



Dr. Vithalrao Vikhe Patil Foundation's

Medical College & Hospital

Ahmednagar



SOP For COMMUNITY MEDICINE DEPARTMENT

S.O.P.s

COMMUNITY MEDICINE DEPARTMENT

1.INTRODUCTION:-

The Department of Community Medicine of DVVPF'S Medical college is distinguished for taking leadership in capacity building of undergraduate students right from first year to internship through community based teaching ,community service and research . This multidisciplinary approach will help to develop their role as family physician.

By student centric teaching and learning we provide opportunities to develop skills ,knowledge and perspectives to understand the holistic concept of health so as to make them enable to provide community health services.

The rural and urban health and training centers provide health services to people residing in the field practice area as well provide community exposure to medical ,nursing and paramedics to understand various social,environmental determinants of health.

The core competencies of the department are Epidemiology,biostatistics,communicable and non communicable diseases,national health policies and programs and occupational health.

Appendices-

1.Field Visits

2.Health Centers (RHTC& UHTC)

3.Internship Training

2.Vision --The department of community medicine is dedicated to achieve the goal of "Health for All "through excellence in medical education, community care and service research and innovative approach in health care.

- Developing a depth of knowledge and skill among the undergraduate students to handle the "common problems, uncommonly well."

3.Mission-

- **Medical Education:**
- **We are bound to provide fundamental knowledge about community Medicine to undergraduate medical students and to train them to work as family physician in community.**
- The departmental medical education programs will be as per the norms of MCI and MUHS based on teaching principles of community medicine through innovative curricula that promote critical thinking and learning skills.
- **Research:**
- Research in delivery of primary health care to promote utilization and to eliminate the disparities
- **Clinical:**
- The department of CM will try to fill up the gaps in natural history of non communicable diseases by conducting community based and hospital based epidemiological studies.
- **Community Service:**
- We are committed to active engagement in the community, addressing their needs, and advocating on their behalf.

4. SCOPE OF THE SERVICES OF THE DEPARTMENT

- a) **Training** – Academic training of medical students as well as field training through field visits
- b) **Extension & outreach activities**-School health services & family health services
- c) **Community health services**-preventive ,curative and promotive services offered to community through RHTC & UHTC
- d) **Promoting for research**-Motivating and guiding undergraduate students for community based research
- e) **Professional training**- Organizing and implementing internship training programs.
- f) **Health Awareness and Health education Programs**-celebration of public health days

5.Role of the Department of Community Medicine

Community Medicine department plays a major role in academic training of medical students from the beginning of the course i.e first year till the final completion of the course i.e internship training.

Academic training of undergraduate Medical /Nursing /Physiotherapy students

Field training and training to work at community level through field visits

Health services offered to the community through RHTC and UHTC

Health awareness -is created among the people by conducting various activities on occasion of various public health days

