

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR PORT TRUST



PROCESS	MEDICAL DEPARTMENT
SECTION	MANUAL FOR CLINICAL LABORATORY

ISSUE NO	: 00
DATE	: 05.07.17
APPROVED BY (WITH SIGN)	Sd/- (05.07.2017) Dy.Chief Medical officer

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
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V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

INDEX

SI.NO	TITLE	PAGE NO
1	Cover Page	1
2	Index	2
3	List of Recipients	3
4	Revision Sheet	4
5	Introduction/Quality Policy & Objectives	5
6	Abbreviation	7
7	SIPOC	8
8	Interested Parties	9
9	List of Benchmark	10
10	Laboratory Investigation - Blood	11
11	Laboratory Investigation - Urine	12
12	Biopsy Specimen	13
13	Indent for Reagents and Other Lab Related Materials	14
14	Organization Chart	15
15	Risk Assessment and Risk Treatment	16
16	Key Performance Indicator	16
17	Action to Address Risk and Opportunities	16
18	Hazard Identification, Risk Assessment and Controls	17
19	List of Registers, Formats	18
20	List of Equipments	18
21	Common-Follow up action on Internal Audit and NCR, Follow up action on External Audit.	

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

LIST OF RECIPIENTS

SI.NO	NAME OF THE RECIPIENTS	CONTROLLED COPY NO
1	Senior Laboratory Technician	1

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

REVISION SHEET

1. ISSUE STATUS :

SI.NO	ISSUE NO	DATE	REASON FOR REVISION
1	1	05.07.2017	Upgradation & Integration of QMS(9001:2015),EMS(14001:2015),OHSAS(18001:2007)

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SCOPE

The Clinical Lab caters to the need of diagnostic investigations of blood, urine, body secretions, etc.

The tests done are

- (i) Bio-chemical tests,
- (ii) Haematological tests,
- (iii) Minor pathological tests.

IMS POLICY OF THE PORT

We are committed to provide seaport facilities and related support services for seaborne transport facilities by –

- Ensuring quality service to EXIM Trade, by adhering all legal requirements.
- Protecting the environment including prevention of pollution.
- Ensuring safety by preventing injury and ill health.
- Continually improving the overall effectiveness of IMS through

Employee motivation and empowerment with social responsibility towards the progress of the Nation.

ISSUE NO: 00

DATE: 05.07.17

APPROVED BY
Dy.Chief Medical officer

IMS OBJECTIVE OF THE DEPARTMENT

QMS

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.

EMS

To ensure reduction of paper and to conserve energy

OHSAS

To ensure prevention of ill health and injury.

IMS OBJECTIVE OF THE SECTION

QMS

To provide test reports at the same day.

EMS

To ensure reduction of paper and to conserve energy.

OHSAS

To ensure prevention of ill health and injury.

