K.Hazirunnisa	Hazirunnisa
38.	Dr.Maddisetty Murali Krishan	Maddisetty Murali Krishan
39.	Dr.P.Kranthi Reddy	Kranthi Reddy
40.	Dr.P.Nagarjun Reddy	Nagarjun Reddy
41.	Dr.P.Sony	Sony
42.	Dr.S.Vijay Babu	Vijay Babu
43.	Dr.Siva Chandra Sekhar	Siva Chandra Sekhar
44.	Dr.Sreedevi	Sreedevi
45.	Dr.Syed Arshiya Sulthana	Arshiya Sulthana
46.	Dr.T.Karhik	Karhik
47.	Dr.T.Shankar Kumar	Shankar Kumar
48.	Dr.U.Vivekananda Reddy	Vivekananda Reddy
49.	Dr.V.Spoorthi	Spoorthi
50.	Dr.Naga Sumanth Reddy	Naga Sumanth Reddy
51.	D.B.Ahsok Kumar Reddy	Ahsok Kumar Reddy
52.	Dr.G.Harisimha	Harisimha
53.	Dr.H.Nityasree	Nityasree
54.	Dr.Lakshmi Knath Reddy	Lakshmi Knath Reddy
55.	Dr.M.V.Narayana Reddy	M.V.Narayana Reddy
56.	Dr.Mallela Raju	Mallela Raju
57.	Dr.Muppala Pavani	Muppala Pavani
58.	Dr.U.Lakshmi Narayana	Lakshmi Narayana
59.	Dr.Narla V V Vardhan Reddy	N.V.V.
60.	Dr.D.Hemanth Rao	Hemanth Rao



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NH-40, NANDYAL-518501, A.P

61.	Dr. S. Sreedevi	Sreedevi
62.	Dr.K.H.Vasudeva Naidu	Vasudevan
63.	Dr.S.Usha Vidyanani	Usha
64.	Dr.Y.Hyma Pratyusha	Pratyusha
65.	Dr.J.Balakrishna	Balakrishna
66.	Dr.Praveen	Praveen
67.	S.Naga Sireesha	Naga Sireesha
68.	Dr.D.Shabber	Shabber
69.	Dr.M.Amani	Amani
70.	Dr.MD.Azharuddin	Azharuddin
71.	Dr.Shaik Kadheer Ahamed	Kadheer Ahamed
72.	Dr. A. Saritha	Saritha
73.	Dr.Karthiki	Karthiki
74.	Dr.V.Radha Lakshmi	Radha Lakshmi
75.	Dr. M. Jhansi Rani	Jhansi Rani
76.	Dr.I.Siva Jyothi	Siva Jyothi
77.	Dr.M.Hindumathi	Hindumathi
78.	Dr.M.Suneetha	Suneetha
79.	Dr.A.Sasikiran	Sasikiran
80.	Dr.D.V.Sindhu Sree	Sindhu Sree



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP /12/SRMC/2022

Date: 15.10.2022

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized **"Sensitization program on quality indicator framework of NAAC"** on 17.10.2022 at conference Hall -01. 11.00 am.

All the Professor and Heads of Pre, Para and Clinical Departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

All Professor & Heads of Pre, Para and Clinical Departments

All the Participants & Resource Persons - HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Coordinator —IQAC
- Manager College
- EDP and Communication departments
- File

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Chairman


Principal
PRINCIPAL
Santhiram Medical College
NH-40, NANDYAL-518 001, Nandyal Dt. A.P.



Report of Sensitization program on quality indicator framework of NAAC

Title of the program: Sensitization program on quality indicator framework of NAAC

Target audience: IQAC criterion coordinators and Faculties

Date and Time: 17.10.2022, 11 am

Speaker: Dr. K. Durga Prasad

Number of participants: 25

Summary of the program:

Objective of the program

To create awareness about the NAAC assessment process focussing on quality indicators, key indicators and metrics specified under Self Study Report (SSR)

- The meeting started with welcome address by the Dean
- The guest speaker started the session with accreditation process by NAAC and briefing about the quality indicators.
- The discussion included the following
- Criteria under NAAC with details of all criterions and. documents to be included under each criterion for quality indicators according to the new guidelines
- quantitative and qualitative metrics in detail
- Weightage for each metric
- Key indicators under each criterion.
- He highlighted the difference between previous and current SSR
- he session ended with clarification of doubts raised by the faculty and IQAC coordinators
- The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Sensitization program on quality indicator framework of NAAC

17.10.2022, 11 am

conference Hall -01.

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.G.Kalpana	Kalpana
2.	Dr.K.Jasmeen Sulthana	Sulthana
3.	Dr.K.Sravanthi Reddy	Sravanthi
4.	Dr.M.Tanuja	Tanuja
5.	Dr.Pothireddy sruthi	Pothireddy
6.	Dr.Rajani Devi	Rajani
7.	Dr.V.Anusha	Anusha
8.	Dr.Fathima Bee	Fathima
9.	Dr.Pottipati Haneesha	Pottipati
10.	Dr.Shaik Asma	Asma
11.	Dr.T.Anusha Reddy	Anusha
12.	Dr.T.Nagapoojitha	Poojitha
13.	Dr.Thatireddy Navya Sree	Navya Sree
14.	Dr.Kannalahgari Thejaswi	Thejaswi
15.	Dr.V.Madhuri	Madhuri
16.	Dr.D.V.Giddaiah	Giddaiah
17.	Dr. P. Sanjeeva Kumar	Sanjeeva Kumar
18.	Dr.P.N.Govardhan Reddy	Govardhan
19.	Dr.Kishore	Kishore
20.	Dr.Golla Palli Sowjanya	Sowjanya
21.	Dr.S.Chandrika	Chandrika
22.	Dr.T.Sreevathsala	Sreevathsala
23.	Dr.Y.Sowmya	Sowmya
24.	Dr. M. Ramesh Chandra	Ramesh Chandra
25.	Dr.B.V.Kranthi	Kranthi



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/14/SRMC/2022

Date: 19.12.2022

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Orientation on Quality improvement through departmental initiatives" on 22.12.2022 at conference Hall -01. 10.30 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

All Professor & Heads of Pre, Para and Clinical Departments

All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Coordinator —IQAC
- Manager College
- EDP and Communication departments
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SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Orientation on Quality improvement through departmental initiatives

22.12.2022, 11 am

conference Hall - 01.

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.B.V.Kranthi	Kranthi
2.	Dr.Jagan Mohan	Jagan Mohan
3.	Dr.V.Praveen Kumar	Praveen Kumar
4.	Dr.M.Yogitha	Yogitha
5.	Dr.Mitta Bavya Sree	Bavya Sree
6.	Dr.R.Dinesh Reddy	Dinesh Kumar
7.	Dr.Viswa Teja	Viswa Teja
8.	Dr.B.Aparna	Aparna
9.	Dr.B.SriKala	Srikala
10.	Dr.Bodanapu Sowjanya	Sowjanya
11.	Dr.B.Someswar Reddy	Soweshwar
12.	Dr.M.Mahendra Kumar Reddy	Mahendra Kumar
13.	Dr.P.Panduranga Rao	Panduranga Rao
14.	Dr.Vadapalli Ramesh chandra	Ramesh Chandra
15.	Dr.B.Bhanu Prathap	Bhanu Prathap
16.	Dr.G.Sreekanth	Sreekanth
17.	Dr.J.Vickas	Vickas
18.	Dr.Jagan Mohan Reddy	Jagan Mohan
19.	Dr.N.Sandeep	Sandeep
20.	Dr. P. Sujith Deva Prasad	Sujith Deva Prasad
21.	Dr.A.Vijaya Harinath Reddy	Harinath Reddy
22.	Dr.L.Manohar Reddy	Manohar Reddy
23.	Dr.P.Manasa	Manasa
24.	Dr.S.Ravi Theja Reddy	Ravi Teja
25.	Dr.T.Nagalakshmi Reddy	Naga Lakshmi
26.	Dr.Y.P.Vishnuvardhan Reddy	Vishnuvardhan
27.	Dr.Mohammed Zakir Hussain	Zakir
28.	Dr.Naveen Kumar Reddy	Naveen K.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

29.	Dr.Syam Prasad	Syam Prasad
30.	Dr.Y.Venugopala sarma	Venugopal
31.	Dr.Raja sekhar Reddy	Rajasekhara
32.	Dr.A.chandrasekhar	Chandrasekhar
33.	Dr.D.Chandrasekhar	Chandrasekhar
34.	Dr.E.Anitha	Anitha
35.	Dr.K.Sravanthi	Sravanthi
36.	Dr.Lathies Kumar	Lathies
37.	Dr.Nayan Baba	Nayan
38.	Dr.Sathis Reddy	Sathish
39.	Dr.Y.Shasidhar Reddy	Shasidhar
40.	Dr.D.Ravinder	Ravinder
41.	Dr.P.Vamsi Krishna	Vamsi Krishna
42.	Dr.Abdul Mohid syed	Abdul Mohid
43.	Dr.M.Linga Reddy	Linga
44.	Dr.O.Surendranath Reddy	Surendranath
45.	Dr.P.Ashok Kumar	Ashok
46.	Dr.P.B.Viswanath	Viswanath
47.	Dr.G.Raana Sanjeev	Raana Sanjeev
48.	Dr.M.Janaki	Janaki
49.	Dr.Satish Arora	Satish Arora
50.	Dr.A.Hareesh Kumar	Hareesh
51.	Dr.B.Vamsi Krishna	Vamsi Krishna
52.	Dr.M.Anil Kumar	Anil
53.	Dr.P.Shiva Kumar	Shiva
54.	Dr.Shaik Hasham Hussain	Hasham
55.	Dr.V.Ramyaswathi	Ramyaswathi
56.	Dr.A.Hima Bindu	Hima



Report of the program of Orientation on Quality improvement through departmental initiatives

Title of the program: Orientation on Quality improvement through departmental initiatives

Target audience: IQAC criterion coordinators

Date and Time: 22.12.2022, 11 am

Speaker: Dr.Y.Karhtik

Number of participants: 56

Summary of the program:

Objective of the program

To sensitize and create awareness on the topic "Orientation on Quality improvement through departmental initiatives"

- The meeting started with welcome address by the Dean of the institute
- The Speaker emphasized that IQAC plays a pivotal role in quality enhancement
- Strategies on Quality improvement in medical education through departmental initiatives was highlighted.
- He also highlighted that Quality enhancement initiatives is a broad-based range activity under which both quality management and quality control are included
- Quality assurance includes all the policies, Standards, systems and processes that are in place to maintain and improve the quality of medical education and training. This needs to be initialized at the departmental level.
- Quality assurance can be managed through an_ institutional monitoring especially at the department level that should include the course evaluation, peer evaluation and the assessment.
- Criterion wise preparation at the departmental level was assessed.
- The session ended with clarification of doubts raised by the faculty and IQAC coordinators

The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



Ref No: IQAC/QIP/15/SRMC/2023

Date: 10.01.2023

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Report of the program on best practices in HEIs" on 12.01.2023 conference Hall – 01. 11.00 am.

All the Professor and Heads of Pre, Para and Clinical Departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

All Professor & Heads of Pre, Para and Clinical Departments

All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Coordinator — IQAC
- Manager College
- EDP and Communication departments
- File

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Principal
Santhiram Medical College
NH-40, NANDYAL-518501, Nandyal Dt. A.P.