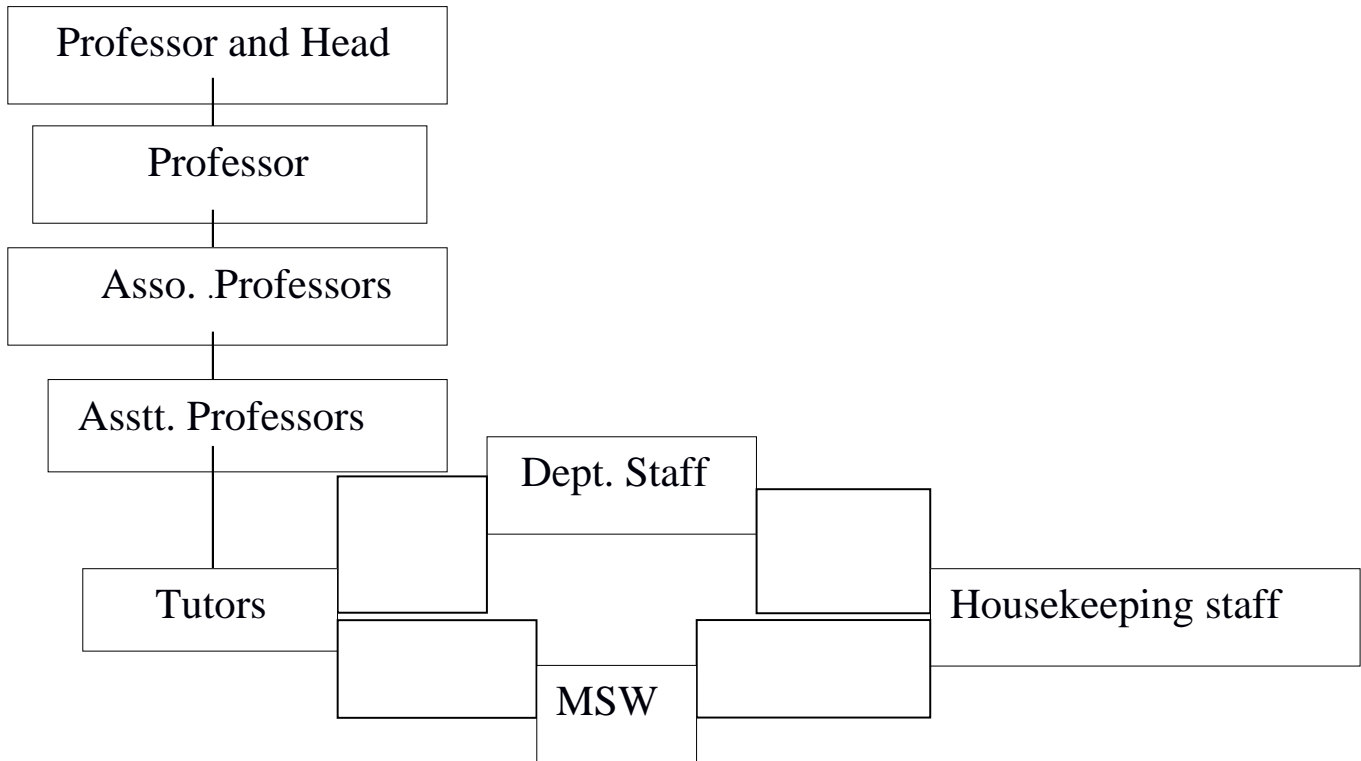
Health Education-is imparted to various population groups like ANCs/Mothers of Under five children/Canteen and mess workers/paramedical staff/OPD patients

Professional training of budding doctors-By organizing and implementing internship orientation & training programs

Epidemiological investigations if any outbreak of disease occurs

Assistance for Analysis and interpretation of statistical data

7. ORGANIZATION



8) Duties & Responsibilities

1) Professor & Head Of Department : -

Job title	Prof and Head
Reports to	Dean

Academic-

* To perform duties under statutory provisions of D.V.V.F's Medical College & Medical Council of India & Maharashtra University of Health Sciences

* To maintain & improve the desired standards of medical education, research & Community health services.

Academic planning for teaching & evaluation

* Guiding & helping faculty in developing teaching skills

*Instruction programs for slow learners

-*Encourage students for research work

- *To work as examiner for university Examinations

*Planning & Organizing University exams & Department examinations

*Upgrading & updating departmental museum & library

Administrative

* To implement the policies laid down by management from time to time to achieve the vision & mission of the institute.

* To achieve effective Co-ordination & smooth functioning of teaching & non teaching staff of the department

* Administrative & Supervisory duties-- To perform duties under statutory provisions of Medical Council University & Institute that governs the services of the staff working in the Department.

* Distribution of duties & responsibilities of teaching & nonTeaching staff

*Planning & distribution of job responsibilities & public health day celebration.

*Monitoring & Surveillance of the performance of the staff.

*Supervising of activities at health centers

*Annual performance appraisals of staff.

* Control over staff – Work distribution, leave matters, vacation disciplining & regularity by maintaining muster roll.

*To Identify the competencies of staff & encourage & motivate for quality improvement.

*Prepare Annual budget of the dept .

*Grievance Redressal of staff & students &vigilance about ragging & harassment.

2) Professor:-

Job title	Professor
Reports to	HOD

Academic-

* To perform duties under statutory provisions of D.V.V.F's Medical College & Medical Council of India & Maharashtra University of Health Sciences

* To maintain & improve the desired standards of medical education, research & Community health services.

*To assist the Head of department for organizing academic activities planning & department time table.

