



V.O.CHIDAMBARANAR PORT TRUST



ISO 9001:2008

MEDICAL DEPARTMENT

MANUAL FOR SURGICAL OPERATION THEATRE (QMD / SOT)

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Date: 28.08.2015



V.O.CHIDAMBARANAR PORT TRUST
MEDICAL DEPARTMENT
DEPARTMENTAL MANUAL (QMD)

SURGICAL OPERATION THEATRE (SOT)

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LIST OF RECIPIENTS

Sl. No.	Recipients	Control Copy No.
1	Medical Officer (Wards)	1
2	Sr.Nurse	2
3	Nurse i/c. Male Ward	3
4	Nurse i/c. Female Ward	4

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REVISION SHEET

1. Issue Status :

Sl.No.	Issue No.	Date	Reasons for revision
1	1	11.02.2004	Implementation of ISO 9001:2000
2	2	01.06.2006	Manual review
3	3	22.02.2012	Implementation of ISO 9001:2008
4	4	28.08.2015	Due to many changes.

2. Revision status of Issue No.4 dated 28.08.2015

Sl. No	Page No.	Section	Revision	Date	Reasons
1					
2					
3					
4					

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SURGICAL OPERATION THEATRE (SOT)

ABBREVIATION

CMO	Chief Medical Officer
Sr.Dy. CMO	Senior Deputy Chief Medical Officer
Dy. CMO	Deputy Chief Medical Officer
SMO	Senior Medical Officer
MO	Medical Officer
CISF	Central Industrial Security Force

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QUALITY POLICY

QUALITY POLICY OF V.O.CHIDAMBARANAR PORT TRUST

"To ensure customer satisfaction through
continual improvement of facilities and services
for maritime trade at optimum cost "

QUALITY OBJECTIVE OF MEDICAL DEPARTMENT

Core Objective of this department is to provide comprehensive
medical care to the full satisfaction of the Port employees and their family
members, the retired employees and their spouses,
the CISF and others registered with this department.

Quality Objective of SOT Section

Surgery Shall be performed promptly with due aseptic precautions.

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SURGICAL OPERATION THEATRE (SOT)

Introduction

The Surgical Operation Theatre is adjacent to the Male Ward.

This Operation Theatre is manned by two nurses and one dresser. Of the two Nurses one is in-charge of the Operation Theatre. The other Nurse helps in assisting her in surgery.

The Operation Theatre caters any type of surgery from Minor surgery to Major surgeries. The surgeries may be planned or emergency. The Anaesthetist is fixed by the concerned Surgeon.

The Operation Theatre functions mostly during the morning session except at times of emergency.

The Senior Nurse in-charge prepares the indents every week according to the need and draws the medicines from the Medical Main Stores. The Operation Theatre is fumigated every month or immediately after a surgery involving sepsis.

The instruments and linen are regularly sterilised in autoclave. Periodically swabs are taken and reports collected for swab culture to confirm that the theatre is sterile.

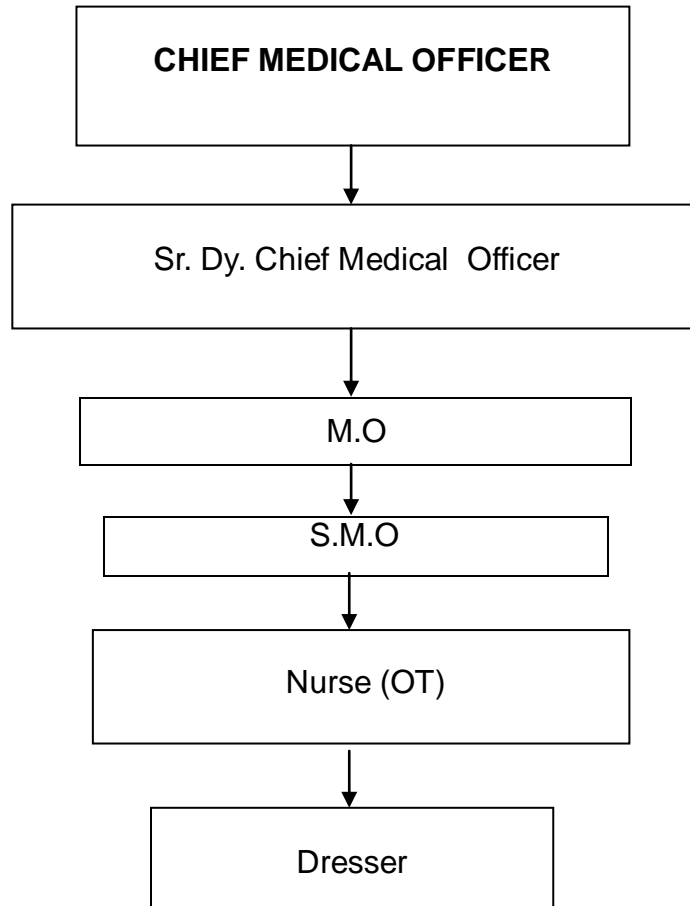
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SURGICAL OPERATION THEATRE (SOT)

