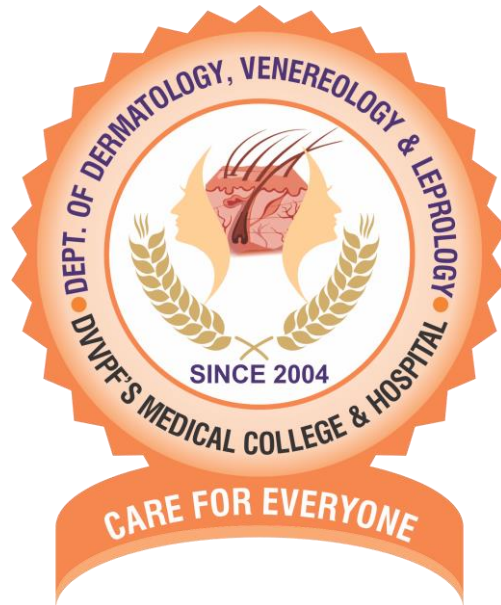




## **Dr. Vithalrao Vikhe Patil Foundation's Medical College & Hospital, Ahmednagar**



## **Department of Dermatology, Venereology & Leprosy Standard Operating Procedure Manual**

## **STANDARD OPERATING PROCEDURE**

### **OPD VISIT:**

- 1) Patient has to visit main OPD registration counters for OPD paper with unique registration number.
- 2) OPD Timing 09:00 AM to 03:00PM (Lunch time-01:00PM to 02:00PM)
- 3) Patient has to choose the counters according to their visit as first or follow up visit.
- 4) At registration counter patient has to furnish their personal details such as name/ age/ sex/ place/ mobile number & AADHAR card number along with the OPD he has come to visit.
- 5) After furnishing details patient get unique OPD registration number printed on their OPD paper.
- 6) Then patient goes to concerned OPD for consultation or instructed to visit particular OPD number such as:

<b>OPD Number</b>	<b>OPD Name</b>	<b>OPD Number</b>	<b>Department Name</b>
101	Orthopaedic	113	Surgery
102	Physiotherapy OPD	114	Psychiatry
104	Dental	116	Ear Nose Throat
105	Ophthalmology	118	Medical social worker
<b>106</b>	<b>Dermatology</b>	119	Billing
108	Prosthesis Dept.	121	Laboratory
110	Medicine	126-128	Radiology
111	OBGY	129	Casualty
112	Paediatrics	130	Pharmacy

- 7) On arrival to particular OPD, patient has to visit OPD reception desk where OPD Nursing staff enter patients' details in OPD register & request them to wait for their turn in front of general consulting room or speciality clinic room as per day.

<b>Day</b>	<b>Speciality clinic</b>	<b>In-Charge</b>
Monday	Leprosy	Dr. Khadamkar K S
Tuesday	1 <sup>st</sup> & 3 <sup>rd</sup> Vitiligo	Dr. Gadekar Mithila
	2 <sup>nd</sup> & 4 <sup>th</sup> Pigmentary disorder	Dr. Gadekar Mithila
Wednesday	STD & HIV	Dr. Indurkar Vishal
Thursday	1 <sup>st</sup> & 3 <sup>rd</sup> Autoimmune disorder	Dr. Khadamkar K S
	2 <sup>nd</sup> & 4 <sup>th</sup> Immunobullos disorder	Dr. Gosavi R M
Friday	Psoriasis	Dr. Indurkar Vishal

- 8) On entering general consulting room patient first attended by junior resident for detailed history taking, which is monitored by senior resident & Assistant/ Associate professor.
- 9) On entering speciality clinic consulting room patient first attended by junior resident which is monitored by senior resident & faculty in-charge of that particular speciality clinic.

<b>Tentative training schedule of PG students during their three year PG course</b>	
OPD/ IPD work/ Exam period	18 months
Speciality clinics	02 months each (14months)
Procedure	02 months
Allied posting	02 months

