

No.RGGWCH/PA/ COVID/ 2020
GOVERNMENT OF PUDUCHERRY
RAJIV GANDHI GOVT WOMEN AND CHILDREN HOSPITAL

Puducherry, 23.03.2020

To
The Director
Directorate of Health and Family Welfare Services
Pondicherry

Sir,

Sub: RGGWCH – Formation of hospital committee for COVID-19 – Reg.

With reference to the subject mentioned above, various measures have been taken up to mitigate COVID-19 and committee has also been formed in this institution for the purpose. The roles responsibilities assigned to all the Officials with their contact numbers are enclosed herewith.

Yours faithfully,

2/3 
(DR.P.SUJATHA)
MEDICAL SUPERINTENDENT

Encl: As stated above

Copy to:

1. The RMO, RGGWCH, Puducherry.
2. The PRO, RGGWCH, Puducherry.
3. All Units Chief (I / II / III), OG, RGGWCH, Puducherry.
4. All Units Chief (I / II / III), Paediatrics, RGGWCH, Puducherry.
5. The Microbiologist, RGGWCH, Puducherry.
6. The Junior Accounts Officer, RGGWCH, Puducherry.
7. The Superintendent (Accounts), RGGWCH, Puducherry.
8. The Casualty Medical Officer, Casualty, RGGWCH, Puducherry.
9. The Matron, RGGWCH, Puducherry.
10. The Senior Nursing Officer, Casualty, RGGWCH, Puducherry.
11. The Senior Nursing Officer, Isolation Ward (Gynae.), RGGWCH, Puducherry.
12. The Senior Nursing Officer, Isolation Ward (Paed.), RGGWCH, Puducherry.
11. The Chief Pharmacist, RGGWCH, Puducherry.
12. The Front Office/Reception, RGGWCH, Puducherry.
13. The House Keeping I/c, RGGWCH, Puducherry.
14. The Chief Security Officer, RGGWCH, Puducherry.

EFFECTIVE MANAGEMENT OF COVID-19
(COLLECTION OF SAMPLES OF SUSPECTS FOR TESTING IF NEEDED)

- Various practices/measures to mitigate COVID-19 are being followed at Rajiv Gandhi Govt. Women and Children Hospital, Puducherry. The following roles and responsibilities vested on the various officials of this Hospital Committee.

Sl.No.	Name and Designation	Roles and Responsibilities	Contact No.
1.	Dr. R.Murali, Resident Medical Officer.	1. Ensure preparedness of Ambulances in all aspects with the help of Ambulance Committee Members 2. Awareness to driver on Ambulances protocol and to disinfect/ sanitize ambulances as and when required. 3. Daily report to be submitted to the Medical Superintendent.	9442255184
2.	-Dr. B. Rajamabal, Public Relation Officer -Mrs.Anbumarie, Matron -Mr. Jagadeesh, House Keeping In-charge	1. Bio – Medical Waste Management with the help of Infection Control Committee Members	Dr. B. Rajamabal 9894132392 Mrs.Anbumarie 9123535502 Mr. Jagadeesh 9047778307
3.	3 Units Chief (OG) 3 Unit Chief (Paediatrics)	1. Provide complete clinical care to suspected as well as confirmed cases. 2. Submission of Daily progress report to the Medical Superintendent.	Dr. Jyoti Boblee James (Unit I OG) 9443459538 Dr. Valsa Diana, (Unit II OG) 9443209884 Dr. Sathianarayanan, (Unit III OG) 9443202754 Dr.Rajiv Soni , (Unit I Paed) 8667809242 Dr.V.Anuradha (Unit II Paed) - 9444212777 Dr.Usha Vaidyanathan, (Unit III Paed) 9894171131
4.	Dr. Vani Gopal, Microbiologist	1. To impart training/ advisory, IEC to all Medical Officers / Specialists, Nursing Officers and other concerned paramedical staff for apt measures / protocols to be adopted while treating suspected/ confirmed cases.	8838006223