Organization Chart



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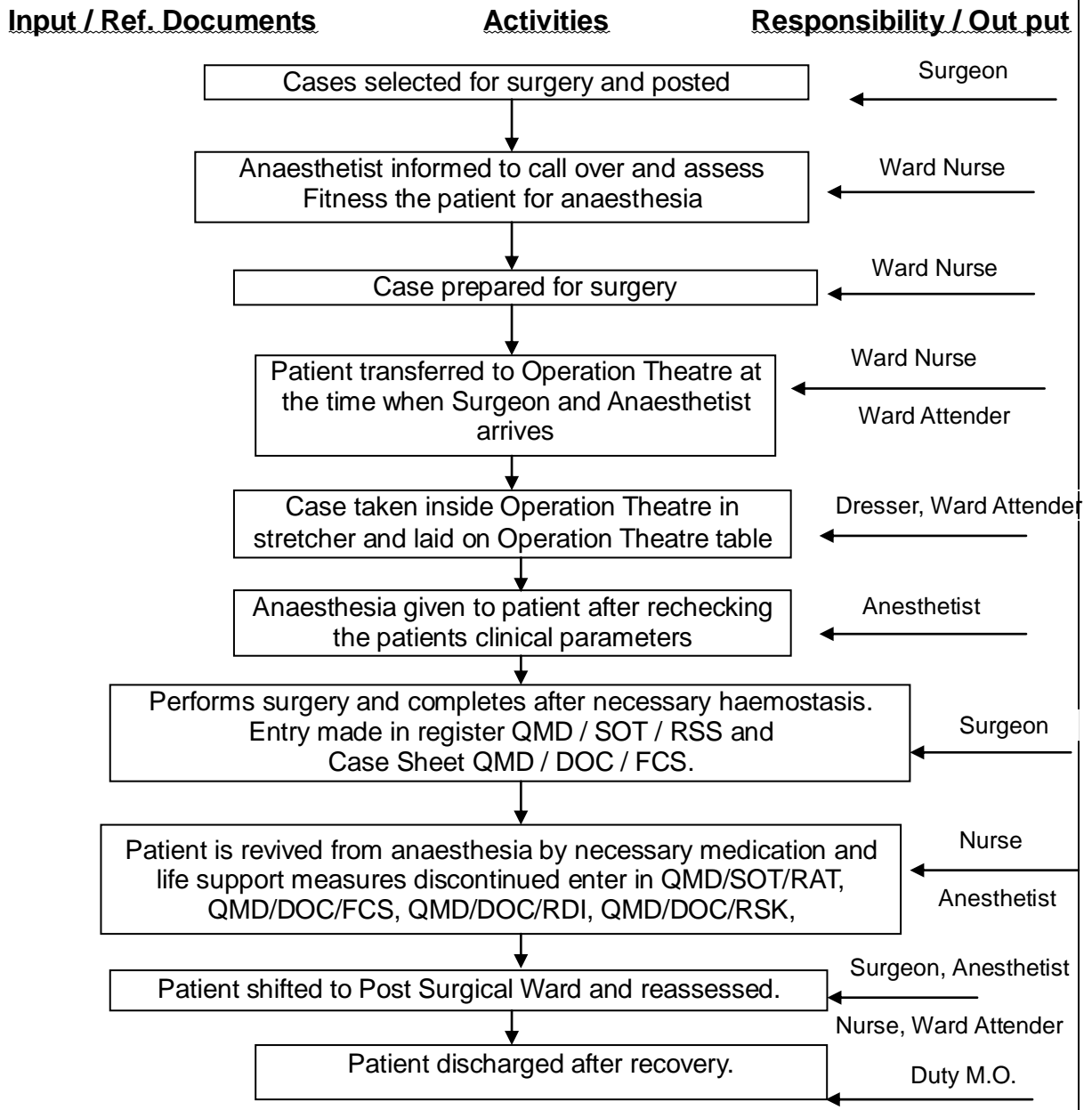
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SURGICAL OPERATION THEATRE (SOT)