Report of program on best practices in HEIs

Title of the program: program on best practices in HEIs

Target audience: IQAC criterion department coordinators And Faculties

Date and Time: 12.01.2023, 11 am

Speaker: Dr.Y.Karhtik

Number of participants: 25

Summary of the program:

Objective of the program

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation , promotion and sustenance initiatives
- The meeting with medical address by the medical superintendent
- It was highlighted that best practices which add commendable value to an institution and its various
- Stakeholders, are considered as reliable benchmarks or Standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best Practices followed in different areas of institutional performance.
- The national assessment and accreditation council (NAAC) is advocating the best practices benchmarking approach for quality enhancement in higher education
- The session ended with clarification of doubts raised by the faculty and IQAC coordinators

The meeting was closed with vote of thanks by IQAC coordinator

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Report of the program on Orientation on best practices in HEIs

12.01.2023, 11 am

Conference Hall-01

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.C.A.Ragavendra Varma	Ragavendra
2.	Dr.Srilatha	Srilatha
3.	Dr.Asma Tabassam	Asma
4.	Dr.M.Lavanya	Lavanya
5.	Dr.M.Veeramohan Rao	Veera Mohan
6.	Dr.R.D.Gaikwad	Gaikwad
7.	Dr.Ammireddy Swathi	Ammireddy Swathi
8.	Mr. Z. Naveen Kumar	Naveen Kumar
9.	Dr.G.Umamaheswari	Umamaheswari
10.	Dr.T.S.Naga Lakshmi	Naga Lakshmi
11.	Dr.J.Vyshnavi	Vyshnavi
12.	Dr.Y.Jayanthi	Jayanthi
13.	Dr G.Hepsiba	Hepsiba
14.	Dr.P.S.N. Murthy	Murthy
15.	Dr.R.Kishore Kumar	Kishore Kumar
16.	Dr.CH.V.N.Saritha	Saritha
17.	Dr.D.Varadarajulu	Varadarajulu
18.	Dr.D.Vishnu Priya	Vishnu Priya
19.	Dr.O.Sindhuja	Sindhuja
20.	Dr.Abuzar Rahiman	Abuzar Rahiman
21.	Dr. K. Janardhan Reddy	Janardhan Reddy
22.	Dr.A.Balathimmaiah	Balathimmaiah
23.	Dr.Panil Kumar	Panil
24.	Dr.R.Jagan Mohan Reddy	Jagan Mohan
25.	Dr.G.Lalitha Kumari	Lalitha



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/16/SRMC/2023

Date: 21.02.2023

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Guest talk on IPR in medical education" on 23.02.2023 at conference Hall – 01. 10.00 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

All Professor & Heads of Pre, Para and Clinical Departments

All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Coordinator —IQAC
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Principal
Santhiram Medical College
NH-40, NANDYAL-518 501, Nandyal D.A.P



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Guest talk on IPR in medical education

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr. K. Durga Prasad	Durga Prasad
2.	Dr.P.Havilah	Havilah
3.	Dr.B.Ravindra Reddy	Ravindra
4.	Dr.Y.Naresh	Naresh
5.	Dr.S.Naveen Kumar	Naveen
6.	Dr.Shabnam sufia shaik	Sufia
7.	Dr.B.Indumathi	Indumathi
8.	Dr.M.Naresh Kumar	Naresh
9.	Mr.P.Suman	Suman
10.	Dr.K.Narendrudu	Narendrudu
11.	Dr.B.Ramakrishna Reddy	Ramakrishna
12.	Dr.S.V.R Rama Krishna	Ramakrishna
13.	Dr..E.Bala Eswaraiiah	Bala Eswaraiiah
14.	Dr.M.Sudhakar	Sudhakar
15.	Dr.N.Narendra Kumar	Narendra
16.	Dr.Amrutha .K	Amrutha
17.	Dr.K.Venkata Kishore	Venkata Kishore
18.	Dr.M.Saraswathi	Saraswathi
19.	Dr. M. Madhavi Latha	Madhavi Latha
20.	Dr.T.Praveena	Praveena
21.	Dr.V.Haritha	Haritha
22.	Dr.V.Sindhuri Reddy	Sindhuri
23.	Dr.K.Chaitanya	Chaitanya
24.	Dr.K.Sumohitha	Sumohitha
25.	Dr. P. Ravi Babu	Ravi Babu
26.	Dr.B.Durga Prasad	Durga Prasad
27.	Dr.V.Anil Kumar	Anil Kumar
28.	Dr.L.Sowmya	Sowmya
29.	Dr.S.Chandra Moulali	Chandra Moulali



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

30.	Dr.Teja	Teja
31.	Dr.V.Swetha	Swetha
32.	Dr.Chendigi Rohith	Rohith.
33.	Dr.M.Srikanth	M.Srikanth
34.	Dr.M.Sudharshan Reddy	Sudharshan
35.	Dr.V.Surekha	SUREKHA
36.	Dr.P.Hari Krishna	Hari
37.	Dr.Shaik Ibrahim Ali	Shaik Ibrahim Ali
38.	Dr.Muneer	Muneer.
39.	Dr.Cherisma	Cherisma
40.	Dr.C.Vinay Kumar Reddy	Vinay.
41.	Dr.G.Bhuvaneshwari	G.Bhuvaneshwari
42.	Dr.G.Raghurath Reddy	Raghunath.
43.	Dr.Gaekwad Vasista	Gaekwad Vasista
44.	Dr.K.Sivananda Reddy	Sivananda
45.	Dr.V.V.Ashok Kumar Reddy	Ashok.
46.	Dr.V.Venkata Reddy	V.Venkata Reddy
47.	Dr.Vishnu	Vishnu
48.	Dr.Y.Karthik	Vishnu
49.	Dr.M.Vidya	Vidya.
50.	Dr.D.Sumadhura	Sumadhura



Report of the Guest talk on IPR in medical education

Title of the program: Guest talk on IPR in medical education

Target audience: Faculties and IQAC criterion coordinators

Date and Time: 23.2.2023, 10.00 am

Speaker: Dr.Shaik Kadheer Ahamed

Number of participants: 50

Summary of the program:

Objective of the program

To orient the faculties and criterion coordinators on the open education resources in medical education

- The meeting started with welcome address by the Dean of the institute
- She highlighted the importance of open educational resources in medical education
- The MEU coordinator gave specific examples using the following resources.
- AnatomyExpert
- AnatomyZone
- Biodigital
- HHMI Anatomy and Physiology
- Khan Academy Health and Medicine
- MERLOT II Health Sciences Community Portal
- NLM Digital Collections
- OER Commons - Health, Medicine, and Nursing
- It was emphasized that OERs are learning materials such as textbooks, presentations and quizzes shared under an open copyright license, such as Creative Commons, or placed into the public domain.
- This means that both educators and users (learners/students) can have access for free, and educators can directly reuse, adapt and republish content without having to seek permission from the original author.
- The session ended with clarification of doubts raised by the faculty and IQAC coordinators

The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/17/SRMC/2023

Date: 11.05.2023

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Orientation to open education resources in medical education" on 14.05.2023 at conference Hall – 01. 09.30 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

All Professor & Heads of Pre, Para and Clinical Departments

All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Coordinator —IQAC
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SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Report of the Orientation to open education resources in medical education

Title of the program: Orientation to open education resources in medical education

Target audience: Faculties and IQAC criterion coordinators

Date and Time: 14.5.2023, 9.30 am

Speaker: Dr.M.Chaitanya Kumar Reddy

Number of participants: 20

Summary of the program:

Objective of the program

To orient the faculties and criterion coordinators on the open education resources in medical education

- The meeting started with welcome address by the Dean of the institute
- She highlighted the importance of open educational resources in medical education
- The MEU coordinator gave specific examples using the following resources.
 - ✓ AnatomyExpert
 - ✓ AnatomyZone
 - ✓ Biodigital
 - ✓ HHMI Anatomy and Physiology
 - ✓ Khan Academy Health and Medicine
 - ✓ MERLOT II Health Sciences Community Portal
 - ✓ NLM Digital Collections
 - ✓ OER Commons - Health, Medicine, and Nursing.
 - It was emphasized that OERs are learning materials such as textbooks, presentations and quizzes shared under an open copyright license, such as Creative Commons, or placed into the public domain.
 - This means that both educators and users (learners/students) can have access for free, and educators can directly reuse, adapt and republish content without having to seek permission from the original author.
 - The session ended with clarification of doubts raised by the faculty and IQAC coordinators

The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Orientation to open education resources in medical education

14.5.2023, 9.30am

conference Hall - 01.

S.NO	NAME OF THE FACULTY	SIGNATURE
<u>1.</u>	Dr.Chiranjeevi saraswathi	
<u>2.</u>	Dr.D.Mahammad Mehatab Hussain	
<u>3.</u>	Dr. P. Chakradhar	
<u>4.</u>	Dr.B.Suresh	
<u>5.</u>	Dr.Frank Mohan	
<u>6.</u>	Dr.K.Venkata Manohar	
<u>7.</u>	Dr.Subhash Reddy	
<u>8.</u>	Dr.T.Arun Sagar	
<u>9.</u>	Dr.G.Murali Hareesh	
<u>10.</u>	Dr.G.L.Sudheer Kumar	
<u>11.</u>	Dr.N.Jagannatham	
<u>12.</u>	Dr.P.Venkata Chenchaiiah	
<u>13.</u>	Dr.T.Nishitha	
<u>14.</u>	Dr.T.Phanendra Reddy	
<u>15.</u>	Dr.Venkatesh Satri	
<u>16.</u>	Dr.G.Pavan Kumar	
<u>17.</u>	Dr.N.Siranth	
<u>18.</u>	Dr.Y.Yaswanth Reddy	
<u>19.</u>	Dr.J.Shirisha Kumari	
<u>20.</u>	Dr.K.Jagadeeswar reddy	



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/18/SRMC/2022

Date: 15.07.2023

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Sensitization program on quality indicator framework of NAAC" on 18.07.2023 at conference Hall -01. 11.00 am.

All the Professor and Heads of Pre, Para and Clinical Departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

All Professor & Heads of Pre, Para and Clinical Departments

All the Participants & Resource Persons - HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Coordinator —IQAC
- Manager College
- EDP and Communication departments
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Chairman


Principal P.A.L.
Santhiram Medical College
NH-40, NANDYAL-518 501, Nandyal Dt. A.P.



Report of Sensitization program on quality indicator framework of NAAC

Title of the program: Sensitization program on quality indicator framework of NAAC

Target audience: IQAC criterion coordinators and Faculties

Date and Time: 18.07.2023, 11 am

Speaker: Dr. N. Desh Kumar

Number of participants: 20

Summary of the program:

Objective of the program

To create awareness about the NAAC assessment process focussing on quality indicators, key indicators and metrics specified under Self Study Report (SSR)

- The meeting started with welcome address by the Dean
- The guest speaker started the session with accreditation process by NAAC and briefing about the quality indicators.
- The discussion included the following
- Criteria under NAAC with details of all criterions and. documents to be included under each criterion for quality indicators according to the new guidelines
- quantitative and qualitative metrics in detail
- Weightage for each metric
- Key indicators under each criterion.
- He highlighted the difference between previous and current SSR
- he session ended with clarification of doubts raised by the faculty and IQAC coordinators
- The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Sensitization program on quality indicator framework of NAAC

18.07.2023, 11 am

conference Hall -01.

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr. M. Vidya	M. Vidya
2.	Dr. D. Sumadhura	Sumadhura
3.	Dr. G. Bavitha	G. Bavitha
4.	Dr. G. Maithreyi	Maithreyi
5.	Dr. G. Swathi	Swathi
6.	Dr. N. Desh Kumar	N. Desh Kumar
7.	Dr. P. Keerthi Reddy	P. Keerthi Reddy
8.	Dr. G.M. Krishna Rao	G.M. Krishna Rao
9.	Dr. K.S. R. Sai Prathap	Sai Prathap
10.	Dr. A. Venugopala Gupta	Venugopala Gupta
11.	Dr. G. Vijaya Kumar	G. Vijaya Kumar
12.	Dr. K. V. Somasekhar Reddy	K. V. Somasekhar Reddy
13.	Dr. G. Lokendranath	Lokendranath
14.	Dr. V. Deepak	Deepak
15.	Dr. Varun Kumar	Varun Kumar
16.	Dr. T. Sreevathsala	Sreevathsala
17.	Dr. Y. Sowmya	Sowmya
18.	Dr. M. Ramesh Chandra	Ramesh Chandra
19.	Dr. B. V. Kranthi	B. V. Kranthi
20.	Dr. Jagan Mohan	Jagan Mohan

6.5.2.1

**Number of teachers attending
programs/workshops/seminars
specific to quality
improvement during the
AY: 2021-2022**



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/16/SRMC/ 2021.

Date: 11.07.2021

Circular

The Medical Education Unit has organized "Program on Orientation on best practices in HEIs" On 14.07.2021 at conference Hall-01 09.00 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical departments
- All the Participants & Resource Persons - through HOD

Copy to:

- Vice chair person
- Dean — College
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- Medical Superintendent
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SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Report of the program on Orientation on best practices in HEIs

Title of the program: Program on Orientation on best practices in HEIs

Target audience: faculty

Date and Time: 14.07. 2021, 9 am

Speaker: Dr.Sadhu Lokanadham

Number of participants: 43

Summary of the program:

Objective of the program:

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.
- The meeting started with welcome address by the Medical superintendent
- It was highlighted that Best practices, the practices which add commendable value to an institution and its various Stakeholders, are considered as reliable benchmarks or standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance.
- The National Assessment and Accreditation Council (NAAC) is advocating the best practices benchmarking approach for quality enhancement in higher education. The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.Divya Teja	Divya Teja
2.	Dr. K. Durga Prasad	Durga Prasad
3.	Dr.P.Havilah	Havilah
4.	Dr.B.Ravindra Reddy	Ravindra Reddy
5.	Dr.Y.Naresh	Naresh
6.	Dr.S.Naveen Kumar	Naveen Kumar
7.	Dr.Shabnam sufia shaik	Shabnam
8.	Dr.B.Indumathi	Indumathi
9.	Mr.P.Suman	Suman
10.	Dr.K.Narendrudu	Narendrudu
11.	Dr.B.Ramakrishna Reddy	Ramakrishna Reddy
12.	Dr.M.Sudhakar	Sudhakar
13.	Dr.Amrutha .K	Amrutha
14.	Dr.K.Venkata Kishore	Venkata Kishore
15.	Dr.N.Narendra Kumar	Narendra Kumar
16.	Dr. M. Madhavi Latha	Madhavi Latha
17.	Dr.T.Praveena	Praveena
18.	Dr.V.Haritha	Haritha
19.	Dr.V.Sindhuri Reddy	Sindhuri Reddy
20.	Dr.A.Siva Rama Krishna	Siva Rama Krishna
21.	Dr. P. Ravi Babu	Ravi Babu
22.	Dr.B.Durga Prasad	Durga Prasad
23.	Dr.L.Sowmya	Sowmya
24.	Dr.Teja	Teja
25.	Dr.V.Anil Kumar	Anil Kumar
26.	Dr.V.Swetha	Swetha
27.	Dr.B.Nagavardhan Reddy	Nagavardhan Reddy
28.	Dr. G.M. Krishna Rao	G.M. Krishna Rao
29.	Dr.Gandla Dinesh	Gandla Dinesh
30.	Dr. A. Venugopala Gupta	Venugopala Gupta
31.	Dr. G. Vijaya Kumar	Vijaya Kumar
32.	Dr G. Lokendranath	Lokendranath
33.	Dr.Varun Kumar	Varun Kumar
34.	Dr.V.Deepak	Deepak
35.	Dr.K.V.Somasekhar Reddy	Somasekhar Reddy
36.	Dr.V.Spoorthi	Spoorthi
37.	Dr.B.Sarath kuamr Reddy	Sarath kuamr Reddy
38.	Dr.D.Bala Subramanyam	Bala Subramanyam
39.	Dr.Naga Sumanth Reddy	Naga Sumanth Reddy



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40.	Dr.S.Vijay Babu	Vijay Babu
41.	Dr.Siva Chandra Sekhar	Siva Chandra Sekhar
42.	Dr.U.Vivekananda Reddy	U. Vivekananda Reddy
43.	Dr.P.Nagarjun Reddy	P. Nagarjun Reddy

14.07.2021 at conference Hall-01 09.00 am.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/17/SRMC/2021

Date: 10.09.2021

Circular

The Medical Education Unit has organized "Program on Orientation on best practices in HEIs" On 13.09.2021 at conference Hall -2, 11.00 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as are deputed to participate in the program.

