



Karpaga Vinayaga College of Nursing

(Recognized by the Indian Nursing Council and Affiliated to The Tamil Nadu Dr. M.G.R Medical University, Chennai)

G.S.T Road, Chinnakolambakkam, Palayanoor (P.O), Madhurantakam (Tk.)
Kancheepuram District, Tamilnadu - 603308. Phone: 044-2756 5202/2759 8484

Committees for NABL and NABH

	KIMS	Doc. No.	ENABH/HCO/KIMS/APEX/01
	CHINNAKOLAMBAKKAM	Issue No.	01
	APEX MANUAL	Rev. No.	00
		Date	03/06/2017
		Page	Page 23 of 29

9.0 COMMITTEES:

9.1 Hospital Committees are regular standing committees prescribed by regulatory agencies and deemed necessary by hospital administration in formulating policies, coordinating and monitoring hospital-wide activities that are considered critical in the delivery of quality health care services.

9.2 The committees involved in the activities of hospital are as follows:

9.2.1 General guidelines for committee functioning:

9.2.1.1 All committee should have Medical Superintendent, General Manager and other members shall be selected from the concerned sections.

9.2.1.2 Committees shall meet at the frequency as defined in the document and as and when required.

9.2.1.3 Committee shall discuss, implement and monitors the scope of activities identified for respective committees.

9.2.1.4 Chairman and convener of the committee shall bear the responsibility of committee functioning.

9.2.1.5 Each committee shall maintain a file to record their proceedings, decisions taken and instructions framed.

9.2.1.6 Committees shall record their proceedings, document minutes and monitor the implementation of decision taken.

9.2.1.7 Committees shall distribute the work amongst members as required and develop their own guidelines for functioning.

9.2.1.8 Necessary instructions shall be passed on to the relevant staff through circulars and a copy of all these shall be retained in committee's file.

9.2.1.9 Hospital and staff are obliged to follow the instructions.

23

[Signature]
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Karpaga Vinayaga Institute of
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KIMS		Doc. No.	ENABH/ICU/KIMS/APEX/01
CHINNAKOLAMBAKKAM		Issue No.	01
APEX MANUAL		Rev. No.	00
		Date	07/06/2017
		Page	Page 24 of 29

9.2.1.10 Committee shall review their functioning at appropriate intervals, as decided by chairman / convener, to assess their functioning.

9.2.1.11 Following committees have been constituted:

9.2.1.11.1 **CORE / QUALITY ASSURANCE COMMITTEE:**

Frequency of meeting	Members	
Once in a month or as and when required	Managing Director	Chairman
	Medical Superintendent	Convener
	Deputy Medical superintendent	Member
	Quality Officer	Member
	Professor of medicine	Member
	Professor of surgery	Member
	Professor of Anesthesia	Member
	Professor of Microbiology	Member
	Professor of Obstetrics & Gynecology	Member
	Surgeon	Member
	Professor of ICU intensivist (Code Blue)	Member

SCOPE OF WORK

1. Issue Quality Policy
2. Documentation of policy
3. Define scope of services
4. Deal with all matters concerning quality management system, quality improvement, accreditation of the health care service
5. Function as apex committee for monitoring performance indicators / parameters of QMS and medical statistics
6. Standardization of procedures and systems
7. Plan and act for Continuous Quality

24

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			Date	07/06/2017
			Page	Page 25 of 29

	improvement of hospital
	8. Quality assurance activities in Laboratory, Radiology, OT and ICU.
REFERENCE FOR WORK	Chapter 6: Continuous Quality Improvement of NABH guidelines.

9.2.1.11.2 CPR ANALYSIS COMMITTEE:

Frequency of meeting	Once in a month/As and when required	
Members	Medical Superintendent	Chairman
	Professor of medicine	Convener
	Professor of Anesthesia	Member
	Casualty Medical Officer	Member
	Professor of ICU intensivist	Member
	RMO	Member
	Nursing Superintendent / Matron	Member
	Nurses of the ward where event has occurred	Member
SCOPE OF WORK	Development of system, CPR administration recording of events.	
REFERENCE FOR WORK	Chapter 2: Care Of Patients of NABH guidelines.	