		<ol style="list-style-type: none"> 2. Daily reporting to IDSP/State Nodal Officer and maintenance of file related to COVID-19. 3. Sample collection, packaging and transfer to JIPMER 	
5.	S.Vassandy, JAO Kala @ Saraswathy, Supdt. Accounts)	Programme finance – to coordinate with office of the Directorate of Health and Family welfare services, Puducherry. To coordinate /plan with RMO regarding setting up hand wash facility at entrance of hospital lobby temporarily. Inform the Medical Superintendent on regular basis.	<p>S.Vassandy, JAO 8220539540</p> <p>Kala @ Saraswathy, Superintendent (Accts.) 9600824652</p>
6.	Mrs.Anbumarie, Matron	<ol style="list-style-type: none"> 1. Hospital infection prevention and control with the help of two Senior Nursing officers. To ensure cleanliness, hygiene/disinfect all wards with cooperation from all Senior Nursing Officers, Nursing Officers and Sergeant. 2. To update cleanliness register on daily basis, Senior Nursing Officers, Matron, Respective HoDs and RMO to sign the register daily and finally submit to the Medical Superintendent. To provide linen masks to all the hospital staff. 3. To ensure availability of medicines/equipments/PPEs for both the suspected and treatment ward (Isolation ward and casualty) 	9123535502
7	Mr. Vetrivel Chief Pharmacist In-charge	<ol style="list-style-type: none"> 1. To coordinate with office of Medical Superintendent and to intimate the daily status of O2 Cylinder, important medicines, PPE to the Medical Superintendent on daily basis. 2. To ensure smooth /prompt supply of Medicines and other requisites to both the wards. To ensure adequacy of hand wash soap/sanitizers at all strategic points. 3. To ensure availability of medicines/equipments/PPEs for both the suspected and treatment ward (Isolation ward and casualty) 	9952852214

8.	Front Office/ Reception	1. All OPD registered patients both OG and Paediatrics are enquired of Travel abroad/ arrival history. If positive they are separately masked & escorted to designated room in casualty for examination and the appropriate Chief Medical Officer informed.	Mrs. Nithya 9047778304
9.	Casualty Medical Officer, Senior Nursing Officer	1. To examine and admit cases if needed under the guidance of OPD consultant / Unit Chief or Duty Consultant. 2. To take all precautions on the PPE while examining, admitting and transporting such a case directly to Isolation Ward.	Mrs. Savithri Nagarajan 8220021810
10.	Senior Nursing Officer, Isolation Ward (Gynae.) – III Floor Senior Nursing Officer, Isolation Ward (Paed.) – III Floor	1. Preparedness and readiness of Isolation Wards (Gyne. & Paed.) 2. Cases suspected of COVID – 19 (travel/contact history) with symptoms to be received PPE precautions. 3. Information to be given to concerned Unit Doctor (Gyne./Paed) - Sampling according to discuss with Unit Chief, Dr. Vani Gopal with State Core COVID-19 team.	Tmt. Brema Muralidaran (Gynae.) 8807933720 Tmt. Buvaneswari (Paed.) 9442378785 Tmt. Aruna (Paed.) 8870143604
11.	R. Maariappan Chief Security Officer & Security team	1. To ensuring that patients are spaced apart and overcrowding at OPD minimized. 2. To encourage patients to avoid coming to hospital for minor complaints on their own accord. 3. At the hospital entrance (lobby) to ask for fever, cough, breathlessness and travel history from abroad and if it is so to direct the patient to the separate COVID – 19 registration counter.	R. Maariappan 9047778302

- The Medical Superintendent insists the concerned to clean all the table surfaces, cot railing with disinfectants at least twice a day. The ambulances were also sought to be cleaned likewise from inside daily. Sufficient stocks of IV fluids, Antibiotics, PPE were also cross checked with the in-charge pharmacy. Additional procurements, if any were also discussed with Various Heads of Departments and requested for the initiation of procurement process, as the case may be, instantaneously.
- The microbiologist is instructed to dispose the PPE kits as per existing National guidelines for disposal of biomedical waste.
- All the guidelines and protocols have been put up in casualty (OG & Paed), and Isolation wards, it is also conveyed to all Medical Officers/ Nursing officials through WhatsApp.