To Give Surgical Treatment



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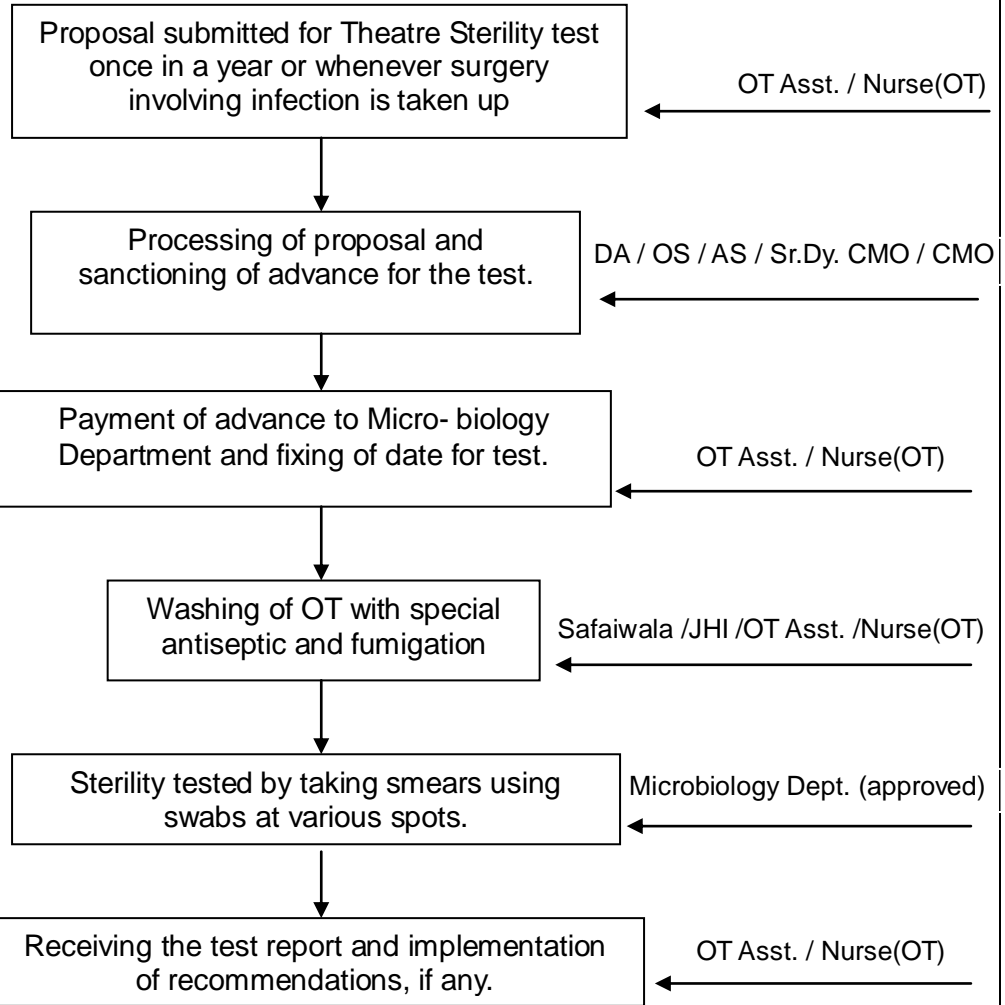
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SURGICAL OPERATION THEATRE (SOT)

Ensure Infection Free Surgery (Sterility Test)