- 10) For rare & interesting case seniors (associate professor & HOD) will be consulted to decide further management.
- 11) After consultation patient is explained (in local/ Hindi language) about their clinical diagnosis, treatment plan & advised any kind of investigation/ procedure/ admission if needed, if not needed patient ask follow up visit according to their clinical condition (usually from 1 week to 2 week).
- 12) While leaving OPD patient is requested to fill the feedback form as quality check indicator (implemented recently attached)**
- 13) If any investigation advised patient has to go for it, after getting reports show it to the treating doctor/ consultant on the same day or next day.
- 14) If any procedure is planned patient is asked to bring required investigations (serology), and after reports are normal or negative, then patient will be taken for dermatological procedures after signing the consent form and paying nominal charges for the given procedure at billing section.
- 15) If admission needed patient has to wait till IPD paper gets ready with unique IPD registration number, then patient is send to Dermatology ward after filling IPD file & necessary investigation forms with OPD attendant.
- 16) During admission process Informed consent from patient & their relatives is taken mentioning patient's clinical condition & also explained SOS need of Intensive Care Unit service (ICU) as ICU is paid service.
- 17) Referral to other OPDs of hospital for alignment other than DVL condition, by properly mentioning the need of consultation on OPD paper and it is free of charge.
- 18) For every consultation patient has to visit main OPD registration counter to get stamp of that particular OPD, and then he can visit their desired OPD.
- 19) If condition needs referral to higher centre patient is counselled accordingly.
- 20) All Diagnosed leprosy patient is referred to Civil Hospital for information and management, and monthly leprosy patient data is send to District Leprosy Officer.
- 21) All HIV diagnosed patient also referred to Civil Hospital for information and management.

#### **IPD STAY:**

- 1) IPD Reception desk
- 2) Nursing staff at desk enter details of patient in IPD register.
- 3) Take all filled investigation forms from patient to necessary action.
- 4) Take inform consent from patient and their relatives regarding their behaviour during IPD stay & to follow rules laid down by the institute.
- 5) Then allot bed to patient.

- 6) Stable IPD patient visited twice a day by consultant along with residents and as needed in emergency cases.
- 7) After daily round patients relatives is informed about patient's condition and also informed to seniors of department.
- 8) Grand round taken by whole department on every Tuesday.
- 9) In IPD patient gets breakfast, Lunch & Dinner as per their advised diet plan.
- 10) In IPD patient's routine blood investigations like Hemoglobin/ Complete Blood Count/ Liver Function Test/ Renal Function Test/ Blood Sugar Level/ Serology/ Chest X-ray/ USG – abdomen & Pelvis get done free of charge, but for special investigations if any need patient has to pay required charges to billing section.
- 11) All in hospital referrals of IPD patients are free of charge.
- 12) At the time of discharge patient is given discharge card, where patient's diagnosis, history, all IPD management, advised on discharge and follow up visit date is written.

**EMERGENCY VISIT:**

- 1) At casualty
- 2) It is 24 hour service
- 3) In casualty patients are attended first by Casualty Medical Officer (CMO).
- 4) After primary enquiry/ evaluation/ stabilisation of patient at casualty, patients are then informed to speciality doctors.
- 5) Dermatology on call Junior & Senior resident doctors attend & evaluate the patient and then inform to on call consultant doctor about patient's condition.
- 6) After consultation with on call consultant doctor, and the decision of to manage the patient on OPD basis or in IPD is finalised.

## UNDER GRADUATE & POST GRADUATE ACADEMIC ACTIVITY:

Undergraduates started their theory classes in 4<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> semester & for clinics in 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> semester. Theory classes are conducted by Assistant professor, Associate professor and Professor & Head. Clinics are conducted by resident doctors. Syllabus as laid down by Medical council of India, New Delhi/ Maharashtra University of Health Science, Nashik.

**Post graduates academic activity as follow:** it is conducted in presence of whole departmental teaching staff

Day/ Time	8:30 am to 03:00pm	03:00pm to 05:00pm
Monday	Ward round (resident) + General OPD + Leprosy clinic + Dermatological procedure + ward round with consultant	Journal Club
Tuesday	Ward round (resident) + General OPD + 1 <sup>st</sup> & 3 <sup>rd</sup> Vitiligo, 2 <sup>nd</sup> & 4 <sup>th</sup> Pigmentary disorder clinic + Dermatological procedure	Grand Round
Wednesday	Ward round (resident) + General OPD + STD & HIV clinic + Dermatological procedure + ward round with consultant	Case presentation
Thursday	Ward round (resident) + General OPD + 1 <sup>st</sup> & 3 <sup>rd</sup> Autoimmune disorder, 2 <sup>nd</sup> & 4 <sup>th</sup> Immunobullos disorder + Dermatological procedure + ward round with consultant	Seminar Group Discussion
Friday	Ward round (resident) + General OPD + Psoriasis clinic + Dermatological procedure + ward round with consultant	Theory Class Guest Lecture
Saturday	Ward round (resident) + General OPD + Dermatological procedure + ward round with consultant	----

## GOVERING BODIES:

- 1) Medical Council of India/ National Medical Council, New Delhi
- 2) Maharashtra University of Health Science, Nashik
- 3) Maharashtra Medical Council, Mumbai
- 4) Directorate of Medical Education & Regulation
- 5) Dr. Vithalrao Vikhe Patil Foundation Management

## VARIOUS Acts/ Rules & Laws:

- 1) Code of Medical Ethics 2002
- 2) Consumer Protection Act 1986
- 3) Biomedical Waste Rules 1998 under Environ Protection Act 1986
- 4) Medical Termination of Pregnancy Act 2003
- 5) Prenatal Diagnostic Techniques Act 1994
- 6) Drugs & Cosmetics Act 1940.