9.2.1.11.3 INFECTION CONTROL COMMITTEE:

Frequency of meeting	Once in a month/As and when required	
Members	Medical Superintendent	Chairman
	Deputy Medical Superintendent	Convener
	Quality Officer	Convener
	Professor of Microbiologist	Member
	Infection Control Nurses	Member
	Nursing Superintendent	Member
	Pathologist	Member

25


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APEX MANUAL		Rev. No	00
		Date	07/06/2017
		Page	Page 26 of 29

Blood Bank Officer	Member
Purchase In-Charge	Member
Maintenance In-Charge	Member
Housekeeping In-Charge	Member
SCOPE OF WORK	1. Document and issue infection control manual including policies 2. Conduct training for infection control 3. Surveillance and monitoring for compliance with policies 4. Issue antibiotic policy 5. Monitor Hospital acquired infection 6. Develop Outbreak control plan and function accordingly.
REFERENCE FOR WORK	Chapter 5: Hospital Infection Control of NABH guidelines.

9.2.1.11.4 MEDICAL AUDIT COMMITTEE:

Frequency of meeting	Once in a month/As and when required
Members	Medical Superintendent Deputy Medical Superintendent Medical Records Officer All ICU Intensivist Nursing Superintendent / Matron
SCOPE OF WORK	1. Develop guidelines for medical care and medical records maintenance 2. Review and evaluate patient records for quality, adequacy of patient care, monitor staff for compliance with policies 3. Evaluate medical record keeping, quality, content.

26

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	APEX MANUAL		Rev. No.	00
			Date	07/06/2017
			Page	Page 28 of 29

9.2.1.11.6 SAFETY COMMITTEE:

Frequency of meeting	Once in 3 months / Quarterly or as and when required	
Members	Medical Superintendent	Chairman
	Deputy Medical Superintendent	Convener
	Quality officer	
	Maintenance In-Charge	
	i. Civil Engineer	
	ii. Electrical Engineer	Member
	Professor of Anesthesia	Member
	Professor of Surgery	Member
	Nursing Superintendent	Member
	Pathologist	Member
	Security Officer	Member
SCOPE OF WORK	1. Develop and issue policy on patient, staff and visitor safety and security 2. Monitor training and implementation 3. Monitor occupational health and safety	
Reference for work	Chapter 8. Facility management and safety	

10.0 ANNEXURES:

Sr.No.	Annexure	Particulars	Code
1.	Annexure 01	Statutory & Regulatory Licenses	NA

28


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Karpaga Vinayaga Institute of Medical Sciences & Research Centre
GST Road, Chinnakolambakkam, Palayanoor (P.O)
Madhuranthagam (Tk.), Kancheepuram- 603308.
Phone-044/27598484

CENTRAL CLINICAL LABORATORY

Date : 01/10/2018

The following are the members of organization at the Central Clinical Laboratory
– Karpaga Vinayaga Institute of Medical Sciences & Research Centre. All the
members should carry out their responsibilities and report according to ISO
15189:2012.

HOD Pathology – Dr. Sithy Aathya Munnavarah

HOD Microbiology – Dr. Sheila Doris.T

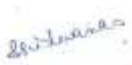
Quality Manager – Dr. A. Khadeja Bi

Deputy Quality Manager I – Dr. K. Balan

Deputy Quality Manager II – Dr. S. Karthik


01/10/2018
Director of Laboratory Services

CCL-KIMS & RC
DIRECTOR OF LABORATORY SERVICES
CENTRAL CLINICAL LABORATORY
KIMS & RC


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ANTI BIOTIC POLICY COMMITTEE

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCE AND RESEARCH CENTRE

Circular

17.04.21

Antibiotic Policy Committee: As per the NABH requirements, antibiotic policy for the Hospital is mandatory to carry out antibiotic stewardship programme. Hence the major clinical departments- Medicine, Surgery, Obstetrics and Gynaecology, Orthopaedics and Paediatrics are requested to coordinate with the department of Microbiology and pharmacology to form the antibiotic policy for their respective department.