TO

All Professor & Heads of Pre, Para and Clinical departments.
All the Participants & Resource Persons - through HOD Concerned.

Copy to:

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- Medical Superintendent
- EDP and Communication departments
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SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Report of the program on Orientation on best practices in HEIs

Title of the program: Program on Orientation on best practices in HEIs

Target audience: faculties

Date and Time: 13.09.2021, 11 am

Speaker: Dr.Sadhu Lokanadham

Number of participants: 70

Summary of the program:

Objective of the program

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.
- The meeting started with welcome address by the Medical Superintendent
- It was highlighted that Best practices, the practices which add commendable value to an institution and its various Stakeholders, are considered as reliable benchmarks or standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance.
- The National Assessment and Accreditation Council (NAAC) is advocating the best practices benchmarking approach for quality enhancement in higher education.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.D.Hemanth Rao	P. Hemanth Rao
2.	Dr. S. Sreedevi	S. Sreedevi
3.	Dr.Animireddy Kishore	Kishore
4.	Dr.S.Usha Vidyarani	Usha Vidyarani
5.	Dr.Y.Hyma Pratyusha	Y. Hyma Pratyusha
6.	Mr. J. Bala Krishna	J. Bala Krishna
7.	S.Naga Sireesha	S. Naga Sireesha
8.	Dr.Praveen	Praveen
9.	Dr.Karthiki	Karthiki
10.	Dr. A. Saritha	A. Saritha
11.	Dr. M. Jhansi Rani	M. Jhansi Rani
12.	Dr.Bindhu Madhavi	Bindhu Madhavi
13.	Dr.M.Hindumathi	M. Hindumathi
14.	Dr.A.Sasikiran	A. Sasikiran
15.	Dr.D.V.Sindhu Sree	D. V. Sindhu Sree
16.	Dr.I.Siva Jyothi	I. Siva Jyothi
17.	Dr.K.Jasmeen Sulthana	K. Jasmeen Sulthana
18.	Dr.K.Sravanthi Reddy	K. Sravanthi Reddy
19.	Dr.M.Suneetha	M. Suneetha
20.	Dr.M.Tanuja	M. Tanuja
21.	Dr.Rajani Devi	Rajani Devi
22.	Dr.Pothireddy sruthi	P. Pothireddy sruthi
23.	Dr.G.Kalpana	G. Kalpana
24.	Dr.S.Divya	S. Divya
25.	Dr.T.Anusha Reddy	T. Anusha Reddy
26.	Dr.L.Nageswara Rao	L. Nageswara Rao
27.	Dr.Kannaiahgari Thejaswi	K. Kannaiahgari Thejaswi
28.	Dr.P.N.Govardhan Reddy	P. N. Govardhan Reddy
29.	Dr.D.V.Giddaiah	D. V. Giddaiah



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NH-40, NANDYAL-518501, A.P

30.	Dr. P. Sanjeeva Kumar	
31.	Dr.T.Sreevathsala	
32.	Dr.Y.Sowmya	
33.	Dr.J.J.Praveen	
34.	Dr. M. Ramesh Chandra	
35.	Dr.B.V.Kranthi	
36.	Dr.Jagan Mohan	
37.	Dr.R.Dinesh Reddy	
38.	Dr.Viswa Teja	
39.	Dr.Nareddy Prasanna	
40.	Dr.P.Bhavani	
41.	Dr.Bodanapu Sowjanya	
42.	Dr.J.J.Praveen	
43.	Dr. B.Chandranna	
44.	Dr.B.Someswar Reddy	
45.	Dr.M.Mahendra Kumar Reddy	
46.	Dr.Vadapalli Ramesh chandra	
47.	Dr. P. Sujith Deva Prasad	
48.	Dr.Balaji Obula Reddy	
49.	Dr.G.Sreekanth	
50.	Dr.J.Vickas	
51.	Dr.Jagan Mohan Reddy	
52.	Dr.N.Sandeep	
53.	Dr.P.Panduranga Rao	
54.	Dr.A.Vijaya Harinath Reddy	
55.	Dr.L.Manohar Reddy	
56.	Dr.S.Ravi Theja Reddy	
57.	Dr.Mohammed Zakir Hussain	
58.	Dr.Y.Venugopala sarma	
59.	Dr.Syam Prasad	



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NH-40, NANDYAL-518501, A.P

60.	Dr.Naveen Kumar Reddy	<i>Naveen Kumar Reddy</i>
61.	Dr.A.chandrasekhar	<i>A. Chandrasekhar</i>
62.	Dr.P.Vamsi Krishna	<i>P. Vamsi Krishna</i>
63.	Dr.D.suresh Reddy	<i>D. Suresh Reddy</i>
64.	Dr.D.Ravinder	<i>D. Ravinder</i>
65.	Dr.E.Anitha	<i>E. Anitha</i>
66.	Dr.Lathies Kumar	<i>Lathies Kumar</i>
67.	Dr.Raja sekhar Reddy	<i>Raja Sekhar Reddy</i>
68.	Dr.Sathis Reddy	<i>Sathis Reddy</i>
69.	Dr.Y.Shasidhar Reddy	<i>Y. Shasidhar Reddy</i>
70.	Dr.Abdul Mohid syed	<i>Abdul Mohid Syed</i>

13.09.2021 at conference Hall -2, 11.00 am



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/18/ SRMC/ 2021

Date: 10.11.2021

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Program on Orientation on best practices in HEIs" On 13.11.2021 at conference Hall -2, 11.00 am

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical departments.
- All the Participants & Resource Persons - through HOD Concerned.

Copy to:

- Vice chair person
- Dean — College
- Principal
- Medical Superintendent
- Coordinator — IQAC
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Principal
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NH-40, NANDYAL-518501, Nandyal D.A.P.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Report of the program on Orientation on best practices in HEIs

Title of the program: Program on Orientation on best practices in HEIs

Target audience: IQAC criterion coordinators, faculties

Date and Time: 13.11.2021, 11 am

Speaker: Dr.P.Bhavani

Number of participants: 40

Summary of the program:

Objective of the program

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.
- The meeting started with welcome address by the Medical superintendent
- It was highlighted that Best practices, the practices which add commendable value to an institution and its various Stakeholders, are considered as reliable benchmarks or standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance. "
- The National Assessment and Accreditation Council (NAAC) is advocating the best practices benchmarking approach for quality enhancement in higher education.
- The session ended with clarification of doubts raised by the faculty and coordinators

The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.Bodanapu Sowjanya	<i>Sowjanya</i>
2.	Dr.J.J.Praveen	<i>Praveen</i>
3.	Dr. B.Chandranna	<i>Chandranna</i>
4.	Dr.B.Someswar Reddy	<i>Someswar Reddy</i>
5.	Dr.M.Mahendra Kumar Reddy	<i>Mahendra Kumar Reddy</i>
6.	Dr.Vadapalli Ramesh chandra	<i>Ramesh Chandra</i>
7.	Dr. P. Sujith Deva Prasad	<i>Sujith Deva Prasad</i>
8.	Dr.Balaji Obula Reddy	<i>Balaji Obula Reddy</i>
9.	Dr.G.Sreekanth	<i>G.Sreekanth</i>
10.	Dr.J.Vickas	<i>Vickas</i>
11.	Dr.Jagan Mohan Reddy	<i>Jagan Mohan Reddy</i>
12.	Dr.N.Sandeep	<i>Sandeep</i>
13.	Dr.P.Panduranga Rao	<i>Panduranga Rao</i>
14.	Dr.A.Vijaya Harinath Reddy	<i>Vijaya Harinath Reddy</i>
15.	Dr.L.Manohar Reddy	<i>Manohar Reddy</i>
16.	Dr.S.Ravi Theja Reddy	<i>Ravi Theja Reddy</i>
17.	Dr.Mohammed Zakir Hussain	<i>Zakir Hussain</i>
18.	Dr.Y.Venugopala sarma	<i>Venugopala sarma</i>
19.	Dr.Syam Prasad	<i>Syam Prasad</i>
20.	Dr.Naveen Kumar Reddy	<i>Naveen Kumar Reddy</i>
21.	Dr.A.chandrasekhar	<i>Chandrasekhar</i>
22.	Dr.P.Vamsi Krishna	<i>Vamsi Krishna</i>
23.	Dr.D.suresh Reddy	<i>Suresh Reddy</i>
24.	Dr.D.Ravinder	<i>Ravinder</i>
25.	Dr.E.Anitha	<i>Anitha</i>
26.	Dr.Lathies Kumar	<i>Lathies Kumar</i>
27.	Dr.Raja sekhar Reddy	<i>Raja sekhar Reddy</i>
28.	Dr.Sathis Reddy	<i>Sathis Reddy</i>
29.	Dr.Y.Shasidhar Reddy	<i>Shasidhar Reddy</i>
30.	Dr.Abdul Mohid syed	<i>Abdul Mohid syed</i>
31.	Dr.D.Chandrasekhar	<i>Chandrasekhar</i>
32.	Dr.Nayan Baba	<i>Nayan Baba</i>
33.	Dr.P.Ashok Kumar	<i>Ashok Kumar</i>
34.	Dr.K.Sravanthi	<i>Sravanthi</i>
35.	Dr.M.Janaki	<i>Janaki</i>
36.	Dr.Satish Arora	<i>Satish Arora</i>
37.	Dr.P.Shiva Kumar	<i>Shiva Kumar</i>



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

38.	Dr. Shaik Hasham Hussain	<i>Dr. Shaik Hasham Hussain</i>
39.	Dr. M. Anil Kumar	<i>Dr. M. Anil Kumar</i>
40.	Dr. Tabitha supriya Kama	<i>Dr. Tabitha supriya Kama</i>

on 13.11.2021 at conference Hall, College Block, 11.00 AM.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/19/ SRMC/ 2022

Date: 10.01.2022

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Report of the program on Orientation on best practices in HEIs" on 13.01.2022 at conference Hall, College Block, 11.00 AM.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical departments.
- All the Participants & Resource Persons - through HOD Concerned.