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

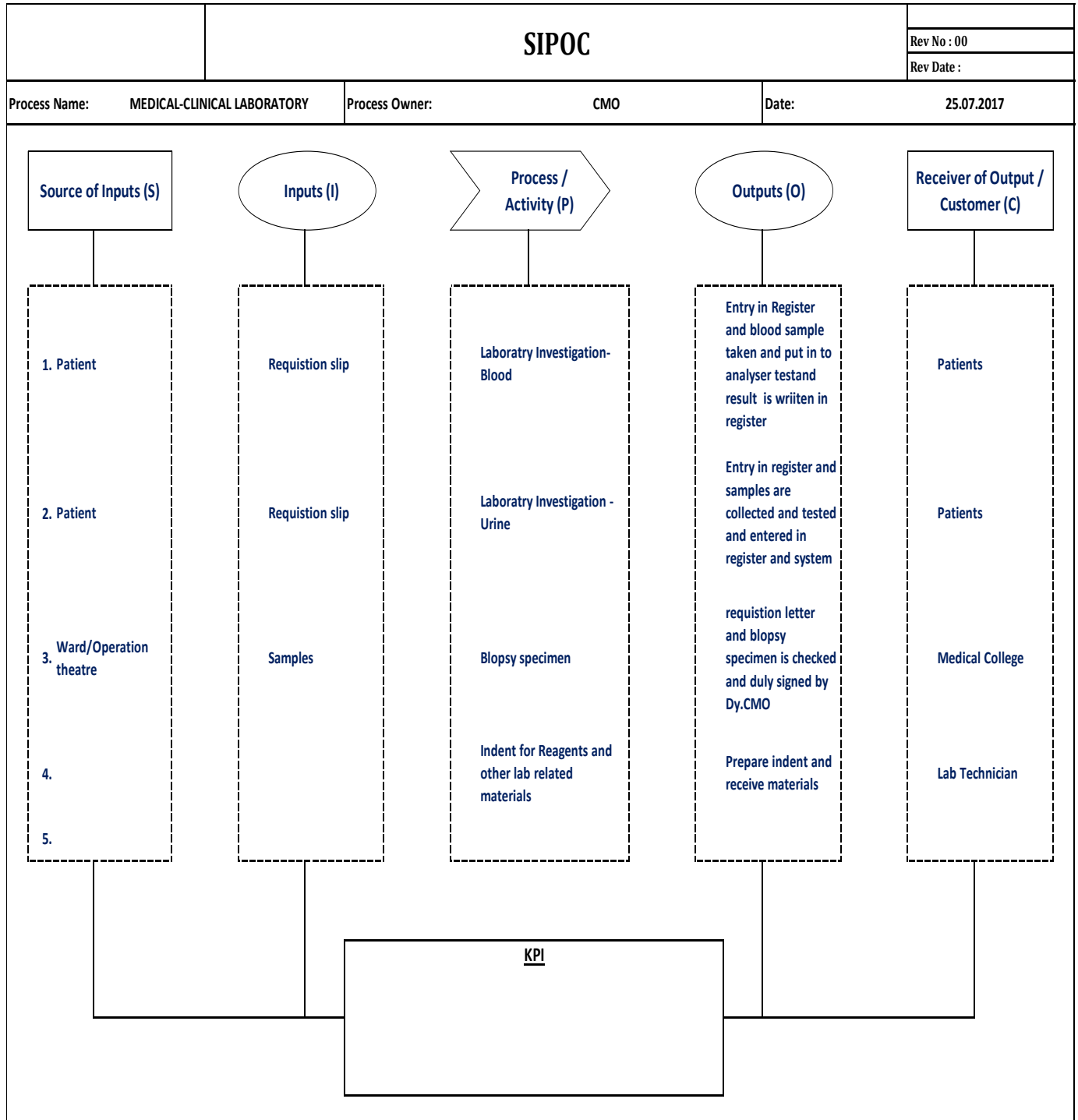
ABBREVIATIONS	
CMO	Chief Medical Officer
Sr.Dy. CMO	Senior Deputy Chief Medical Officer
Dy. CMO	Deputy Chief Medical Officer
SMO	Senior Medical Officer
MO	Medical Officer
CLB	Clinical Laboratory
RBS	Random Blood Sugar
GTT	Glucose Tolerance Test
LFT	Liver Function Test
BS	Bile Salts
BP	Bile Pigments
TC	Total Count
DC	Differential Count
ESR	Erythrocyte Sedimentation Rate
HB	Haemoglobin
OPD	Out Patient Department

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SIPOC



ISSUE NO: 00
DATE: 05.07.17

APPROVED BY
Dy.Chief Medical officer

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

V.O.CHIDAMBARANAR Port Format No. VOC/IP, Issue No: 01, Date: 05.07.2017	
Interested Parties	
4.2 Understanding the requirements of the Interested parties	
Interested Parties	Requirements
Patients	Lab Investigation-blood,Urine test
Lab Technician	Prepare indent and receive materials