## **DUTIES OF TEACHING STAFF:**

### **1) Professor & Head:**

- He/ She is the senior-most faculty member in a department in hierarchy.
- To abide by the various rules/ acts and laws related to medical education as laid down by governing/ local bodies from time to time.
- Professor & Head reports to Dean/ Management for any assistance.
- His/ Her duties include providing patient care, teaching to the undergraduates/ postgraduates and the research work.
- Being head of department he should ensure adequate provision of health care services by the staff working under them and look after the day to day administrative work of their department/unit.
- Further, he/ she should also performs administrative duties as assigned by Dean/ Management/ University from time to time.
- Head should look after harmony in departmental staff, discipline, regularity & punctuality in order to meet the vision & mission of the institution.
- He/ She should promote his postgraduate student to attend conferences/ academic activities & participate in research projects not only in house but also outside hospital too.

### **2) Associate Professor:**

- Associate Professor is second in rank in hierarchy in the department.
- To abide by the various rules/ acts and laws related to medical education as laid down by governing/ local bodies from time to time.
- He/ She reports to Unit head or Head of the department for any assistance.
- His/ Her duties include providing patient care, teaching to the undergraduates/ postgraduates and the research work.
- Further, he should also performs administrative duties as assigned by Dean/ Management/ University/ Head of department from time to time.
- He/ She should work in harmony with other departmental staff to maintain the integrity of department.
- In absence of Head he should work as head of department.
- While proceeding on leave of any kind or vacation after making a locum arrangement of permission form head of department.
- He/ She should be readily available for duties on his emergency days.
- Evaluation of progress of post graduate students, and ensure regularity, punctuality/ discipline amongst post graduate students under him/her.
- Imbibe work culture, good bed side manners, and cordial interpersonal relations amongst post graduate students.
- He/ She should promote his postgraduate student to attend conferences/ academic activities & participate in research projects not only in house but also outside hospital too.

### **3) Assistant Professor:**

- Assistant Professor is the first entry into the hierarchy of faculty and ranks 3 in the hierarchy.
- To abide by the various rules/ acts and laws related to medical education as laid down by governing/ local bodies from time to time.
- He/ She reports to Unit head or Head of the department for any assistance.
- His/ Her duties include providing patient care, teaching to the undergraduates/ postgraduates and the research work.
- Further, he should also performs administrative duties as assigned by Dean/ Management/ University/ Head of department from time to time.
- He/ She should work in harmony with other departmental staff to maintain the integrity of department.
- While proceeding on leave of any kind or vacation after making a locum arrangement of permission form head of department.
- He/ She should be readily available for duties on his emergency days.
- Evaluation of progress of post graduate students, and ensure regularity, punctuality/ discipline amongst post graduate students under him/her.
- Imbibe work culture, good bed side manners, and cordial interpersonal relations amongst post graduate students.
- He/ She should promote his postgraduate student to attend conferences/ academic activities & participate in research projects not only in house but also outside hospital too.

### **4) Resident:**

- To abide by the various rules/ acts and laws related to medical education as laid down by governing/ local bodies from time to time.
- He/ She reports to Assistant professor, Associate professor, Unit head or Head of the department for any assistance.
- His/ Her duties include providing patient care, teaching to the undergraduates/ his junior colleagues and actively involved in research work.
- Further, he should also performs additional duty/ responsibilities assigned by Dean/ Management/ University/ Head of department from time to time.
- He/ She should work in harmony/ discipline with other departmental staff to maintain the integrity of department.
- While proceeding on leave of any kind or vacation after making a locum arrangement of permission form head of department.
- He/ She should be readily available for duties on his emergency days.
- Resident shall work on their dissertation along with departmental activities under the guidance of assigned teacher.
- They shall attend all teaching activities religiously, maintain their log books accurately and obtain signatures of their teacher as and when the entries are made.

- In OPD they shall attend all patients, evaluate them properly and seek advice from teaching faculty for further action for the benefit of patient.

**RECORDS:**

- 1) OPD Register
- 2) All Speciality clinic record register
- 3) Minor procedure record book
- 4) Academic book
- 5) Phototherapy book & card
- 6) Inward-outward file/ Register
- 7) All Resident record file
- 8) Question paper file
- 9) Histopathology report file
- 10) MCI file
- 11) Museum detail file
- 12) Library record register & file
- 13) CSSD Book

**FORMS:**

- 1) Blood investigation forms
- 2) X-ray/ USG requisition form
- 3) Phototherapy card
- 4) Dermatosurgery form
- 5) Leprosy monthly data sending form