Copy to:

- Vice chairperson
- Dean — College
- Principal
- Medical Superintendent
- Coordinator — IQAC
- EDP and Communication departments
- File

Copy Submitted to:

Chairman


Principal
Santhiram Medical College
NH-40, Nandyal-518501, Nandyal, A.P.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Report of the program on Orientation on best practices in HEIs

Title of the program: Program on Orientation on best practices in HEIs

Target audience: IQAC criterion coordinators, faculties

Date and Time: 13.01.2022, 11 am

Speaker: Dr.Sadhu Lokanadham

Number of participants: 55

Summary of the program:

Objective of the program

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.
- The meeting started with welcome address by the Medical Superintendent
- It was highlighted that Best practices, the practices which add commendable value to an institution and its various Stakeholders, are considered as reliable benchmarks or standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance.
- The National Assessment and Accreditation Council (NAAC) is advocating the best practices benchmarking approach for quality enhancement in higher education.
- The session ended with clarification of doubts raised by the faculty and coordinators

The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

S.no	Name of the doctors	Signature
1.	Dr.V.Ramyaswathi	<i>[Handwritten Signature]</i>
2.	Dr.A.Hareesh Kumar	<i>[Handwritten Signature]</i>
3.	Dr.G.Madhu	<i>[Handwritten Signature]</i>
4.	Dr.M.Sree Bhavya	<i>[Handwritten Signature]</i>
5.	Dr.Vasant R Chavan	<i>[Handwritten Signature]</i>
6.	Dr.T.N.Kumar	<i>[Handwritten Signature]</i>
7.	Dr.B.Rajesh	<i>[Handwritten Signature]</i>
8.	Dr.C.A.Ragavendra Varma	<i>[Handwritten Signature]</i>
9.	Dr.K.Raj Kumar	<i>[Handwritten Signature]</i>
10.	Dr.Srilatha	<i>[Handwritten Signature]</i>
11.	Mr.Yakaiah	<i>[Handwritten Signature]</i>
12.	Mrs. Anjaly Mary Varghese	<i>[Handwritten Signature]</i>
13.	Dr.M.Veeramohan Rao	<i>[Handwritten Signature]</i>
14.	Dr.R.D.Gaikwad	<i>[Handwritten Signature]</i>
15.	Dr.M.Lavanya	<i>[Handwritten Signature]</i>
16.	Dr.T.S.Naga Lakshmi	<i>[Handwritten Signature]</i>
17.	Mr. Z. Naveen Kumar	<i>[Handwritten Signature]</i>
18.	Mrs.G.Geetha Vani	<i>[Handwritten Signature]</i>
19.	Dr.G.Umamaheswari	<i>[Handwritten Signature]</i>
20.	Dr.P.S.N. Murthy	<i>[Handwritten Signature]</i>
21.	Dr.R.Kishore Kumar	<i>[Handwritten Signature]</i>
22.	Dr.CH.V.N.Saritha	<i>[Handwritten Signature]</i>
23.	Dr.C.Gowtham Reddy	<i>[Handwritten Signature]</i>
24.	Dr.D.Varadarajulu	<i>[Handwritten Signature]</i>
25.	Dr.D.Vishnu Priya	<i>[Handwritten Signature]</i>
26.	Dr.A.Balathimmaiah	<i>[Handwritten Signature]</i>



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

27.	Dr.Panil Kumar	Panil Kumar
28.	Dr. K. Janardhan Reddy	Janardhan Reddy
29.	Dr.R.Jagan Mohan Reddy	Jagan Mohan Reddy
30.	Dr.B.Shilpa	Shilpa
31.	Dr.G.Lalitha Kumari	Lalitha Kumari
32.	Dr.B.Shilpa	Shilpa
33.	Dr.P.Pradeep Kumar Reddy	Pradeep Kumar Reddy
34.	Dr.R.Ravi Naik	R. Ravi Naik
35.	Dr.Aswin Kumar	Aswin Kumar
36.	Dr.B.Harshini	B. Harshini
37.	Dr. Afsar Fatima	Afsar Fatima
38.	Dr. M.A. Mushtaq Pasha	Mushtaq Pasha
39.	Dr.G.Pavan Kumar	G. Pavan Kumar
40.	Dr.K.Jahnavi	Jahnavi
41.	Dr.K.Prudhviraaj	K. Prudhviraaj
42.	Dr.K.Santha Kumari	Santha Kumari
43.	Dr.B.Siva Gopal	B. Siva Gopal
44.	Dr.R.Hemalatha	Hemalatha
45.	Dr.D.K.Veerappa	D. Veerappa
46.	Dr.G.Krishna Kumari	Krishna Kumari
47.	Dr.P.Kanakadurgamma	Kanakadurgamma
48.	Dr.C.Baba Kalandar	C. Baba Kalandar
49.	Dr.D.Chesmini	Chesmini
50.	Dr.Y.Jayanthi	Jayanthi
51.	Dr.Ramaiah sree Ramadadu	Ramaiah sree Ramadadu
52.	Dr.Vudutha Sri Hari	Vudutha Sri Hari
53.	Dr.D.Krishna Kishore	Krishna Kishore
54.	Dr. G. Sahadevudu	Sahadevudu
55.	Dr. T. Viswarupachari	Viswarupachari



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/19/ SRMC/ 2022

Date: 15.03.2022

Circular

The Medical Education Unit and Internal Quality Assurance Cell (IQAC) has organized "Report of the program on Orientation on best practices in HEIs" on 18.03.2022 at conference Hall, College Block, 11.00 AM.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical departments.
- All the Participants & Resource Persons - through HOD Concerned.

Copy to:

- Vice chairperson
- Dean — College
- Principal
- Medical Superintendent
- Coordinator — IQAC
- EDP and Communication departments
- File

Copy Submitted to:

Chairman


Principal
Santhiram Medical College
NH-40, NANDYAL-518501, A.P



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Report of the program on Orientation on best practices in HEIs

Title of the program: Program on Orientation on best practices in HEIs

Target audience: IQAC criterion coordinators, faculties

Date and Time: 18.03.2022, 11 am

Speaker: Dr.Sadhu Lokanadham

Number of participants: 52

Summary of the program:

Objective of the program

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.
- The meeting started with welcome address by the Medical Superintendent
- It was highlighted that Best practices, the practices which add commendable value to an institution and its various Stakeholders, are considered as reliable benchmarks or standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance.
- The National Assessment and Accreditation Council (NAAC) is advocating the best practices benchmarking approach for quality enhancement in higher education.
- The session ended with clarification of doubts raised by the faculty and coordinators

The meeting was closed with vote of thanks by IQAC coordinator.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.R.Hemalatha	Hemalatha
2.	Dr.D.K.Veerappa	D.K.Veerappa
3.	Dr.G.Krishna Kumari	G.Krishna Kumari
4.	Dr.P.Kanakadurgamma	P.Kanakadurgamma
5.	Dr.C.Baba Kalandar	C.Baba Kalandar
6.	Dr.D.Chesmini	D.Chesmini
7.	Dr.Y.Jayanthi	Y.Jayanthi
8.	Dr.Ramaiah sree Ramadadu	Ramaiah sree Ramadadu
9.	Dr.Vudutha Sri Hari	V.Sri Hari
10.	Dr.D.Krishna Kishore	D.Krishna Kishore
11.	Dr. G. Sahadevudu	G.Sahadevudu
12.	Dr. T. Viswarupachari	T.Viswarupachari
13.	Dr.Anantha Yadava	A.Anantha Yadava
14.	Dr.J.Bharath Prakash Reddy	J.Bharath Prakash Reddy
15.	Dr.K.Bhaskar	K.Bhaskar
16.	Dr.Y.Venkata Jaya Ramudu	Y.Venkata Jaya Ramudu
17.	Dr.Anjaneyulu	A.Anjaneyulu
18.	Dr.Anurag Chitranshi	A.Chitranshi
19.	Dr.M.Vinay Kumar	M.Vinay Kumar
20.	Dr.Mohammed shahid	M.Mohammed shahid
21.	Dr.D.Sandya Kumari	D.Sandya Kumari
22.	Dr.D.Sanjeeva	D.Sanjeeva
23.	Dr.G.Raga Harshitha	G.Raga Harshitha
24.	Dr.G.Ranganath	G.Ranganath
25.	Dr.M.Sreenivasulu	M.Sreenivasulu
26.	Dr.K.Vasavya Umapathi	K.Vasavya Umapathi
27.	Dr.M.Neela Prasad	M.Neela Prasad
28.	Dr.R.S.Teja Reddy	R.S.Teja Reddy



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NH-40, NANDYAL-518501, A.P

29.	Dr.R.Suryanarayana	Suryanarayana
30.	Dr.Shaik Vasim Hasan Raja	Vasim Hasan Raja
31.	Dr.V.Sunil Kumar Reddy	Sunil Kumar Reddy
32.	Dr.M.Siddarth	Siddarth
33.	Dr.M.Venkata Rajeev	Venkata Rajeev
34.	Dr.K.Nagarjuna Reddy	Nagarjuna Reddy
35.	Dr.L.Venkateswara Reddy	Venkateswara Reddy
36.	Dr.P.Dinesh Chaitanya Raju	P. Dinesh Chaitanya Raju
37.	Dr.D.Mahammad Mehatab Hussain	Mahammad Mehatab Hussain
38.	Dr.Chiranjeevi saraswathi	Chiranjeevi saraswathi
39.	Dr.D.Srinidhi	D. Srinidhi
40.	Dr.D.Sudheer Kumar Reddy	Sudheer Kumar Reddy
41.	Dr. P. Chakradhar	Chakradhar
42.	Dr.B.Suresh	B. Suresh
43.	Dr.Frank Mohan	Frank Mohan
44.	Dr.K.Venkata Manohar	Venkata Manohar
45.	Dr.Putta Swetha	Putta Swetha
46.	Dr.Subhash Reddy	Subhash Reddy
47.	Dr.G.Murali Hareesh	Murali Hareesh
48.	Dr.G.L.Sudheer Kumar	G.L. Sudheer Kumar
49.	Dr.P.Venkata Chenchaiyah	Venkata Chenchaiyah
50.	Dr.Sumanth	Sumanth
51.	Dr.T.Phanendra Reddy	T. Phanendra Reddy
52.	Dr.Y.Billy Rufus	Billy Rufus

6.5.2.1

**Number of teachers attending
programs/workshops/seminars
specific to quality
improvement during the
AY: 2020-2021**



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/15/SRMC/ 2020

Date: 14.10.2020

Circular

The Medical Education Unit has organized "Workshop on evaluation reforms in medical education" On 16.10.2020 at 11.00 am conference Hall – 02.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental, duties as they are deputed to participate in the program.

To,

All Professor & Heads of Pre, Para and Clinical departments
All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical Superintendent
- EDP and Communication departments
- File

Copy Submitted to

- Chairman


Principal
Santhiram Medical College
NH-40, NANDYAL-518501, A.P



Report of the Workshop on evaluation reforms in medical education

Title of the program: Workshop on evaluation reforms in medical education

Target audience: Faculties

Date and Time: 16.10.2020, 11 am

Speaker: Dr E. Kamala, MEU coordinator

Number of participants: 65

Summary of the program:

Objective of the program

To orient the faculties and criterion coordinators on the evaluation reforms in medical education

- The meeting started with welcome address by the Dean of the institute |
- She highlighted the importance of evaluation reforms in medical education
- It was also emphasized that Health professions education is dealing with major transformations in light of the changing nature of the health care delivery system, including the use of technology for "just in time" delivery of care, evidence-based practice, personalized medical care and learning, as health professionals strive to integrate biomedical advances and clinical practice.
- This has forced the medical education community to reassess the current teaching and learning practices and more importantly, the evaluation of the medical education process
- Evaluation methods including those in CBME, peer evaluation self-evaluation, OSCE, OSPE etc. were discussed.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks.

Annexure

List of Participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr.L.Manohar Reddy	
2.	Dr.Mohammed Zakir Hussain	
3.	Dr.Y.Venugopala sarma	
4.	Dr.Syam Prasad	
5.	Dr.Venkata Krishna	
6.	Dr.A.chandrasekhar	
7.	Dr.S.Lokesh	
8.	Dr.Naveen Kumar Reddy	
9.	Dr.D.suresh Reddy	
10.	Dr.Sathis Reddy	
11.	Dr.D.Nagarjuna	
12.	Dr.Raja sekhar Reddy	
13.	Dr.E.Anitha	
14.	Dr.D.Ravinder	
15.	Dr.P.Vamsi Krishna	
16.	Dr.Abdul Mohid syed	
17.	Dr.Nayan Baba	
18.	Dr. C.N. Anand	
19.	Dr.P.Ashok Kumar	
20.	Dr.D.Chandrasekhar	
21.	Dr.Y.Shasidhar Reddy	
22.	Dr.K.Sravathi	
23.	Dr.M.Janaki	
24.	Dr.Satish Arora	
25.	Dr.R.Swaroopaa Rani	
26.	Dr.P.Shiva Kumar	
27.	Dr.Shaik Hasham Hussain	
28.	Dr.T.Jagadish Kumar	
29.	Dr.Ethamakula Tanusha	
30.	Dr.Tabitha supriya Kama	
31.	Dr.M.Anil Kumar	
32.	Dr.Usha N	



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

33.	Dr.V.Ramyaswathi	Ramyaswathi
34.	Dr.A.Hareesh Kumar	A hareeshkumar
35.	Dr.P.Raja Sekhar Reddy	P.Raja Sekhar Reddy
36.	Dr.M.Sree Bhavya	M.Sree Bhavya
37.	Dr.Vasant R Chavan	Vasant R Chavan
38.	Dr.T.N.Kumar	T.N.Kumar
39.	Dr.C.Deepalatha	Deepalatha
40.	Dr.K.Raj Kumar	Raj Kumar
41.	Mrs. Anjaly Mary Varghese	Anjaly Mary Varghese
42.	Dr.C.A.Ragavendra Varma	C.A.Ragavendra Varma
43.	Dr.B.Rajesh	Rajesh
44.	Dr.Srilatha	Srilatha
45.	Mr.Yakaiah	Yakaiah
46.	Dr.R.Bhargavi	Bhargavi
47.	Dr.R.D.Gaikwad	R.D.Gaikwad
48.	Dr.M.Veeramohan Rao	M.Veeramohan Rao
49.	Dr.M.Lavanya	M.Lavanya
50.	Dr.G.Umamaheswari	Umamaheswari
51.	Mr. Z. Naveen Kumar	Naveen Kumar
52.	Mrs.G.Geetha Vani	Geetha Vani
53.	Dr.P.S.N. Murthy	P.S.N. Murthy
54.	Dr.R.Kishore Kumar	R.Kishore Kumar
55.	Dr.CH.V.N.Saritha	CH.V.N.Saritha
56.	Dr.C.Gowtham Reddy	Gowtham Reddy
57.	Dr.D.Varadarajulu	Varadarajulu
58.	Dr.Panil Kumar	Panil Kumar
59.	Dr.A.Balathimmaiah	Balathimmaiah
60.	Dr. K. Janardhan Reddy	Janardhan Reddy
61.	Dr.R.Jagan Mohan Reddy	Jagan Mohan Reddy
62.	Dr.P.Pradeep Kumar Reddy	Pradeep Kumar Reddy
63.	Dr.G.Lalitha Kumari	G.Lalitha Kumari
64.	Dr.G.David Chakravarthi	David Chakravarthi
65.	Dr.B.Shilpa	Shilpa

16.10.2020 at 11.00 am

conference Hall - 02.