In this regards a meeting will be held on **20.04.2021** at 12 noon in the Hospital lecture hall, with the participation of all Obstetrician and Gynaecologists, ENT Surgeons, nodal Microbiologist, HOD/Associate Professor, Department of Pharmacology, Nursing Superintendent, Pharmacist and infection control nurse.

Pharmacist
SECRETARY

Copy Submitted to: Managing Director

Copy to:

Chairman/Medical Superintendent,

Co-Chairman/Principal,

Co-Chairman/Medical Director

HOD, Obstetrics and Gynaecology

HOD, ENT

HOD, Microbiology

HOD, Pharmacology

Infection Control Officer

Nursing Superintendent

Quality Manager

Infection Control Nurse

Office of the MS

MS
19/4.



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20.11.2021
12 Noon

S.No	Name of the Members	Designation	Signature
	Dr. M. Kannagi	Medical Superintendent	Mh
5	Dr. M. K. Siddharth	Professor	Mh
6	Dr. S. MOHANDAKARTHIKEYAN	ASSOCIATE PROFESSOR	Mh
7	Dr. R. MADANA GURU	PROFESSOR	Mh
8	Dr. AJAY T.	ASSISTANT PROFESSOR	Mh
9	Dr. Balagunan	Professor	Mh
10	Dr. G. R. Karthikeyan	Associate professor (O.M.S)	Mh
11	Dr. Prabhakar	Prof. Pharmacology	Mh
12	Dr. Minna Alkudus	Prof. O.C. & HOD	Mh
13	Dr. V. Gharani	Senior Resident, O.G	Mh
14	Dr. V. Annamalai	Prof. O.B.S	Mh
15	M. Rajan	Pharmacy	Mh
16	M. Kaula	NIS	Mh
17	R. Rajeswari	ICN	Mh
18	Dr. C. Santhosh Kumar	OBS	Mh

Mh
20/11



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DEPARTMENT OF MICROBIOLOGY

ANTIBIOTIC POLICY-DEPT OF OBG & DEPT OF ENT- MINUTES OF MEETING

DATE:

LOCATION: LECTURE HALL -NEW OPD BLOCK

TIME: 10.30 am to 12.30 pm

Points discussed

Dept of Obstetrics and Gynaecology

1. Case definitions of common obstetric and gynaecological conditions
2. Common microorganisms implicated in the above conditions
3. Antibiotic prophylaxis for surgical procedures/common obstetric and gynaecological conditions (Caesarean section and vaginal/Abdominal hysterectomy) as per ICMR guidelines.
4. The rationale for adding azithromycin for prophylaxis in case of caesarean section
5. To arrive at a consensus regarding the frequency of administration of doxycycline for Hysterosalpingography after discussing with all the unit chiefs and HOD of OBG dept.
6. Addition or removal of antibiotics in the antibiotic policy to be communicated by the OBG Dept after discussion.

Department of ENT

1. Antibiotic treatment for common conditions of the Ear, Nose and throat were discussed as per ICMR guidelines.
2. Antibiotic treatment of pharyngitis: Most common etiology for pharyngitis is viral. Antibiotic therapy to be considered for Pharyngitis caused by Group A streptococci based on the culture and sensitivity report. Penicillin is the DOC. sFor Diphtheria antitoxin therapy is indicated.s
3. For malignant otitis externa (etiology: *Pseudomonas aeruginosa*) the DOC should be piperacillin tazobactam or Ceftazidime
4. For Epiglottitis (etiology: *Haemophilus influenza*) the DOC should be third generation cephalosporins. Laryngitis most common etiology is viral.
5. Addition or removal of antibiotics in the antibiotic policy to be communicated by the ENT Dept after discussion.

5.