Input / Ref. Documents Activities Responsibility / Out put



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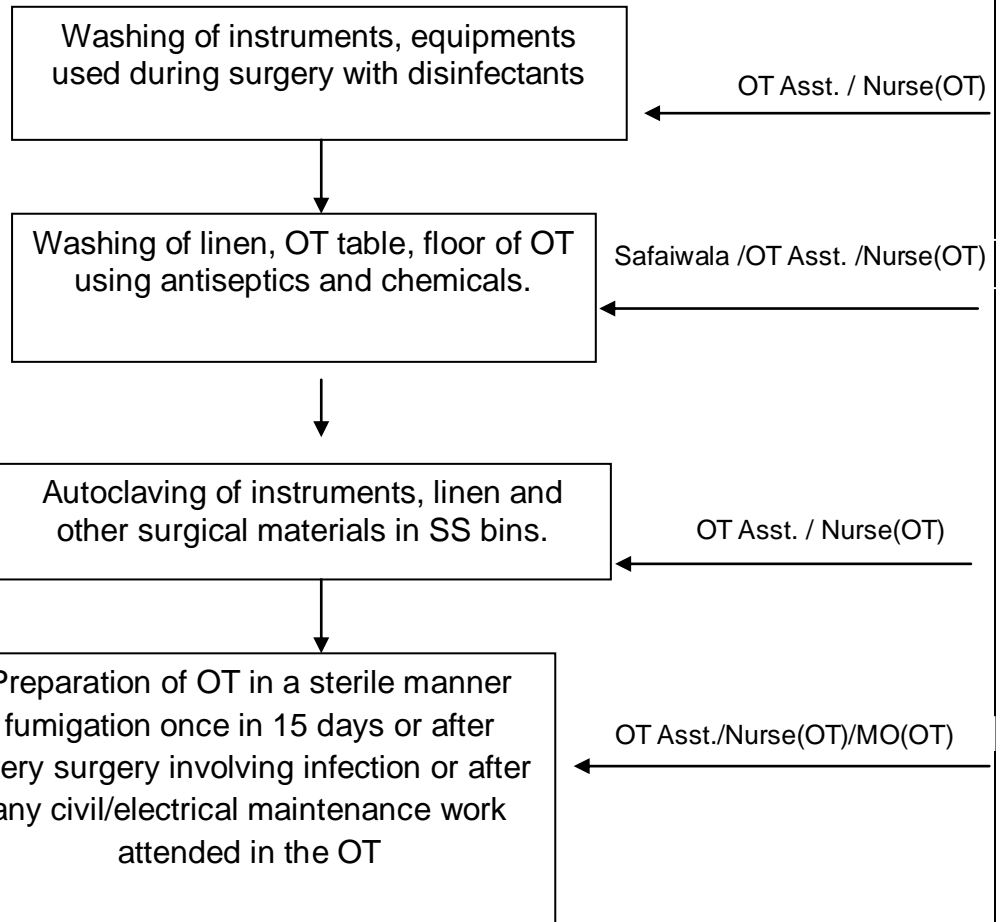
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SURGICAL OPERATION THEATRE (SOT)

Ensure Infection Free Surgery

<u>Input / Ref. Documents</u>	<u>Activities</u>	<u>Responsibility / Out put</u>
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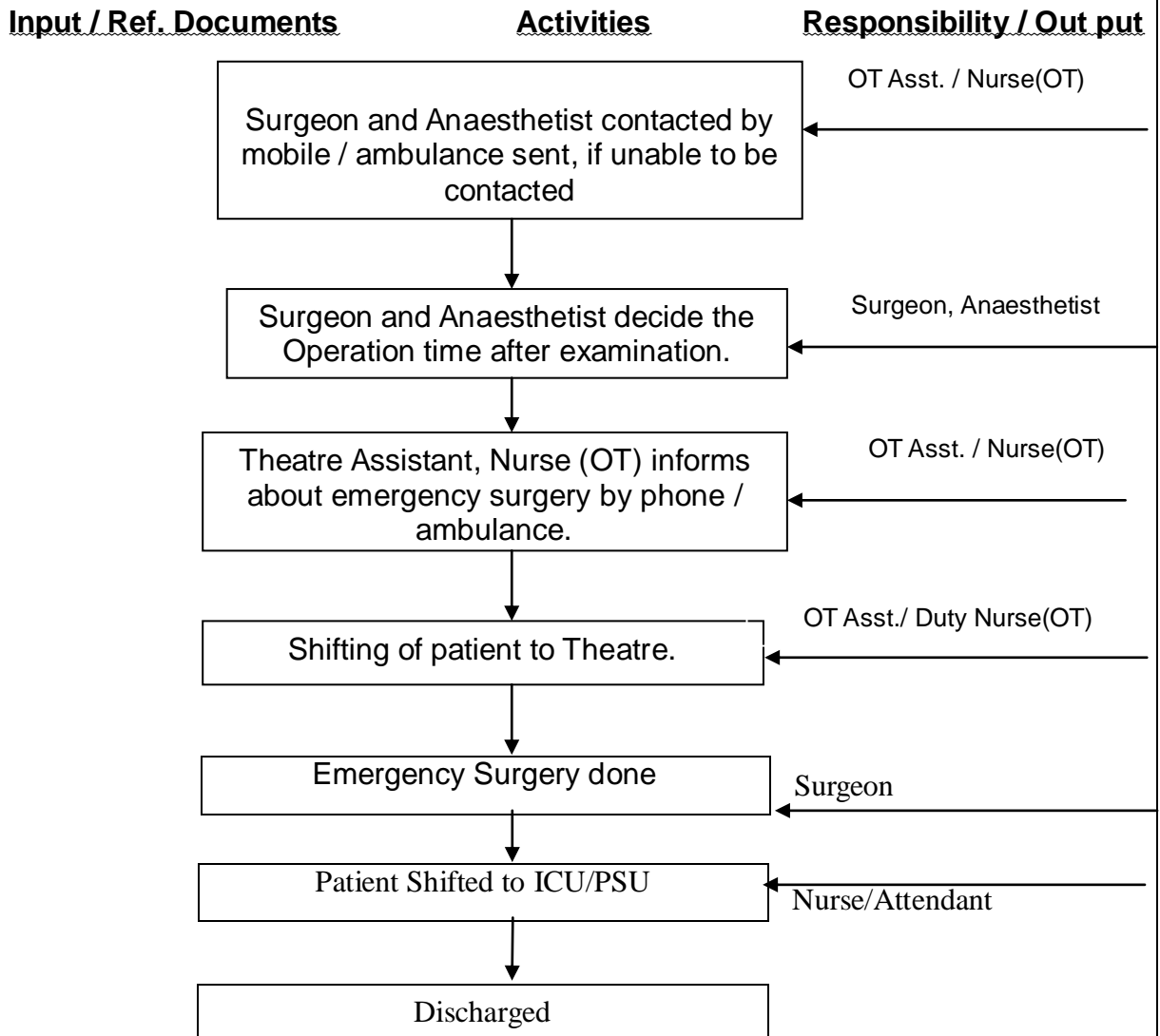
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SURGICAL OPERATION THEATRE (SOT)