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/20/SRMC/ 2021

Date: 12.05.2021

Circular

The Medical Education Unit has organized "Workshop on evaluation reforms in medical education" On 14.05.2021 at 10.00 am conference Hall – 02.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental, duties as they are deputed to participate in the program.

To,

- All Professor & Heads of Pre, Para and Clinical departments
- All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical Superintendent
- EDP and Communication departments
- File

Copy Submitted to

Chairman


Principal
Santhiram Medical College
NH-40, NANDYAL-518501, Nandyal D. A.P.



Report of the Workshop on evaluation reforms in medical education

Title of the program: Workshop on evaluation reforms in medical education

Target audience: Faculties

Date and Time: 14.05.2021, 10 am

Speaker: Dr. G.M. Krishna Rao

Number of participants: 15

Summary of the program:

Objective of the program

To orient the faculties and criterion coordinators on the evaluation reforms in medical education

- The meeting started with welcome address by the Dean of the institute |
- She highlighted the importance of evaluation reforms in medical education
- It was also emphasized that Health professions education is dealing with major transformations in light of the changing nature of the health care delivery system, including the use of technology for "just in time" delivery of care, evidence-based practice, personalized medical care and learning, as health professionals strive to integrate biomedical advances and clinical practice.
- This has forced the medical education community to reassess the current teaching and learning practices and more importantly, the evaluation of the medical education process
- Evaluation methods including those in CBME, peer evaluation self-evaluation, OSCE, OSPE etc. were discussed.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks

Annexure

List of Participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr. G. Vijaya Kumar	G. Vijaya Kumar
2.	Dr G. Lokendranath	Lokendranath
3.	Dr.K.V.Somasekhar Reddy	Somasekhar Reddy
4.	Dr.Varun Kumar	Varun Kumar
5.	Dr.P.Nagarjun Reddy	Nagarjun Reddy
6.	Dr.U.Vivekananda Reddy	Vivekananda Reddy
7.	Dr.N.Sindhura	N. Sindhura
8.	Dr.Lakshmi Ragavendra	Ragavendra
9.	Dr.T.Shankar Kumar	T. Shankar Kumar
10.	Dr.Sreedevi	Sreedevi
11.	Dr.V.Spoorthi	V. Spoorthi
12.	Dr.B.sarath kuamr Reddy	Sarath Kumar Reddy
13.	Dr.Syed Arshiya Sulthana	Dr. Syed Arshiya Sulthana
14.	Dr.Naga Sumanth Reddy	Naga Sumanth Reddy
15.	Dr.S.Vijay Babu	Vijay Babu
16.	Dr.V.Deepak	V. Deepak
17.	Dr.D.Bala Subramanyam	Bala Subramanyam
18.	Dr.Varadarajulu	Varadarajulu
19.	Dr.P.Nagarjun Reddy	Nagarjun Reddy
20.	Dr.U.Lakshmi Narayana	Lakshmi Narayana
21.	Dr.A.Swetha Rani	Swetha Rani
22.	Dr.K.hanuma Kumar	Hanuma Kumar
23.	Dr.Lakshmi Knath Reddy	Lakshmi Knath Reddy
24.	Dr.P.Kranthi Reddy	P. Kranthi Reddy
25.	Dr.Mekala Priyanka	M. Priyanka
26.	Dr.C.Sandeep Yadav	C. Sandeep Yadav
27.	Dr.Siva Chandra Sekhar	Siva Chandra Sekhar
28.	Dr.D.Hemanth Rao	Hemanth Rao
29.	Dr. S. Sreedevi	S. Sreedevi
30.	Dr.Animireddy Kishore	Animireddy Kishore
31.	Dr.Y.Hyma Pratyusha	Y. Hyma Pratyusha
32.	Dr.G.L.S.Sumanth Kumar	G.L.S. Sumanth Kumar



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

33.	Mr. J. Bala Krishna	J. Balga
34.	Dr. Ankitha	Ankitha
35.	Dr. Sharmila Banu Pattan	Sharmila
36.	Dr. Karthiki	Karthika
37.	Dr. Bindhu Madhavi	Bindhu Madhavi
38.	Dr. A. Saritha	Saritha
39.	Dr. M. Hindumathi	M. Hindumathi
40.	Dr. M. Jhansi Rani	M. Jhansi Rani
41.	Dr. Srirama Venkat Rao	Srirama Venkat Rao
42.	Dr. I. Siva Jyothi	I. Siva Jyothi
43.	Dr. A. Sasikiran	A. Sasikiran
44.	Dr. Rajani Devi	Rajani Devi
45.	Dr. B. Swetha	B. Swetha
46.	Dr. K. Sravanthi Reddy	K. Sravanthi Reddy
47.	Dr. D.V. Sindhu Sree	D.V. Sindhu Sree
48.	Dr. Sai Sindhuja	Sai Sindhuja
49.	Dr. M. Suneetha	M. Suneetha
50.	Dr. K. Jasmeen Sulthana	K. Jasmeen Sulthana
51.	Dr. G. Kalpana	G. Kalpana
52.	Dr. T. Anusha Reddy	T. Anusha Reddy
53.	Dr. Pothireddy sruthi	Pothireddy sruthi
54.	Dr. L. Nageswara Rao	L. Nageswara Rao
55.	Dr. B. Nikhitha	B. Nikhitha
56.	Dr. K. Samatha	K. Samatha
57.	Dr. Kannaiahgari Thejaswi	Kannaiahgari Thejaswi
58.	Dr. D.V. Giddalah	D.V. Giddalah
59.	Dr. T. Narsi Reddy	T. Narsi Reddy
60.	Dr. P.N. Govardhan Reddy	P.N. Govardhan Reddy
61.	Dr. T. Sreevathsala	T. Sreevathsala
62.	Dr. P. Sanjeeva Kumar	P. Sanjeeva Kumar
63.	Dr. M. Ramesh Chandra	M. Ramesh Chandra
64.	Dr. B.V. Kranthi	B.V. Kranthi
65.	Dr. Konda kavya	Konda kavya
66.	Dr. Y. Sowmya	Y. Sowmya



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

67.	Dr.Jagan Mohan	Jagan Mohan
68.	Dr.K.Hari Priya	Hari Priya
69.	Dr.Viswa Teja	Viswa Teja
70.	Dr.J.J.Praveen	Praveen
71.	Dr.V.Soujanya	Soujanya
72.	Dr.Nareddy Prasanna	Prasanna
73.	Dr.Shaik Chandini Begum	Chandini Begum
74.	Dr.P.Bhavani	Bhavani
75.	Dr. B.Chandranna	Chandranna
76.	Dr.B.Someswar Reddy	Someswar Reddy
77.	Dr.Vadapalli Ramesh chandra	Ramesh chandra
78.	Dr.M.Mahendra Kumar Reddy	Mahendra Kumar Reddy
79.	Dr.Jagan Mohan Reddy	Jagan Mohan Reddy
80.	Dr. P. Sujith Deva Prasad	Sujith Deva Prasad
81.	Dr.Balaji Obula Reddy	Balaji Obula Reddy
82.	Dr.N.Sandeep	N Sandeep
83.	Dr.P.Panduranga Rao	Panduranga Rao
84.	Dr.shail Mohasin Kamal	Shail Mohasin Kamal
85.	Dr.J.Vickas	Vickas
86.	Dr.S.Ravi Theja Reddy	Ravi Theja Reddy
87.	Dr.G.Sreekanth	Sreekanth
88.	Dr.A.Vijaya Harinath Reddy	Vijaya Harinath Reddy
89.	Dr.L.Manohar Reddy	Manohar Reddy
90.	Dr.Mohammed Zakir Hussain	Mohammed Zakir Hussain

6.5.2.1

**Number of teachers attending
programs/workshops/seminars
specific to quality
improvement during the
AY: 2019-2020**



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: : IQAC/ QIP /11/SRMC/ 2019

Date: 17.9.2019

Circular

The Medical Education Unit has organized "Orientation on Quality improvement through departmental initiatives" on 19.9.2019 at conference Hall-02, College Block, 3.30 pm

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the participants from their departmental duties as they are deputed to participate in the program.

To

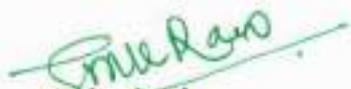
- All Professor & Heads of Pre, Para and Clinical department
- All the Participants & Resource Persons - through concerned

Copy to

- Vice chairperson
- Dean — College
- principal
- Medical director
- Manager College
- EDP and Communication departments
- File

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- Chairman


Principal
PRINCIPAL
Santhiram Medical College
NH-18, NANDYAL, Kurnool(Dist.)



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Report of the program of workshop on quality assurance in medical education

Title of the program: Orientation on Quality improvement through departmental initiatives

Target audience: faculties

Date and Time: 19.9.2019, 3.30 pm

Speaker: Dr M. Jhansi Rani,

Number of participants: 60

Summary of the program:

Objective of the program

To sensitize and create awareness on the topic "Quality assurance in medical education"

- The meeting started with welcome address by the Medical superintendent
- She highlighted that Quality assurance is a broad-based range activity under which both quality management and quality control are included
- Quality assurance includes all the policies, standards, systems and processes that are in place to maintain and improve the quality of medical education and training.
- Quality assurance can be managed through an institutional monitoring that should include the course evaluation, peer evaluation and the assessment.
- For an external quality assurance, accreditation standards by international agencies such as World Federation for Medical Education (WFME) are to be followed.
- The session ended with clarification of doubts raised by the faculty.

The meeting was closed with vote of thanks.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Orientation on Quality improvement through departmental initiatives

17.9.2019, 3.30 pm

Conference Hall-02

s.no	Name of the doctors	Signature
1.	Dr.Karthiki	Karthiki
2.	Dr. A. Saritha	A. Saritha
3.	Dr. M. Jhansi Rani	M. Jhansi Rani
4.	Dr.M.Hindumathi	M. Hindumathi
5.	Dr.A.Sasikiran	A. Sasikiran
6.	Dr.Srirama Venkat Rao	Srirama Venkat Rao
7.	Dr.B.Swetha	B. Swetha
8.	Dr.I.Siva Jyothi	I. Siva Jyothi
9.	Dr.M.Suneetha	M. Suneetha
10.	Dr.Rajani Devi	Rajani Devi
11.	Dr.K.Jasmeen Sulthana	K. Jasmeen Sulthana
12.	Dr.L.Nageswara Rao	L. Nageswara Rao
13.	Dr.B.Nikhitha	B. Nikhitha
14.	Dr.K.Samatha	K. Samatha
15.	Dr.K.Nagarjuna Reddy	K. Nagarjuna Reddy
16.	Dr.L.Venkateswara Reddy	L. Venkateswara Reddy
17.	Dr.Chiranjeevi saraswathi	Chiranjeevi
18.	Dr.V.Harika	V. Harika
19.	Dr. P. Chakradhar	P. Chakradhar
20.	Dr.K.Madhu Krishna	K. Madhu Krishna
21.	Dr.Putta Swetha	Putta Swetha
22.	Dr.Subhash Reddy	Subhash Reddy
23.	Dr.Frank Mohan	Frank Mohan
24.	Dr.M.Veera Sekharaiah	M. Veera Sekharaiah
25.	Dr.G.Murali Hareesh	G. Murali Hareesh
26.	Dr.D.Kranthi Chaintanya	D. Kranthi Chaintanya



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NH-40, NANDYAL-518501, A.P

27.	Dr.Jahangeer Basha Shaik	Jahangeer Basha.
28.	Dr.Madan Kumar Allagadda	Madan Kumar.
29.	Dr.Shaik Mahaboob Basha	Mahaboob Basha.
30.	Dr.C.Nitish	C. Nitish
31.	Dr.K.Charishma Begum	Charishma.
32.	Dr.Y.Billy Rufus	Y. Billy Rufus
33.	Dr.G.Rajasekhar	Rajasekhar.
34.	Dr.G.Rajeswar	Rajeswar.
35.	Dr.T.Sashi Kumar	Sashi Kumar.
36.	Dr.D.Muneer	D. Muneer
37.	Dr.P.Hari Krishna	Hari Krishna.
38.	Dr.Anvesh Anee	Anvesh Anee
39.	Dr.Bheema Sankar	Bheema Sankar
40.	Dr.Bheema Sankar Reddy	Bheema Sankar.
41.	Dr.G.Raghurath Reddy	Raghurath Reddy
42.	Dr.K.Nageswar Rao	K. Nageswar Rao.
43.	Dr.LDV Prasad	Prasad L.D.V.
44.	Dr.D.Mahdu Kiran	Mahdu Kiran.
45.	Dr.I.Thambi Anthony	Thambi Anthony
46.	Dr.Prasanthi	Prasanthi
47.	Dr.Rushab mehta	Rushab Mehta
48.	Dr.santosh	Santosh.
49.	Dr.Sirisha	Sirisha.
50.	Dr. Vishnu	Vishnu.
51.	Dr.Y.Sai Vani	Sai Vani
52.	Dr.V.V.Siva Rami Reddy	Sivarani Reddy.
53.	K.Vishnu Vardhan Reddy	Anil Kumar.
54.	Dr.K.Anil Kumar	Anil Kumar.
55.	Dr.K.Siva Prasad	Siva Prasad.



