

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

Hospital (Building), Sector 32, Chandigarh-160047, Phone 0172-2665253-57, Fax No. 0172- 2608488

HOSPITAL ADMINISTRATION BRANCH-II**ORDER**

It has been decided by the competent authority to adopt the following to improve the quality of patient care services in emergency of GMCH-32, Chandigarh

1. To conduct orientation programme / CME for PGJRs/Residents/Interns with the focus on need and methods of documenting patient records accurately and completely. Prof. Dasari Harish, Prof. S.S. Lehl and Dr. Nitin Gupta will prepare the contents of orientation programme.
(Action by Prof. Dasari Harish, Prof. S.S. Lehl and Dr. Nitin Gupta)

2. The respective department should ensure that the documentation such as name of doctors, date and time must be mentioned on all the charts of the patients under the signature of PGJRs/Residents. The self inking stamps be prepared and issued to the PGJRs / Residents of the department concerned.

(Action by: All HODs)

3. The emergency services committee should prepare a roster for regular rounds of the emergency for having double check to ensure proper documentation by the PGJRs / Residents. In addition, emergency services committee should have at least one monthly meeting to take the stock of the situation.

(Action by : Dr. Dasari Harish, Chairman, Emergency Services)

4. The trolleys should be purchased for emergency which will carry the instruments for checking the vitals. These trolleys can be taken to each patient that may ease the workload of the staff. Indent for the purchase of trolleys will be sent by Dr. Dasari Harish, Chairman, Emergency Services.

(Action by : Dr. Dasari Harish, Chairman, Emergency Services/Store Officer)

5. The nurse/s posted in emergency should ensure that the patient files are documented completely and should not accept the incomplete files of the discharged patients/patients who have expired from the doctors, unless complete.

(Action By: Nursing Superintendent)

6. The final year students of College of Nursing should be posted in emergency and the Vice Principal, College of Nursing should be asked to make a roster and send the same to the MS, GMCH, Chandigarh and Dr. Dasari Harish, Chairman, Emergency Services.

(Action by Vice Principal, College of Nursing)

Dated, Chandigarh the
28.05.2018

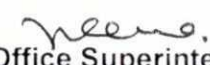
Prof. B.S. Chavan
Director Principal

Endst.No. GMCH-HAII-EA3 (53)-2018/ 18484-89

Dated, 29 MAY 2018

A copy is forwarded to the following for information & necessary action:-

1. The System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to All the HODs, GMCH-32, Chandigarh
2. The JMS, GMCH-32, Chandigarh.
3. The DMS- I, II, III, GMCH-32, Chandigarh
4. The DC(F&A), GMCH-32, Chandigarh.
5. PS to DP for information of DP please.
6. PA to ADA/MS for information of ADA/MS please.
7. Copy to master file and Circular file (217).

for  Office Superintendent(HA-II)
Director Principal 