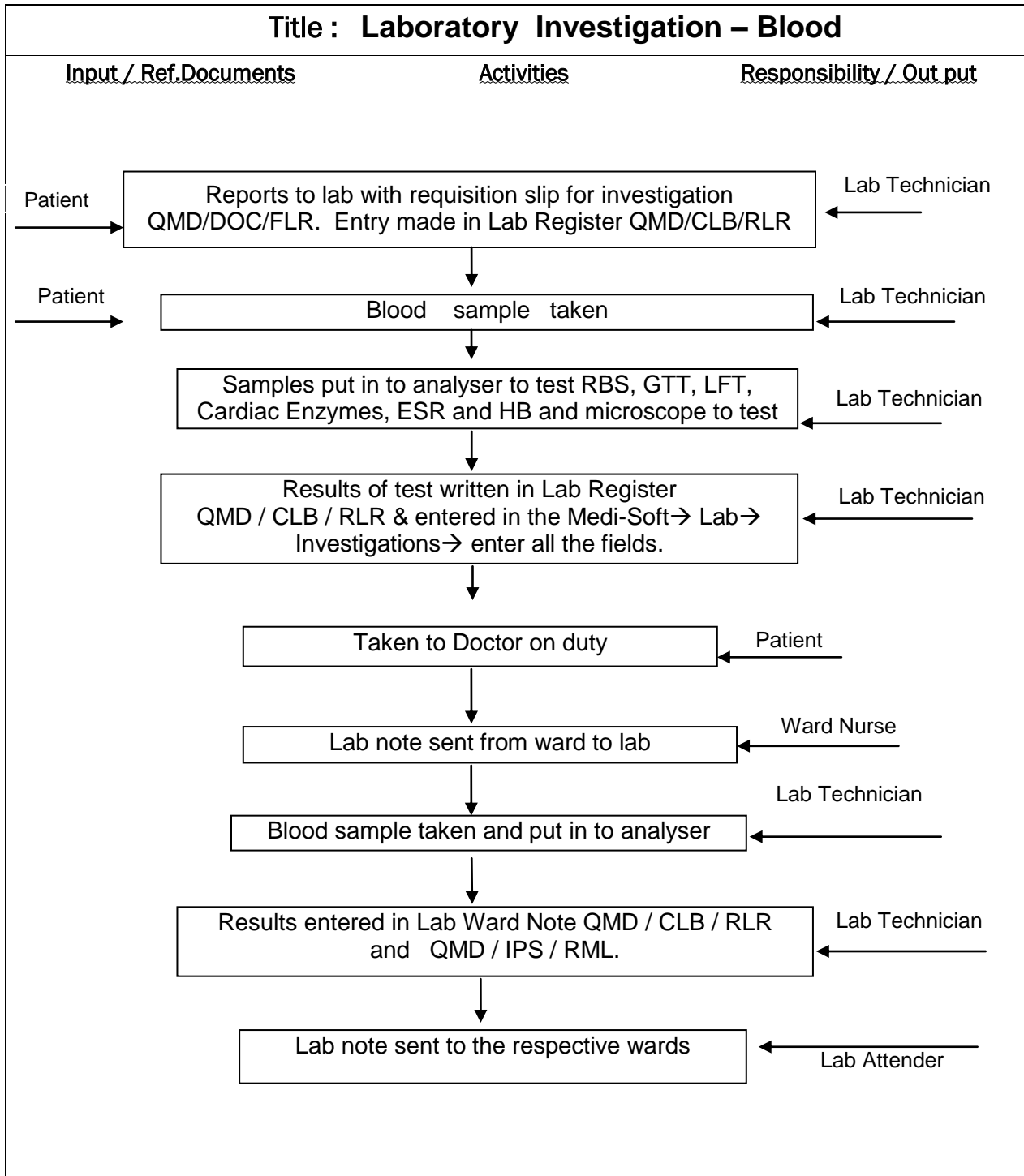
ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