*Planning & implementation of academic activities

* Guiding & helping faculty in developing teaching skills

Organizing academic activities for VII Semester Students

*Conducting Int. Assessment examinations with the help of other teaching staff

*Paper setting & assessment – VII Semester

Inter disciplinary teaching.

-*Intruction programs for slow learners

* Encourage students for research work

* Conducting university examination

*To work as examiners for university Examination

*To motivate & guide student for research

Adminstrative –

Effective Co- ordination, monitoting the Department work in the absence/ leave of head of Department.

Guide &help epidemiologist in case of epidemic investigation

3)Asso.Prof

Job title	Asso prof
Reports to	HOD

Academic-

- *To abide various rules, acts & laws related to medical education.
- *To maintain desired standards of medical education.
- *To conduct theory classes
- *Inter disciplinary teaching
- *To organize Internal Assessment examination for IV th, VIth Semester evaluation of Theory & Practical Papers.
- *To work as examiners for university Examination
- *To motivate & guide student for research.

Administrative-

- *To assist HOD for Internship training programme.
- *To conduct internship orientation programme
- *To monitor the work of Asso. Prof & Assistant UHTC in charge Asst. Prof. Other for RHTC
- Introduction programs for slow learners
- *To Assist HOD for up grading & up-dating departmental Museum and Lab
- *Responsible for maintenance & up dating all records of academics.
- *One Associate Professor will be In charge of internship training
- *Second Associate Professor will guide the work of UHTC & RHTC Incharge

4) Asstt Prof

Job title	Asstt prof
Reports to	HOD

Academic

- * Conduct U.G teaching classes
- *Conduct tutorials and Practical
- *Guide tutors for practical & field Visits
- *Other Activities -
- *Conduct public health day activities under the guidance of HOD & other seniors.

Administrative –

- a) **U.H.T.C in charge** – Responsibilities – Supervise & monitor functioning of U.H.T.C.
- Visit U.H.T.C time to time – maintain records

b) R.H.T.C in- charge – Supervise & Monitor Functioning of R.H.T.C

- Visits to R.H.T.C
- Maintain Records.

c) Museum In-Charge-

Updating & upgrading Museum

- Maintaining Records.

d) Laboratory In-Charge

upgrading & updating Laboratory

Maintaining Records

Safety and security of equipments

e) Epidemiologist

Investigation of epidemic /out break under the guidance of HOD

Maintaining records of epidemic investigation.

f) Lecturer in Statistics

- Conduct theory & Practical sessions for UG students
- Assessment & evaluation
- Assist P G Students & UG Students in data analysis.

Job Responsibilities of L.M.O

(U.H.T.C & R.H.T.C)

Providing Medical care for locally endemic diseases

- Referral services
- Health education sessions for people
- Guiding & supervising staff of U.H.T.C & R.H.T.C Maintaining records.

Job Responsibilities of M.S.W -

- conduct field Visits
- Arrangements for Vehicle for Visits
- Assist- faculty for Health education

Job Responsibilities of Clerk-

Preparation of time tables

Maintaining stationary and other records

Maintaining attendance records of staff/interns/students

Preparation of internal assessment records

Internship rotations typing and distribution

Maintenance of Official communications,mails

Job Responsibilities of Attendants-

Housekeeping

Messenger duties

9 List of Records and Registers

- a) Attendance record of staff and interns
- b) Academic Records-Attendance of students
Theory and practical question papers and answer sheets and marklists
- c) Internship Records-attendance of interns and internship rotations
- d) Records of UHTC/RHTC-
OPD/IPD Registers, Laboratory Register, Family folders
- e) Register of Departmental Library
- f) Records of Departmental Store
- g) Circulars file
- h) Interdisciplinary teaching records
- i) Leave Register
- j) Dispatch Register
- k) Indent Book

10 List of Forms- School Health Proforma.

Family health Proforma

Vehicle demand forms

11 Maintenance-

A) Museum

- i) Prior permission from Museum in charge should be taken before entry
- ii) Students should wear the apron
- ii) Record entry time/purpose etc.in the register
- iii)Taking photos of models,specimens strictly prohibited
- iv)Handling of the models/equipements not allowed
- v)Catalogues can be used for additional information
- vi)Museum is opened only after prior permission
- vii)Twice a week cleaning is done