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56.	Dr.M.Chaitanya Kumar Reddy	<i>Chaitanya Kumar</i>
57.	Dr.C.Pranith Reddy	<i>C. Pranith</i>
58.	Dr.P.Raghu Sri Charan	<i>P. Raghu Sri Charan</i>
59.	Dr.M.Sandeep Reddy	<i>M. Sandeep Reddy</i>
60.	Dr.D.Ramesh.	<i>D. Ramesh</i>



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/12/SRMC/ 2019

Date: 11.11.2019

Circular

The Medical Education Unit has organized "Workshop on quality assurance in medical education" on 13.11.2019 at conference Hall-02 College Block, 12.00 pm.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical department
- All the Participants & Resource Persons - through HOD

Copy to

- Vice chairperson
- Dean — College
- principal
- Medical director
- Manager College
- EDP and Communication departments
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Chairman


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NH-18, NANDYAL, Kurnool Dist.



Report of the Seminar on Role of IQAC in quality improvement post accreditation

Title of the program: Seminar on Role of IQAC in quality improvement post accreditation

Target audience: faculties

Date and Time: 13.11.2019, 12 pm

Speaker: Dr.A.Vijaya Harinath Reddy,

Number of participants: 80

Summary of the program:

Objective of the program

To orient the faculties and criterion coordinators on the Role of IQAC in quality improvement post accreditation

- The meeting started with welcome address by the Dean of the institute
- The speaker highlighted that IQAC is a system that ensures consistent, conscious, and catalytic improvement in the academic, non-academic, and overall performance of HEIs.
- For this, IQAC will divert all the efforts and measures of an accredited institute toward promoting holistic academic excellence. He also emphasized that IQAC in any institution is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college.
- The role of IQAC in maintaining quality standards in teaching, learning and evaluation becomes crucial, and the present research is therefore undertaken on a smaller scale to determine the exact status and functioning of IQAC and its outcome.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Seminar on Role of IQAC in quality improvement post accreditation

13.11.2019, 12.00 pm

Conference Hall-02

S.NO	Name of the doctors	Signature
1.	Dr.B.Someswar Reddy	Someswar Reddy
2.	Dr. B.Chandranna	Chandranna.
3.	Dr.M.Mahendra Kumar Reddy	Mahendra Kumar -
4.	Dr.Vadapalli Ramesh chandra	Ramesh Chandra
5.	Dr. P. Sujith Deva Prasad	Sujith Deva Prasad
6.	Dr.Balaji Obula Reddy	Balaji Obula Reddy
7.	Dr.P.Panduranga Rao	Panduranga Rao.
8.	Dr.shail Mohasin Kamal	Shail Mohasin Kamal.
9.	Dr.G.Sreekanth	Sreekanth -
10.	Dr.J.Vickas	J.Vickas
11.	Dr.A.Vijaya Harinath Reddy	Vijaya Harinath Reddy -
12.	Dr.Mohammed Zakir Hussain	Mohammed Zakir V.
13.	Dr.Y.Venugopala sarma	Venugopala Sarma.
14.	Dr. N. Karunakar Reddy	Karunakar Reddy.
15.	Dr.S.Lokesh	Lokesh
16.	Dr.E.Anitha	Anitha.
17.	Dr.D.Ravinder	Ravinder.
18.	Dr.D.Suresh Reddy	Suresh Reddy.
19.	Dr.P.Vamsi Krishna	Vamsi Krishna.
20.	Dr.M.Geetha Pavani	Geetha.
21.	Dr.M.Linga Reddy	M.Linga Reddy
22.	Dr.P.Ashok Kumar	Ashok Kumar.
23.	Dr.Y.Shasidhar Reddy	Shasidhar Reddy.
24.	Dr. C.N. Anand	Anand.
25.	Dr.M.Janaki	M.Janaki
26.	Dr.R.Swaroopa Rani	Swaroop Rani
27.	Dr.Satish Arora	Satish Arora.
28.	Dr.P.Shiva Kumar	P. Shiva Kumar



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NH-40, NANDYAL-518501, A.P

29.	Dr.Shaik Hasham Hussain	Hasham Hussain
30.	Dr.T.Jagadish Kumar	Jagadish Kumar
31.	Dr.V.Ramyaswathi	Ramyaswathi
32.	Dr.A.Hareesh Kumar	Hareesh Kumar
33.	Dr.M.Sree Bhavya	Sree Bhavya
34.	Dr.P.Raja Sekhar Reddy	Raja Sekhar Reddy
35.	Dr.C.Deepalatha	Deepalatha
36.	Dr.B.Rajesh	Rajesh
37.	Dr.K.Niranjan	K.Niranjan
38.	Dr.T.Y.Sree Sudha	Sree Sudha
39.	Mr.Yakaiah	Yakaiah
40.	Mrs. Anjaly Mary Varghese	Varghese
41.	Dr.Chinta Jeevana	Chinta Jeevana
42.	Dr.R.Bhargavi	R.Bhargavi
43.	Dr.R.D.Gaikwad	Gaikwad
44.	Dr.M.Lavanya	Lavanya
45.	Dr.D.haseena	Haseena
46.	Mr. Z. Naveen Kumar	Naveen Kumar
47.	Mrs.G.Geetha Vani	Geetha Vani
48.	Dr.P.S.N. Murthy	Murthy
49.	Dr.CH.V.N.Saritha	Saritha
50.	Dr.R.Kishore Kumar	Kishore Kumar
51.	Dr.C.Gowtham Reddy	Gowtham Reddy
52.	Dr.A.Balathimmalah	Balathimmalah
53.	Dr.Panil Kumar	Panil Kumar
54.	Dr. K. Janardhan Reddy	Janardhan Reddy
55.	Dr.R.Jagan Mohan Reddy	Jagan Mohan Reddy
56.	Dr.G.David Chakravarthi	David Chakravarthi
57.	Dr.G.Lalitha Kumari	Lalitha Kumari
58.	Dr.P.Pradeep Kumar Reddy	Pradeep Kumar Reddy
59.	Dr.B.Shilpa	Shilpa
60.	Dr.Aswin Kumar	Aswin Kumar



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

61.	Dr. Afsar Fatima	Afsar Fatima
62.	Dr. B.S. Issac Ebenezer	B.S. Issac Ebenezer
63.	Dr. M.A. Mushtaq Pasha	Mushtaq Pasha
64.	Dr.Raja Vikram Prasad	Vikram Prasad
65.	Dr.G.Praveena	Praveena
66.	Dr.J.Pavan Kumari	Pavan
67.	Dr.K.Jahnavi	Jahnavi
68.	Dr.M.Venkateswarlu	Venkateswarlu
69.	Dr.N.Samara Simha Reddy	N. S. S.
70.	Dr.D.K.Veeresappa	Veeresappa
71.	Dr.D.Jahansi Rani	Jahansi Rani
72.	Dr.P.Kanakadurgamma	Kanakadurgamma
73.	Dr. I. Adinarayana	Adinarayana
74.	Dr.D.Krishna Kishore	Krishna Kishore
75.	Dr.K.S.Ravi Chandran	Ravi Chandran
76.	Dr.Ramaiah sree Ramadadu	Ramaiah
77.	Dr.J.Bharath Prakash Reddy	Bharath Prakash Reddy
78.	Dr. G. Sahadevudu	G. Sahadevudu
79.	Dr. T. Viswarupachari	Viswarupachari
80.	Dr.Anjaneyulu	Anjaneyulu



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/14 /SRMC/ 2020

Date: 05.01.2020

Circular

The Medical Education Unit has organized "Program on Orientation on best practices in HEIs" on 07.01.2020 at conference Hall – 02, 10.00 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical departments .
- All the Participants & Resource Persons - through HOD Concerned

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical Superintendent
- EDP and Communication departments
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NH-18, NANDYAL, Kurnool(Dist.)



Report of the program on Orientation on best practices in HEIs

Title of the program: Program on Orientation on best practices in HEIs

Target audience: faculties

Date and Time: 07.01.2020, 10 am

Speaker: Dr.K.Chenna Kesava swamy,

Number of participants: 75

Summary of the program:

Objective of the program ;

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.
- The meeting started with welcome address by the Medical superintendent e it was highlighted that Best practices, the practices which add commendable value to an institution and its various Stakeholders, are considered as reliable benchmarks or standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Seminar of the program on Orientation on best practices in HEIs

S.NO	Name of the doctors	Signature
1.	Dr. K. Madhusudhan Reddy	
2.	Dr.U.Seshaphani	
3.	Dr.B.Sreedevi	
4.	Dr.R.Malleswari	
5.	Dr.T.Nagaraju	
6.	Dr.S.Vijay Durga	
7.	Dr.V.Sreelakshmi	
8.	Dr.Bhargavi Muthyala	
9.	Dr.Ch.Rajesh Reddy	
10.	Dr.Jallu Raghuvier	
11.	Dr.K.Chenna Kesava swamy	
12.	Dr.Ravitheja Vallabha	
13.	Dr.Sumiya Begum shaik	
14.	Dr.W.Sreedhar Reddy	
15.	Dr.Aluri Anusha	
16.	Dr.M.Venkateswara Pradeep	
17.	Dr.K.Sai Mahesh	
18.	Dr.K.Dharma Das	
19.	Dr.V.Saila Kumari	
20.	Dr.Sadhu Lokanadham	
21.	Dr.S.Babu Rao	
22.	Dr.M.Anil Kumar	
23.	Dr.K.Swetha	
24.	Mr.Arun Raj P	
25.	Dr. K. Durga Prasad	
26.	Dr.P.Havilah	
27.	Dr.S.Naveen Kumar	
28.	Dr.Y.Naresh	
29.	Mr.P.Suman	
30.	Dr.G.Kavitha	
31.	Dr.K.Narendrudu	
32.	Dr.C.Lavanya	
33.	Dr.K.satyavathi	
34.	Dr.K.Venkateswarlu	
35.	Dr.M.Sravanthi	
36.	Dr.N.Mehatab Begum	
37.	Dr.P.Nagapranitha	
38.	Dr.R.Jalaja	



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NH-40, NANDYAL-518501, A.P

39.	Dr.R.Mamatha	Mamatha
40.	Dr.Y.Vijaya Durga	Vijaya Durga
41.	Dr.A.Pushpa Raj	Pushpa Raj
42.	Dr.Amrutha .K	Amrutha
43.	Dr.K.Venkata Kishore	Kishore
44.	Dr.M.Saraswathi	Saraswathi
45.	Dr.Chikati Gowthami	Gowthami
46.	Dr. D. Masthan Saheb	Masthan Saheb
47.	Dr. M. Madhavi Latha	Madhavi Latha M.
48.	Dr. M. Srinivasa Reddy	Srinivasa Reddy
49.	Dr.A.Siva Rama Krishna	Siva Rama Krishna
50.	Dr.M.Sireesha	Sireesha
51.	Dr.T.Praveena	Praveena
52.	Dr.V.Haritha	Haritha
53.	Dr. P. Ravi Babu	Ravi Babu
54.	Dr.B.Durga Prasad	Durga Prasad
55.	Dr.L.Sowmya	Sowmya
56.	Dr.V.Anil Kumar	Anil Kumar
57.	Dr.V.Swetha	Swetha
58.	Dr.K.S.B.S.Krishna Shashank	Shashank
59.	Dr.G.Bharath	Bharath
60.	Dr. G.M. Krishna Rao	Krishna Rao
61.	Dr.Madhu Sudhana Reddy.D	Madhu Sudhana Reddy
62.	Dr.B.Mayuri	Mayuri
63.	Dr. A. Venugopala Gupta	Venugopala Gupta
64.	Dr. G. Vijaya Kumar	Vijaya Kumar
65.	Dr G. Lokendranath	Lokendranath
66.	Dr.K.V.Somasekhar Reddy	Somasekhar Reddy
67.	Dr.B.sarath kuamr Reddy	Sarath kuamr Reddy
68.	Dr.G.Raj Gopal	Raj Gopal
69.	Dr.Lakshmi Ragavendra	Lakshmi Ragavendra
70.	Dr.N.Sindhura	Sindhura
71.	Dr.Naga Sumanth Reddy	Sumanth Reddy
72.	Dr.P.L.Venkata pakki Reddu	Venkata pakki Reddu
73.	Dr.P.Nagarjun Reddy	Nagarjun Reddy
74.	Dr.S.Vijay Babu	S.Vijay Babu
75.	Dr.U.Vivekananda Reddy	Vivekananda Reddy

on 07.01.2020 at conference Hall – 02, 10.00 am.

