JIPMER QUALITY COUNCIL

JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(An Institution of National Importance under Ministry of Health & Family welfare)
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JQC/NABH Standards/01/sep2017 13/09/2017

To
The Heads of all Departments,
Officer-in-charge of Bio-medical Engineering
JIPMER, Puducherry-6

CIRCULAR

The following standards has to be implemented by all departments with immediate effect and a compliance report submitted by email to patientsafety.jqc@gmail.com with in 7 days

1. All the **lead aprons** that are used in the radiation zones across JIPMER, are to be numbered in the format (ward name or OT name/ year of purchase/2 digit numbers (Eg: PMRCOT/2010/08) & screened for cracks once in every 6 months by X-ray and if any Apron has found with crack(s)/damage, it should be labelled as damaged and not used.
2. All the **equipment and instruments** are to be labeled, with the JIPMER equipment ID No, Manufacturer serial no, Date of Purchase, Cost, date of last service done, and date of next due service. Sample of Label enclosed in Annexure I.
3. The screening the lead aprons, checking & cleaning the equipment, instruments are to be documented. All documents should be accessible whenever requested JQC team or NABH assessors. Sample of documentation for equipments checking & cleaning is given in Annexure II
4. All the equipment and instruments are to be checked daily for their working condition and a **display board** to be maintained similar to the model document as per Annexure-III
5. All patients undergoing surgical procedure need immediate **pre-anesthesia assessment** and documentation is compulsory.
6. All patients need separate **consent form for Blood** or blood products.
7. All the **Prescriptions** for both inpatients and out patients should be written in CAPITAL and the signatures should be followed by name, designation and register number
8. **Discharge Summaries** should contain a phone number to contact in the event of emergency care.
9. **The Initial Assessment Forms** for doctors(History and Examination Sheet in IP Case sheets) and nurses should be completed for every admitted patient as per the timelines decided by the department with signature date and time.

Dr. Ashok Shankar Badhe
Prof. Ashok Shankar Badhe
Senior Professor Anesthesiology
JQC - Chairman
JIPMER QUALITY COUNCIL

Dr. Santhosh Satheesh
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Addl. Prof. of Cardiology
JQC Coordinator
JIPMER QUALITY COUNCIL

Prof. Balachander J
Medical Superintendent
MEDICAL SUPERINTENDENT
पांडिचेरी/PONDICHERRY - 6.

Copy to:
1. The Director for information 2. DDA 3. Faculty(Admin) 4. JQC Group Coordinators and Member Secretaries.