M. Kannaki

X

P. Rangaswamy
Professor and Head
Dept. of Microbiology
KIMS



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CORE COMMITTEE

**KARPAGA VINAYAGA HOSPITAL
MADHURANTHAGAM**

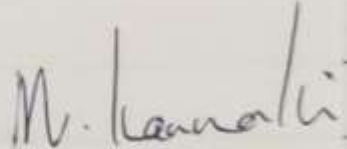
Circular 11.10.19

Core Committee Meeting is scheduled on 15.10.2019 at 11 am. at Hospital Lecture hall New OPD building. All the members are request to attend the same, without fail.

Copy Submitted to: Managing Director

Copy To:

Principal
Medical Director
Concerned Members


Medical Superintendent



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S.NO	name of the members	Designation	signature
1	DR. M. KANNAKI	Med. Suptd.	Mk
2	Dr. Supte Vishwanath	Principal HMA	Supte
3	DR. S. JHANAPAVI	Prof. Microbiology	Jhanapavi
4	DR. V. CHANDRASEKARAN	Prof. Ortho	V. Chandrasekaran
5	Dr. Minnal Kodu	Prof. of OBG	Minnal
6	Dr. A. Venkateshwar	HOD - Radiology	A.V.
7	Dr. S. Ganesan	Prof. Operative	Ganesan
8	Dr. Sumit M. Vithaldas	Asst. Prof.	Sumit
9	Dr. Goutham	Prof. - ICM	Goutham
10	Dr. P. A. Archana Baleshwar	Prof. - CM	Archana
11	M. Kannan	NIS	M. Kannan
12	R. Rajkumar	Doc	R. Rajkumar
13	Dr. M. K. Sridharan	Prof. of Path	Sridharan
14	Dr. Ajay M	Asst. prof. Path	Ajay
15	Dr. Sowjanya M	Associate Professor	Sowjanya
16	Dr. R. Subramanya Bhandary	Anaesthesia	R. Subramanya



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Minutes of Meeting held on 15.10.2019

1. Detailed discussion about patient safety and infection control practices
2. Discussed about side railing for all patient beds.
3. Continuous improvement of patient identification ID band to be provided to all patient
4. Discussed about the patient safety goals
Identification of patient, improve the effective communication, Improve the safety of High risk medication, Eliminate wrong site, wrong procedure, and wrong patient surgery, Reduce the risk of hospital -Acquired Infections.
5. ID should be provided to all IPD patient
6. Discussed with all Medical officer regarding the investigation issues and TAT and communication between the concern medical officer to treating consultant regarding the critical reports
7. Discussed about waiting time for consultation
8. Discussed about waiting time for the investigation and dispensing of medication in pharmacy

Shishu...
Principal

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INFECTION CONTROL COMMITTEE

7/12/20

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

CIRCULAR

03.12.2020

It is proposed to conduct Infection Control Committee meeting on 09.12.2020
(Wednesday) at 11.00 am in Lecture Hall - II

Phaniraj
SECRETARY

Copy Submitted to:

Managing Director

Copies to:

Chairman *M. S. S.*

HOD of Medicine *M. S. S.*

HOD of Paediatrics *M. S. S.*

HOD of Surgery *M. S. S.*

HOD of Ortho *M. S. S.*

HOD of OBG *M. S. S.*

HOD of Anesthesia *M. S. S.*

HOD of ENT *M. S. S.*

HOD of Community Medicine *M. S. S.*

HOD of Biochemistry *M. S. S.*

HOD of Pathology *M. S. S.*

Blood Bank Medical Officer *M. S. S.*

Infection Control Officer *M. S. S.*

ICU Intensivist - for Dr. Jyoti *M. S. S.*

Nursing Superintendent *M. S. S.*

Infection Control Nurse *M. S. S.*

Supportive Services:

Pharmacy / Stores / Blood Bank / Laundry / House Keeping *M. S. S.*

HOD of PHARMACOLOGY *M. S. S.*



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S.no	Name of The members	Designation	Signature
1)	DR. M. KANNAKI	MED. SUPD.	ML
2)	Dr. S. Sathiyasayanan	MED. DIR	S. Sathiyas
3)	Dr. R. SELVARAJ	PROF. & HOS. ORTHO	R. Selvaraj
4)	Dr. V. VISWANATHAN	PROF. & PATHOLOGY	V. Viswanathan
5)	Dr. Shiva Prasad	Blood Bank officer	Shiva Prasad
6)	Dr. M. K. SIDDHARTHARAS	PROF. & ENT	M. K. S. S.
7)	Dr. R. MADHANA GOPAL	E. N. T	R. Madhana
8)	Dr. G. R. KARTHIKEYAN	ASSO. PROF. ORTHO	G. R. K.
9)	Dr. J. SARAVANAN	PROF. ORAL MEDICINE VICE-PRINCIPAL	J. Saravanan
10)	Dr. P. MANOHAR	PROF. ANAESTHESIA	P. Manohar
11)	Dr. Prabhakar	PROF. PHARMACOLOGY	Prabhakar
12)	Dr. V. Sankar	PROF. PHARMACOLOGY	V. Sankar
13)	Dr. P. A. Archana Lakshmi	PROF. C. I. T	P. A. Archana
14)	Dr. S. ARATHI	OPATH	S. Arathi
15)	A. Visalakshmi	NS Nursing Superintendent	A. Visalakshmi
16)	S. P. N. S. S.	H. R.	S. P. N. S. S.
17)	R. Rajarani	ICN	R. Rajarani
18)	S. Chithra	ANS	S. Chithra
19)	Dr. Jagadeesan S.	SENIOR RESIDENT	J. Jagadeesan
20)	S. Aravindan	Civil Engineers	S. Aravindan
21)	BRITA	Quality Manager	BRITA



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1. Dr. S. Sathya narayanan	Medical Director
2. Dr. R. Selvanay	Prof & Head - ortho
3. Dr. P. Viswanathan	Prof & Head - Pathology
4. Dr. Shiva Prasad	Blood bank officer
5. Dr. G. Karmikayan	Associate Professor - O.M.S.
6. Dr. Balan	Professor - Microbiology
7. Dr. Abirami Lakshmy	Assoc. Professor - Microbiology
8. Mrs. A. Vijaya lakshmi	Nursing Superintendent
7. Mrs. R. Rajewari	Nursing I/c.



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Minutes of meeting held on 18.12.2020

1. Discussed on Hospital Antibiotic policy, to be followed uniformly
2. Discussed about Hospital catheter associated infection like CAUTI-Catheter associated Urinary tract infection, SSI-Surgical site infection, VAP-Ventilator associated pneumonia & BSI-Blood stream infection.
3. Discussed about the emergence of resistance like antimicrobial use, prolonged hospitalization & Inadequate infection control practices
4. Discussed about Misconceptions in Antimicrobials use
 - Broad spectrum is better
 - More diseases, more drugs
 - Bigger diseases: bigger & newer drugs
 - Antibiotics are harmless
5. Strategic approaches to prevent emergence of antimicrobial resistance
6. Discussed scope and process of antibiotic policy
7. Discussed about the antibiotic policy development
8. Discussed about the monitoring and review policy
9. Discussed about the restricted use of specific antibiotics or antibiotic classes-decrease antibiotic resistance and cost.
10. Discussed about the vancomycin use should be discouraged.



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PHARMACO- THERAPEUTIC COMMITTEE

KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

Circular

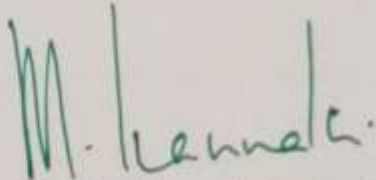
08.06.20

Pharmaco-Therapeutic Committee Meeting is scheduled on 11.06.2020 at 11 am, at Hospital lecture hall new OPD building. All the committee members are requested to attend the same, without fail.