B)UG Laboraotory-

- i) DOAP sessions and practicals are conducted in lab
- ii)Wearing of Aprons is mandatory
- iii)After completion of practicals instruments/microscope etc is placed in cupboards
- iv)Tutor conducting DOAP session will supervise about safety and security of equipments required for the session after completion of the session

C) Office and Rooms-

- i)Daily cleaning and mopping
- ii)Dusting of furniture
- iii)Locking and depositing the keys under the supervision of clerical staff

12,Equipements and Stationary-

i)Horrock's Apparatus ,OT test kit,Meteriological environment equipments

- 1)Used for DOAP session for estimation of amount of bleaching powder
- 2)Step by step procedure is demonstrated by the teacher
- 3)After completion of the session the apparatus is kept in locked cupboard in research lab
- 4) No special maintenance is required for these equipments

ii)LCD Projector and Computers-

- 1)LCD projector is used only for Departmental activities
- 2)After academic session LCD Project is kept in Dept office
- 3) Safety and security of the LCD Projector during academic session is the responsibility of concerned teacher
- 4)Maintenance of computer and printer is responsibility of Clerical staff of the office

13) Teaching Program-

Academic planning is done before the beginning of academic term for first ,second and third year students

Departmental time table is prepared and circulated to the Faculty

Weekly timetable is displayed in Notice board

a) Theory classes

Theory classes are conducted for 1st year, & IV semester & VIth & VII sem.

- i) Planning for specific learning objectives of particular topic.
- ii)Deciding appropriate method of teaching & learning
- iii) Preparing the lecture in concise manner pertaining to S.L.O.S.
- iv) Delivery of the lecture.
- v)Interactive session
- vi) feed back of the topic.
- vii)Taking attendance of students
- viii)Maintaining record of attendance.

B) Practicals

Practical sessions are conducted in IIIrd & IVth semester. For Environment Nutrition & Biostatistics in 2 batches on Tuesday and Friday

- 1) Preparing specific learning objectives of the topic.
- 2)Deciding appropriate method of teaching.
- 3)Arrangement of specimens/models slides in the Laboratory
- 4)Briefing /Instructions for the students in Demo Hall.
- 5) Small groups of students are allowed to enter in the Laboratory turn by turn.
- 6) Demonstrations regarding models/slides.
- 7) Interactive session for entire batch.
- 8)feed back
- 9) Attendance of the students.

C) Field Training – imparted in various field visits to health centers/NGOs/water treatment plant etc.(Appendix 1)

D)Health education and Awareness Programs-

- i) **Celebration of Public health days**-Essay competitions,Debates,Poster exhibitions, Role plays,Skits,Rally etc. Organized with active participation of Students
- ii)**Health Talks** on hygiene and nutrition during school health check ups by the students

E) Tutorials and Revision classes- for slow learners

14) Learning and Evaluation

Internal Assessment exams conducted

At the end of IV term, VI term & VIIth term

i) Question Paper Pattern (Theory)

IV th term end	MCQ 15 Marks (1/2 Marks each)	SAQ (3 out of 5) = 9 Marks (4 out of 6) = 12 Marks	LAQ (3 Compulsory) 8 Marks each = 24 Marks
VI th term end	MCQ 15 Marks (1/2 Marks each)	SAQ (3 out of 5) = 9 Marks (4 out of 6) = 12 Marks	(3 Compulsory) 8 Marks each = 24 Marks
VII th (Prelim Exam) Paper I	MCQ 15 Marks (1/2 Marks each)	SAQ (3 out of 5) = 9 Marks (4 out of 6) = 12 Marks	(3 Compulsory) 8 Marks each = 24 Marks
Paper – II	MCQ 15 Marks (1/2 Marks each)	SAQ (3 out of 5) = 9 Marks (4 out of 6) = 12 Marks	(3 Compulsory) 8 Marks each = 24 Marks

ii) Question Paper Pattern Practical -

Semester	Spot	Exercise	Case viva	Grand viva	Jr.	Total Marks
IV th	04 Marks	06 Marks	-	05 Marks	05 Marks	20
VI th	05 Marks	05 Marks	04 Marks	04 Marks	02 Marks	20
VII	10 Marks	10 Marks	10 Marks	10 Marks	-	40
Total Marks						80

4) Theory Internal Assessment : -

Semester	Marks
IV th Sem	60
VI th	60
VII Paper – I	60
Paper – II	60
Total	240 Marks
Divided by 12 Out of 20	$240/12 = 20$