6.5.2.1

**Number of teachers attending
programs/workshops/seminars
specific to quality
improvement during the
AY: 2018-2019**



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/05/ SRMC/2018

Date: 10.8.2018

Circular

The Medical Education Unit has organized "Report of the program on Orientation on best practices in HEIs" on 12.8.2018 at conference Hall - 01, College Block, Third floor 11.00 am

To

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental deputed to participate in the program.

Copy to

- Vice chairperson
- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Manager College
- EDP and Communication departments
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Principal

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NH-18, NANDYAL, Kurnool(Dist.)



Report of the program on Orientation on best practices in HEIs

Title of the program: Program on Orientation on best practices in HEIs

Target audience: faculties

Date and Time: 12.8.2018, 11 am

Speaker: Dr D.V.Sindhu Sree IQAC

Number of participants: 15

Summary of the program:

Objective of the program

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.
- The meeting started with welcome address by the Medical superintendent
- It was highlighted that Best practices, the practices which add commendable value to an institution and its various Stakeholders, are considered as reliable benchmarks or standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance.
- The National Assessment and Accreditation Council (NAAC) is advocating the best practices benchmarking approach for quality enhancement in higher education.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

REPORT OF PROGRAM ON ORIENTATION ON BEST PRACTICES IN HEIS

S.NO	NAME OF THE FACULTY	SIGNATURE
1	Dr. K. Madhusudhan Reddy	K. Madhusudhan Reddy
2	Dr. U. Seshaphani	U. Seshaphani
3	Dr. B. Sreedevi	B. Sreedevi
4	Dr. R. Malleswari	R. Malleswari
5	Dr. T. Nagaraju	T. Nagaraju
6	Dr. B. Sravanthi Reddy	B. Sravanthi Reddy
7	Dr. Ch. Rajesh Reddy	Ch. Rajesh Reddy
8	Dr. G. Tejaswi	G. Tejaswi
9	Dr. Jallu Raghuvier	J. Raghuvier
10	Dr. k. Chenna Kesava Swamy	K. Chenna Kesava Swamy
11	Dr. Ravitheja Vallabha	R. Ravitheja Vallabha
12	Dr. Vijay Durga	V. Vijay Durga
13	Dr. Sumiya Begum Shaik	S. Sumiya Begum Shaik
14	Dr. W. Sreedhar Reddy	W. Sreedhar Reddy
15	Dr. V. Sreelakshmi	V. Sreelakshmi

12.08.2018 .11 am conference hall - 01



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/06/SRMC/2018

Date: 15.9.2018

Circular

The Medical Education Unit has organized "Sensitization program on quality indicator framework of NAAC" on 18.9.2018 at conference Hall - 01, 09.00 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

All Professor & Heads of Pre, Para and Clinical dejrjarigaturdrichy-621 105.

All the Participants & Resource Persons - through HOD Concerned

Copy to

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- Dean — College
- Principal
- Medical director
- Medical Superintendent
- Manager College
- EDP and Communication departments
- File

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Chairman


Principal
Santhiram Medical College
NH-18, NANDYAL, Kurnool(Dist.)



Report of Sensitization program on quality indicator framework of NAAC

Title of the program: Sensitization program on quality indicator framework of NAAC

Target audience: faculty

Date and Time: 18.9.2018, 9 am

Speaker: Dr S.Vijaya Durga

Number of participants: 20

Summary of the program:

Objective of the program

To create awareness about the NAAC assessment process focussing on quality indicators, key indicators and metrics specified under Self Study Report (SSR)

- The meeting started with welcome address by the Dean
- The guest speaker started the session with accreditation process by NAAC and briefing about the quality indicators.
- The discussion included the following
- Criteria under NAAC with details of all criterions and documents to be included under each criterion for quality indicators according to the ne guidelines.
- Quantitative and qualitative metrics in detail
- Weightage for each metric
- Key indicators under each criterion.
- He highlighted the difference between previous and current SSR
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Sensitization program on quality indicator framework of NAAC

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr. M. Anil Kumar	M. Anil Kumar
2.	Dr. S. Babu Rao	S. Babu Rao
3.	Dr. Sadhu Lokanadham	Sadhu Lokanadham
4.	Dr. Arun Raj P.	Arun Raj P.
5.	Dr. K. Swetha	K. Swetha
6.	Dr. K. Durga Prasad	K. Durga Prasad
7.	Dr. P. Havilah	P. Havilah P.
8.	Dr. S. Naveen kumar	S. Naveen kumar
9.	Dr. P. Suman	P. Suman
10.	Dr. G. Kavitha	G. Kavitha
11.	Dr. K. Narendrudu	K. Narendrudu
12.	Dr. C. Lavanya	C. Lavanya
13.	Dr. N. Mehatab begum	N. Mehatab begum
14.	Dr. P. Sushmitha	P. Sushmitha
15.	Dr. P. Nagapranitha	P. Nagapranitha
16.	Dr. K. Madhusudhan Reddy	K. Madhusudhan Reddy
17.	Dr. U. Seshaphani	U. Seshaphani
18.	Dr. B. Sreedevi	B. Sreedevi
19.	Dr. R. Malleswari	R. Malleswari
20.	Dr. T. Nagaraju	T. Nagaraju



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/07/SRMC/2018

Date: 12.10.2018

Circular

The Medical Education Unit has organized "Report of the program on Orientation on best practices in HEIs" on 15.10.2018 at conference Hall - 01, 11.00 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical Departments.
- All the Participants & Resource Persons - through HOD Concerned

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Report of the program on Orientation on best practices in HEIs

Title of the program: Program on Orientation on best practices in HEIs

Target audience: faculty

Date and Time: 15.10.2018, 11 am

Speaker: Dr Anusuya, IQAC

Number of participants: 20

Summary of the program:

Objective of the program

- To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.
- The meeting started with welcome address by the Medical superintendent
- It was highlighted that Best practices, the practices which add commendable value to an institution and its various Stakeholders, are considered as reliable benchmarks or standards of quality.
- She emphasized that Institutional excellence in higher education is the aggregate of the best practices followed in different areas of institutional performance.
- The National Assessment and Accreditation Council (NAAC) is advocating the best practices benchmarking approach for quality enhancement in higher education.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

REPORT OF THE PROGRAM ON ORIENTATION ON BEST PRACTICES IN HEIs

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr. Kiranmai	Kiranmai
2.	Dr.V.Sai Kiran	Sai Kiran
3.	Dr.K.Venkata Kishore	Venkata Rao
4.	Dr.M.Saraswathi	M. Saraswathi
5.	Dr.Venkata Aruna Musti	Aruna Musti
6.	Dr.Chikati Gowthami	Gowthami
7.	Dr. D. Masthan Saheb	D. Masthan Saheb
8.	Dr. M. Madhavi Latha	Madhavi Latha
9.	Dr. M. Srinivasa Reddy	Srinivasa Reddy
10.	Dr.M.Sireesha	M. Sireesha
11.	Dr.Shoukath Ali	Shoukath Ali
12.	Dr.T.Praveena	T. Praveena
13.	Dr. P. Ravi Babu	P. Babu
14.	Dr.B.Durga Prasad	Durga Prasad
15.	Dr.Maheswara Reddy.N	N. Maheswara Reddy
16.	Dr.B.Sravanthi Reddy	Sravanthi Reddy
17.	Dr.Ch.Rajesh Reddy	Ch. Rajesh Reddy
18.	Dr.G.Tejaswi	G. Tejaswi
19.	Dr.Jallu Raghuvver	J. Raghuvver
20.	Dr.K.Chenna Kesava swamy	K. Chenna Kesava



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/QIP/08/SRMC/2018

Date: 19.11.2018

Circular

The Medical Education Unit has organized "orientation on quality improvement through departmental initiatives on 21.11.2018 at conference Hall - 01, 11.00 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

All Professor & Heads of Pre, Para and Clinical Departments

All the Participants & Resource Persons - through HOD Concerned

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SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Orientation on Quality improvement through departmental initiatives

21.11.2018, 11 am

conference Hall - 01.

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr .L. Sowmya	Sowmya L
2.	Dr. G.M. Krishna Rao	G.M. Krishna Rao
3.	Dr. J .V .Kiran Kuamr	J.V. Kiran Kumar
4.	Dr. Madhu Sudhana Reddy.D	Madhu Sudhana Reddy
5.	Dr. B. Mayuri	Mayuri B
6.	Dr. A. Venugopala Gupta	A. Venugopal Gupta
7.	Dr. R. Prabhakar Rao	R. Prabhakar Rao
8.	Dr. G. Vijaya Kumar	G. Vijaya Kumar
9.	Dr G. Lokendranath	G. Lokendranath
10.	Dr. K. V. Somasekhar Reddy	K.V. Somasekhar Reddy
11.	Dr. G. Raj Gopal	Raj Gopal G.
12.	Dr. N. Sindhura	N. Sindhura
13.	Dr. Naga Sumanth Reddy	Naga Sumanth Reddy
14.	Dr. P. L. Venkata pakki Reddu	P.L. Venkata Pakki Reddy
15.	Dr. P. Nagarjun Reddy	P. Nagarjun Reddy
16.	Dr G. Lokendranath	G. Lokendranath
17.	Dr.K.V.Somasekhar Reddy	K.V. Somasekhar Reddy
18.	Dr.G.Raj Gopal	G. Raj Gopal
19.	Dr.N.Sindhura	N. Sindhura
20.	Dr.Naga Sumanth Reddy	Naga Sumanth Reddy
21.	Dr.P.L.Venkata pakki Reddu	P.L. Venkata Pakki Reddy
22.	Dr.P.Nagarjun Reddy	P. Nagarjun Reddy
23.	Dr.U.Vivekananda Reddy	U. Vivekananda Reddy
24.	Dr.S.Vijay Babu	S. Vijay Babu
25.	Dr.M.Revathi	M. Revathi
26.	Dr.B.sarath kuamr Reddy	B. Sarath Kumar Reddy
27.	Dr.K.Uday Bindu	K. Uday Bindu
28.	Dr.N.Madhu Naveen Reddy	N. Madhu Naveen Reddy
29.	Dr.D.Hemanth Rao	D. Hemanth Rao



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30	Dr.Siva Chandra Sekhar	S. Sekhar
31	Dr.Varadarajulu	Varadarajulu
32	Dr. S. Sreedevi	S. Sreedevi
33	Dr.Y.Hyma Pratyusha	Y. Hyma Pratyusha
34	Dr.G.L.S.Sumanth Kumar	G.L.S.Sumanth Kumar
35	Mr. J. Bala Krishna	J. Bala Krishna
36	Ms. Naga Sireesha	Naga Sireesha
37	Dr. A. Anita Ramesh	A. Anita Ramesh
38	Dr.Karthiki	Karthiki
39	Dr.M.Hindumathi	Hindumathi
40	Dr.Srirama Venkat Rao	Srirama Venkat Rao
41	Dr. A. Saritha	A. Saritha
42	Dr. M. Jhansi Rani	Jhansi Rani
43	Dr.A.Sasikiran	Sasikiran A
44	Dr.B.Swetha	Swetha B
45	Dr.M.Suneetha	M Suneetha
46	Dr.Rajani Devi	Rajani Devi
47	Dr.D.V.Sindhu Sree	D.V. Sindhu Sree
48	Dr.I.Siva Jyothi	I. Siva Jyothi
49	Dr.K.Jasmeen Sulthana	Jasmeen Sulthana
50	Dr.L.Nageswara Rao	Nageswara Rao
51	Dr.K.Pushpalatha	Pushpalatha K
52	Dr.K.Samatha	Samatha K
53	Dr.D.V.Giddaiah	D.V. Giddaiah
54	Dr.T.Narsi Reddy	Narsi Reddy
55	Dr.P.N.Govardhan Reddy	P.N. Govardhan Reddy
56	Dr. M. Ramesh Chandra	M. Ramesh Chandra
57	Dr.B.V.Kranthi	B.V. Kranthi



Report of the program of Orientation on Quality improvement through departmental initiatives

Title of the program: Orientation on Quality improvement through departmental initiatives

Target audience: faculty

Date and Time: 21.11.2018, 11 am

Speaker: Dr. .M.Revathi.