Copy Submitted to: Managing Director

Copy to:

Principal
Medical Director
Concerned Members


Medical Superintendent



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S.No	Name of the Members	Designation	Signature
	Dr. Sufath Vishwan	Principal & Prof. Health Sciences	
	DR SEKAR	HOD Paed	
	Dr. Minnalade	HOD Ob Gyn	
	Dr. Mothay B	Prof. Pharmacology	
	Dr. Usha Sadasiva	HOD of Pharmacology	
	Dr. J. Gira Nange	Prof. of Psychiatry	
	DR. R. MADAN GOPAL	ENT Prof	
	Dr. Gopinath	Asst. Prof. Otorhinolaryngology	
	Dr. A. Venkateshwar	HOD Radiology	
	Dr. Srinithya	Asst. Prof. Otorhinolaryngology	
	Dr. P.A. Aruna Lakshmi	Prof. C.M	
	Dr. S. Suresh Kumar	Senior Resident Gen Med	
	M. Kamala	MS	
	R. Rajan	ICU	
	Dr. Madhavi MS	SR - Gynecology	
	Dr. Divya	Senior Resident - G. Surgery	



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Kancheepuram District, Tamilnadu - 603308. Phone: 044-2756 5202/2759 8484

Minutes of meeting held on 11. 06. 20

1. Discussed about stock details in pharmacy, stock entering in the system, should be done within a time frame by the in-charge of pharmacy department
2. Discussed about the local purchasing detail with name list and list out the all the selected vendors
3. Discussed about the stock entering and inventory control status
4. Discussed about the vendor selection process and vendor evaluation process
5. Discussed about to be conducted the internal audit in pharmacy department
6. Discussed about the frequent shortage of regular medicines.
7. Discussed about the medicine return policy
8. Discussed about the policy and procedure of implantable prosthesis
9. Discussed about that steps taken to avoid the possibility of drug interaction and food-drug interaction.



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KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND
RESEARCH CENTRE

Circular 05.03.2021

Pharmaco-Therapeutic Committee Meeting is scheduled on 09.03.2021 at 11 am. at
Hospital lecture hall new OPD building. All the committee members are requested to attend
the same, without fail.

Copy Submitted to: Managing Director

Copy to:

Principal
Medical Director
Concerned Members

M. Kannan
Medical Superintendent



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S. No.	NAME	Designation.	Signature.
1.	Dr. M. KANNALU	Med. Suptd	M. Kannalu
2.	Dr. J. Jeyaprasadaraj	Med. Dir	J. Jeyaprasadaraj
3.	Dr. R. Lakshminarayana Muru	Prof. of medicine	R. Lakshminarayana Muru
4.	Dr. K. Sankaranarayanan	Prof. of ENT	K. Sankaranarayanan
5.	Dr. C. Sankaranarayanan	Prof. of ORL	C. Sankaranarayanan
6.	Dr. T. Siva Pragasam	Prof. Psychiatry	T. Siva Pragasam
7.	R. Vijayalakshmi	Nursing Superintendent	R. Vijayalakshmi
8.	R. Rajeswari	ICN	R. Rajeswari
9.	N. Amara Devi	Staff Nurse I/O	N. Amara Devi
10.	Dr. Rajmohan	Pharmacist	Dr. Rajmohan
11.	Dr. S. Suresh Kumar	Gen. Med.	Dr. S. Suresh Kumar
	Dr. Sekar	Medical Head	Dr. Sekar



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Minutes of meeting held on 09. 03. 2021

1. Discussed about the formulary drugs to be revised
2. Discussed about the storage and prescription of COVID-19 drugs to be followed in standardised manner
3. Dispensing of medication to be counter checked by senior pharmacist (COVID-19)
4. Before administering the drugs, prescription order to be verified.
5. Discussed about Monitoring the patient condition and document the same
6. Staff nurse to be educated about the COVID-19 treatment and drug administration.
7. Medication treatment protocol to be educated to all nurses
8. Discussed about the emergency drugs should be store adequately in COVID and Isolation ward.

x M. Kannan


PRINCIPAL

Karpaga Vinayaga College of Nursing
G.S.T. Road, Chinnakolambakkam,
Madhurantakam.