5) Practical Internal Assessment : -

Semester	Marks
IV th Sem	20
VI th	20
VII	40
Total	80 Marks
Divided by 4 Out of 20	$80/4 = 20$

6) Students are eligible to appear for University exam if they score = 14 (Including theory & Practical)

Appendix 1

SOPs for

Field Visits/Postings

Field visit are conducted for IIIrd & IV & VI th semester students for 3 batches (50 students)

- i) Planning for the field visit dates & time.
- ii) Taking permission from the appropriate authorities where visit is planned prior to the visit
- iii) Sending requisition for arrangement of vehicle for transport
- iv) Briefing about the purpose of the visit by tutors in 9 to 10 am.
- v) v)Instruct students about maintaining discipline while transport & at the field
- vi) Visit to actual field place under the leadership of Tutors ,Interns and MSW
- vii)Briefing by the concerned person (from NGO/PHC etc)
- viii) Feed back
- ix) ix) Attendance

Appendix 2

SOPS for UHTC and RHTC

RHTC/UHTC are under the administrative control of Dean of the Medical College-

Unit Head – UHTC /RHTC in charge

a)will be overall in charge of the UHTC/ RHTC on the behalf of Head of Community Medicine department and other unit members will assist him/her.

b). Will be supervising the overall funding of the UHTC/ RHTC under the guideline of Head of the department.

C). Will coordinate UG/ PG teaching, training and examination activities between the field staff & in charge of concerned divisions of the department.

SOPS

1.Daily OPD

Registration of the patient at registration counter.

OPD paper is issued.

Patient will wait in waiting room till his turn.

Medical officer examines the patient and advise investigations and treatment.

OPD Nurse will guide the patient to laboratory/Dressing room/injection room as required

Admission of the patient or referral if required.

If referral to the Vikhe Patil hospital ,transport vehicle available at health center is used.

2. Speciality Services-

ANC OPD –Once a Week..

Faculty from OBGY Dept of Vikhe Patil hospital visits UHTC/RHTC on particular day and time

ANC check up/investigations and treatment /TT immunization are the services offered.

Family planning advice and contraceptives provided to eligible couples

Pediatric OPD- Once a Week.

.Faculty from Pediatrics Dept of Vikhe Patil hospital visits UHTC/RHTC on particular day and time

Examination ,treatment and immunization are the services offered

3)Daily Ward round in RHTC-Morning and evening rounds by interns and medical officer.

TPR monitoring and medicines distribution by ANMS

ANMS take rounds and implement the instructions of the doctors

Monitoring and review of conditions of patients in ward is carried out.

3.Health education- Planning and organization of the session

Information of date and time to the target audience in advance

Arrangements for sitting and AV Aids in Seminar Room

Feed back

4.Training of Interns and undergraduate students-.

Carrying out various activities School Health Program, family surveys

. Conducting field survey, health environment study, family studies

5. Community health assessment- Family Visits twice a week by the interns/students and nurses

Records are maintained in family folders

6. Records & Registers- (OPD register /IPDregister

Immunization register

Family planning register

Lab Register

Speciality Clinic Register

7.Weekly Review Meeting - UHTC and RHTC in charge and health center staff

Appendix 3

SOPs For Internship Training

- 1) Training Duration-365 Days
- 2) Will start within 10 days of final year result
- 3) Log book is maintained by the intern
- 4) After completion of each posting signature is taken from the concerned HOD
- 5) Internship completion is issued after the training is complete

No.	Posting	Duration (365 Days)
I	Orientation programme	05 days
II	Community Medicine	60 days
III	Medicine + Psychiatry	60 days
IV	Surgery + Anaesthesia	60 days
V	Obstetrics & Gynaecology + Camp	60 days
VI	Orthopaedics & Paediatrics	60 days
VII	Others	60 days

ENT	15 days		
Ophthalmology	15 days		
Casualty	15 days		
Elective	15 days		
Elective / Camp	Blood bank	FMT	Radio

C) SOPS for Museum

- i) Prior permission from Museum in charge should be taken before entry
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- iii) Taking photos of models,specimens strictly prohibited
- iv) Handling of the models/equipements not allowed
- v) Catelogues can be used for additional information