Number of participants: 57

Summary of the program:

Objective of the program

To sensitize and create awareness on the topic "Orientation on Quality improvement through departmental initiatives"

- The meeting started with welcome address by the Dean of the institute
- The Speaker emphasized that IQAC plays a pivotal role in quality enhancement
- Strategies on Quality improvement in medical education through departmental initiatives was highlighted.
- He also highlighted that Quality enhancement initiatives is a broad-based range activity under which both quality management and quality control are included
- Quality assurance includes all the policies, Standards, systems and processes that are in place to maintain and improve the quality of medical education and training. This needs to be initialized at the departmental level.
- Quality assurance can be managed through an_ institutional monitoring especially at the department level that should include the course evaluation, peer evaluation and the assessment.
- Criterion wise preparation at the departmental level was assessed.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: : IQAC/QIP/09/SRMC/2018

Date: 08.12.2018

Circular

The Medical Education Unit has organized "Sensitization program on quality indicator frame work of NAAC" on 10.12.2018 conference Hall – 01. 11.00 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

To

All Professor & Heads of Pre, Para and Clinical

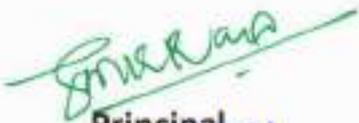
All the Participants & Resource Persons - through HOD Concerned

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- Manager College
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Report of Sensitization program on quality indicator framework of NAAC

Title of the program: Sensitization program on quality indicator framework of NAAC

Target audience: faculty

Date and Time: 10.12.2018, 11 am

Speaker: Dr U.Vivekananda Reddy

Number of participants: 25

Summary of the program:

Objective of the program

To create awareness about the NAAC assessment process focussing on quality indicators, key indicators and metrics specified under Self Study Report (SSR)

- The meeting started with welcome address by the Dean
- The guest speaker started the session with accreditation process by NAAC and briefing about the quality indicators.
- The discussion included the following
- Criteria under NAAC with details of all criterions and documents to be included under each criterion for quality indicators according to the new guidelines.
- Quantitative and qualitative metrics in detail
- Weightage for each metric
- Key indicators under each criterion.
- He highlighted the difference between previous and current SSR
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks.

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Sensitization program on quality indicator framework of NAAC

10.12.2018, 11 am

conference Hall - 01.

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	Dr. Varadarajulu	Varadarajulu
2.	Dr. S. Sreedevi	S. Sreedevi
3.	Dr. Y. Hyma Pratyusha	Y. Hyma Pratyusha
4.	Dr. G.L. S. Sumanth Kumar	G.L.S. Sumanth Kumar
5.	Mr. J. Bala Krishna	J. Bala Krishna
6.	Ms. Naga Sireesha	Naga Sireesha
7.	Dr. A. Anita Ramesh	A. Anita Ramesh
8.	Dr. Karthiki	Karthiki
9.	Dr. M. Hindumathi	Hindumathi
10.	Dr. Srirama Venkat Rao	Srirama Venkat Rao
11.	Dr. A. Saritha	A. Saritha
12.	Dr. M. Jhansi Rani	M. Jhansi Rani
13.	Dr. A. Sasikiran	A. Sasikiran
14.	Dr. B. Swetha	B. Swetha
15.	Dr. M. Suneetha	M. Suneetha
16.	Dr B.Ragava	B. Ragava
17.	Dr. Balaji Obula Reddy	Balaji Obula Reddy
18.	Dr. G. Sreekanth	G. Sreekanth
19.	Dr. Mohammed Zakir Hussain	M. Zakir Hussain
20.	Dr. Y. Venugopala sarma	Y. Venugopala sarma
21.	Dr. S. Lokesh	S. Lokesh
22.	Dr. N. Karunakar Reddy	N. Karunakar Reddy
23.	Dr. D. Suresh Reddy	D. Suresh Reddy
24.	Dr. P. Vamsi Krishna	P. Vamsi Krishna
25.	Dr. R.K. Sunil Babu	R.K. Sunil Babu



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No : IQAC/ QIP /08/SRMC / 2019

Date: 5.1.2019

Circular

The Medical Education Unit has organized "Orientation to open education resources in medical education" on 7.1.2019 at conference Hall-02, 10.30 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as are deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical department.
- All the Participants & Resource Persons - through HOD Concerned

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SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Orientation to open education resources in medical education

7.1.2019, 10.30am

conference Hall-02

S.no.	Name Of the doctors	Signature
1.	Dr. A. Saritha	A. Saritha
2.	Dr. M. Jhansi Rani	M. Jhansi Rani
3.	Dr.M.Hindumathi	M. Hindumathi
4.	Dr.A.Sasikiran	A. Sasikiran
5.	Dr.Srirama Venkat Rao	Srirama Venkat Rao
6.	Dr.B.Swetha	B. Swetha
7.	Dr.I.Siva Jyothi	I. Siva Jyothi
8.	Dr.M.Suneetha	M. Suneetha
9.	Dr.Rajani Devi	Rajani Devi
10.	Dr.K.Jasmeen Sulthana	K. Jasmeen Sulthana
11.	Dr.L.Nageswara Rao	L. Nageswara Rao
12.	Dr.B.Nikhitha	B. Nikhitha
13.	Dr.K.Samatha	K. Samatha
14.	Dr.Kannaiahgari Thejaswi	K. Thejaswi
15.	Dr.D.V.Giddaiah	D. V. Giddaiah
16.	Dr.T.Narsi Reddy	T. Narsi Reddy
17.	Dr.P.N.Govardhan Reddy	P. N. Govardhan Reddy
18.	Dr.P.Shiva Kumar	P. Shiva Kumar
19.	Dr.Shaik Hasham Hussain	S. Hasham Hussain
20.	Dr.T.Jagadish Kumar	T. Jagadish Kumar
21.	Dr.A.Hareesh Kumar	A. Hareesh Kumar
22.	Dr.V.Ramyaswathi	V. Ramyaswathi
23.	Dr.M.Sree Bhavya	M. Sree Bhavya
24.	Dr.P.Raja Sekhar Reddy	P. Raja Sekhar Reddy
25.	Dr.C.Deepalatha	C. Deepalatha
26.	Dr.B.Rajesh	B. Rajesh
27.	Dr.K.Niranjan	K. Niranjan
28.	Mr.Yakaiah	Yakaiah



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

29.	Mrs. Anjaly Mary Varghese	Anjaly Varghese
30.	Dr.T.Y.Sree Sudha	T. Sreedie
31.	Dr.Chinta Jeevana	Chinta Jeevana
32.	Dr.Vinay Prem Chand	V.P. Chench
33.	Dr.R.D.Gaikwad	Gaikwad R.D.
34.	Dr.M.Lavanya	Lavanya. M.
35.	Mr. Z. Naveen Kumar	Z. Naveen Kumar
36.	Dr.D.haseena	Haseena. D
37.	Mrs.G.Geetha Vani	G. Geetha Vani
38.	Dr.P.S.N. Murthy	P.S.N. Murthy
39.	Dr.CH.V.N.Saritha	CH V.N. Saritha
40.	Dr.R.Kishore Kumar	R. Kishore Kumar



Report of the Orientation to open education resources in medical education

Title of the program: Orientation to open education resources in medical education

Target audience: Faculties **Date and Time:** 7.1.2019, 10.30 am

Speaker: Dr.P.Kishore Kumar

Number of participants: 40

Summary of the program:

Objective of the program

To orient the faculties and criterion coordinators on the open education resources in medical education

- The meeting started with welcome address by the Dean of the institute
- She highlighted the importance of open educational resources in medical education
- The MEU coordinator gave specific examples using the following resources.
- AnatomyExpert.
- AnatomyZone.
- Biodigital.
- HHMI Anatomy and Physiology.
- Khan Academy Health and Medicine.
- MERLOT II Health Sciences Community Portal.
- NLM Digital Collections.
- OER Commons - Health, Medicine, and Nursing.
- It was emphasized that OERs are learning materials such as textbooks, presentations and quizzes shared under an open copyright license, such as Creative Commons, or placed into the public domain.
- This means that both educators and users (learners/students) can have access for free, and educators can directly reuse, adapt and republish content without having to seek permission from the original author.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/ QIP /09/SRMC/ 2019

Date: 12.3.2019

Circular

The Medical Education Unit has organized "Workshop on_ evaluation reforms in medical education" on 14.3.2019 at conference Hall-02, College Block, 11 am.

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties deputed to participate in the program.

To

- All Professor & Heads of Pre, Para and Clinical departments
- All the Participants & Resource Persons - through HOD Concerned

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Report of the Workshop on evaluation reforms in medical education

Title of the program: Workshop on evaluation reforms in medical education

Target audience: Faculties

Date and Time: 14.3.2019, 11 am

Speaker: Dr.M.Sreenivasulu

Number of participants: 25

Summary of the program:

Objective of the program

To orient the faculties and criterion coordinators on the evaluation reforms in medical education

- The meeting started with welcome address by the Dean of the institute
- She highlighted the importance of evaluation reforms in medical education
- It was also emphasized that Health professions education is dealing with major transformations in light of the changing nature of the health care delivery system, including the use of technology for "just in time" delivery of care, evidence-based practice, personalized medical care and learning, as health professionals strive to integrate biomedical advances and clinical practice.
- This has forced the medical education community to reassess the current teaching and learning practices and more importantly, the evaluation of the medical education process
- Evaluation methods including those in CBME, peer evaluation, self-evaluation, OSCE, OSPE etc. were discussed.
- The session ended with clarification of doubts raised by the faculty

The meeting was closed with vote of thanks

Annexure:

List of participants



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Workshop on evaluation reforms in medical education

14.3.2019, 11am

conference Hall-02

s.no	Name of the doctors	Signature
1.	Dr.Ramaiah sree Ramadadu	R.S. Ramaiah
2.	Dr.J.Bharath Prakash Reddy	J. Bharath Prakash Reddy
3.	Dr. G. Sahadevudu	G. Sahadevudu
4.	Dr. T. Viswarupachari	T. Viswarupachari
5.	Dr.Anjaneyulu	Anjaneyulu
6.	Dr.Anurag Chitranshi	Anurag Chitranshi
7.	Dr.CH.Ramya	CH. Ramya
8.	Dr.D.Sanjeeva	D. Sanjeeva
9.	Dr.G.Raga Harshitha	G. Raga Harshitha
10.	Dr.K.Vasavya Umapathi	K. Vasavya Umapathi
11.	Dr.M.Hari babu	M. Hari Babu
12.	Dr.M.Sreenivasulu	M. Sreenivasulu
13.	Dr.P.Hemanth	P. Hemanth
14.	Dr.Shaik shakeela Babu	Shaik Shakeela Babu
15.	Dr.Y.Venkata Jaya Ramudu	Y. Venkata Jaya Ramudu
16.	Dr.G.David Chakravarthi	G. David Chakravarthi
17.	Dr.K.Hima Bindu	K. Hima Bindu
18.	Dr.N.P.Chaitanya Krishna	N.P. Chaitanya Krishna
19.	Dr.G.Lalitha Kumari	G. Lalitha Kumari
20.	Dr.R.Jagan Mohan Reddy	R. Jagan Mohan Reddy
21.	Dr.Aswin Kumar	Aswin Kumar
22.	Dr. Afsar Fatima	Afsar Fatima
23.	Dr. B.S. Issac Ebenezer	B.S. Issac Ebenezer
24.	Dr. M.A. Mushtaq Pasha	M.A. Mushtaq Pasha
25.	Dr. C.Y. Nandanwar	C.Y. Nandanwar



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Ref No: IQAC/ QIP /10/SRMC/ 2019

Date: .16.5.2019

Circular

The Medical Education Unit has organized "Sensitization program on quality indicator framework of NABH" on 18.5.2019 at conference Hall-02 College Block, 4.00 Pm

All the Professor and Heads of Pre, Para and Clinical departments are requested to relieve the Participants from their departmental duties as they are deputed to participate in the program.

TO

- All Professor & Heads of Pre, Para and Clinical departments,
- All the Participants & Resource Persons - through HOD Concerned

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Report of Sensitization program on quality indicator framework of NAAC

Title of the program: Sensitization program on quality indicator frame work of NAAC

Target audience: faculties

Date and Time: 18.5.2019, 4 pm

Speaker: DR.V.SWETHA

Number of participants: 15

Summary of the program:

Objective of the program

- To create awareness about the NAAC assessment process focussing on quality indicators, key indicators and metrics specified under Self Study Report (SSR)
- The meeting started with welcome address by the Dean
- The guest speaker started the session with accreditation process by NAAC and briefing about the quality indicators.
- The discussion included the following
- Criteria under NABH with details of all criterions and documents to be included under each criterion for quality indicators according to the new guidelines.
- Quantitative and qualitative metrics in detail
- Weightage for each metric
- Key indicators under each criterion.

He highlighted the difference between previous and current SSR

The session ended with clarification of doubts raised by the faculty and The meeting was closed with vote of thanks



SANTHIRAM MEDICAL COLLEGE

NH-40, NANDYAL-518501, A.P

Sensitization program on quality indicator framework of NAAC

18.5.2019, 4 pm

Conference Hall-02

S.NO	NAME OF THE DOCTORS	SIGNATURES
1.	Dr. D. Masthan Saheb	Masthan Saheb.
2.	Dr. M. Madhavi Latha	Madhavi Latha.
3.	Dr. M. Srinivasa Reddy	M. Srinivasa Reddy
4.	Dr.A.Siva Rama Krishna	A. Siva Rama Krishna
5.	Dr.M.Sireesha	M. Sireesha
6.	Dr.T.Praveena	T. Praveena
7.	Dr.V.Haritha	Haritha V.
8.	Dr. P. Ravi Babu	P. Ravi Babu
9.	Dr.B.Durga Prasad	B. Durga Prasad
10.	Dr.L.Sowmya	L. Sowmya
11.	Dr.V.Anil Kumar	V. Anil Kumar
12.	Dr.V.Swetha	V. Swetha
13.	Dr.A.Pushpa Raj	A. Pushpa Raj
14.	Dr.Laxmi Bai	L. Bai
15.	Dr.A.Chandra Babu	A. Chandra Babu