For achieving short time in taking up emergency cases



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SURGICAL OPERATION THEATRE (SOT)

Bench Mark and Continual Improvement

Bench Mark :

Treatment shall be started as soon as
the patient is received in the ward

Continual Improvement :

Review of benchmark for the scrutiny of the performance of the wards and treatment given to patients shall be obtained through feedback from Duty Doctors, Staff Nurses, Hospital Attendants by bi-monthly staff meeting and customer satisfaction by getting feedback from patients through suggestion boxes.

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SURGICAL OPERATION THEATRE (SOT)

MASTER LIST OF DOCUMENTS

1. REGISTERS :

S.No.	REGISTERS	CODE	RETENTION PERIOD
1)	I.P. Nominal register	QMD / WDS / RIN	3 Years
2)	Death register	QMD / WDS / RDH	Permanent
3)	Admission discharge register	QMD / WDS / RAD	3 Years
4)	DDA register	QMD / WDS / RMD	10 Years
5)	Sub stock register	QMD / DOC / RSK	3 Years
6)	Daily issue register	QMD / WDS / RMI	3 Years
7)	Lab Register	QMD / WDS / RML	3 Years
8)	Pharmacy Register	QMD / WDS / RMP	3 Years
9)	Bench Mark Register	QMD / WDS / RBM	3 Years

2. FORMATS :

Sl.No	FORMATS	CODE	RETENTION PERIOD
1	Case Sheet	QMD / WDS / FCS	5 Years
2	Discharge Certificate	QMD / DOC / FAD	3 Years

3. DOCUMENTS OF EXTERNAL ORIGIN :

S.No.	DOCUMENTS	CODE	RETENTION PERIOD
1)	Inpatient Case Sheet	QMD / DOC / FCS	3 years
2)	Discharge Certificate	QMD / DOC / FAD	3 years
3)	ECG & X Ray Order Form	QMD / DOC / FEX	3 years
4)	Laboratory Requisition Slip	QMD / DOC / FLR	3 years
5)	Local Purchase Slip	QMD / DOC / FLP	3 years
6)	Indent for Medicine	QMD / DOC / FIT	3 years
7)	Form for Referral to higher centres	QMD / DOC / FRI	3 years

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LIST OF MEDICAL EQUIPMENT

Sl.No	Name of the equipment	Location	Identity Code
.			
1	Auto Clare		
2	Multipare Monitor		
3	Boyles apparatus		
4			
5			
6			

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