BENCH MARK

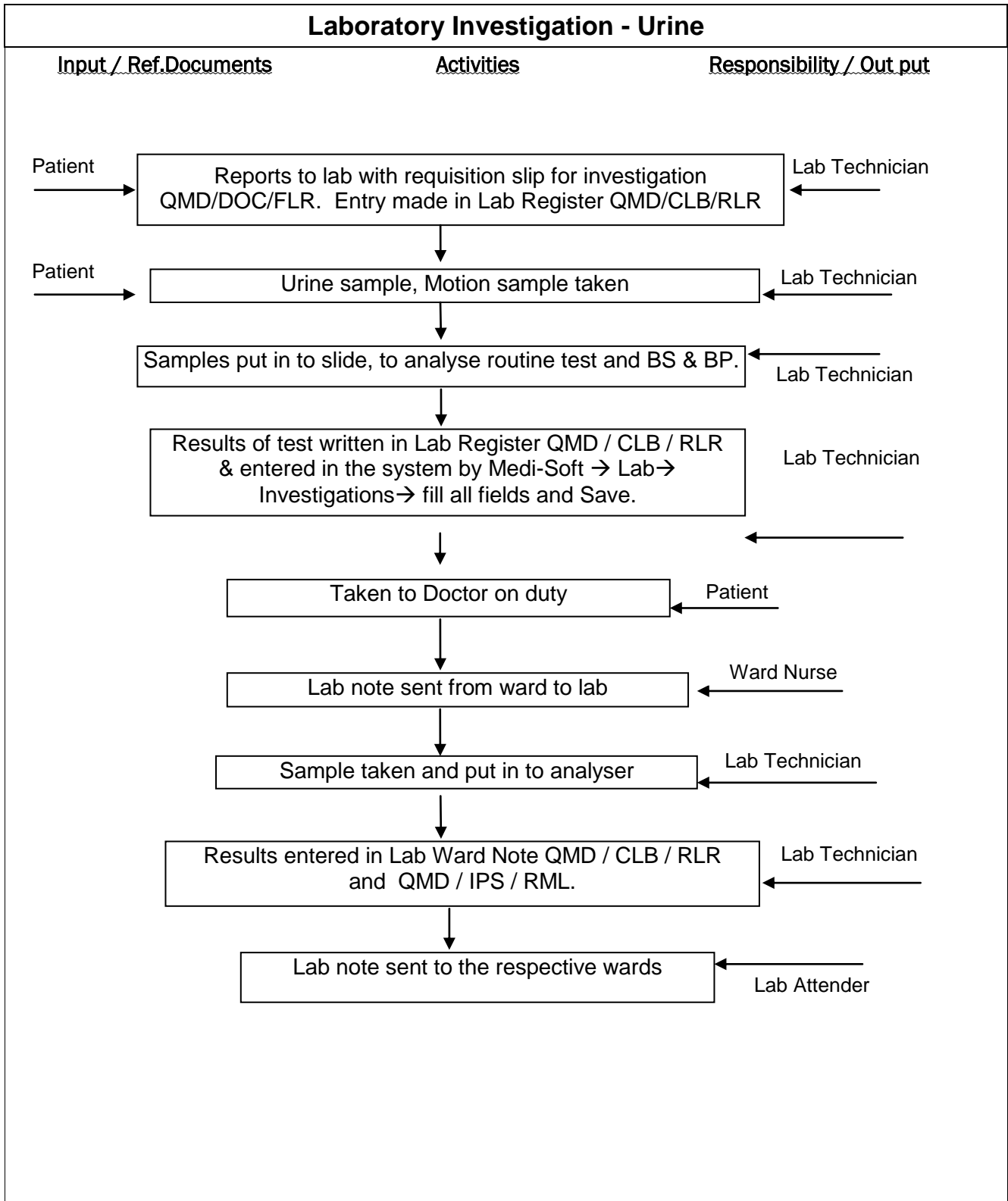
To provide test reports within 12 hours / within the same day.

The results of biopsy specimen are collected within a month time.

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

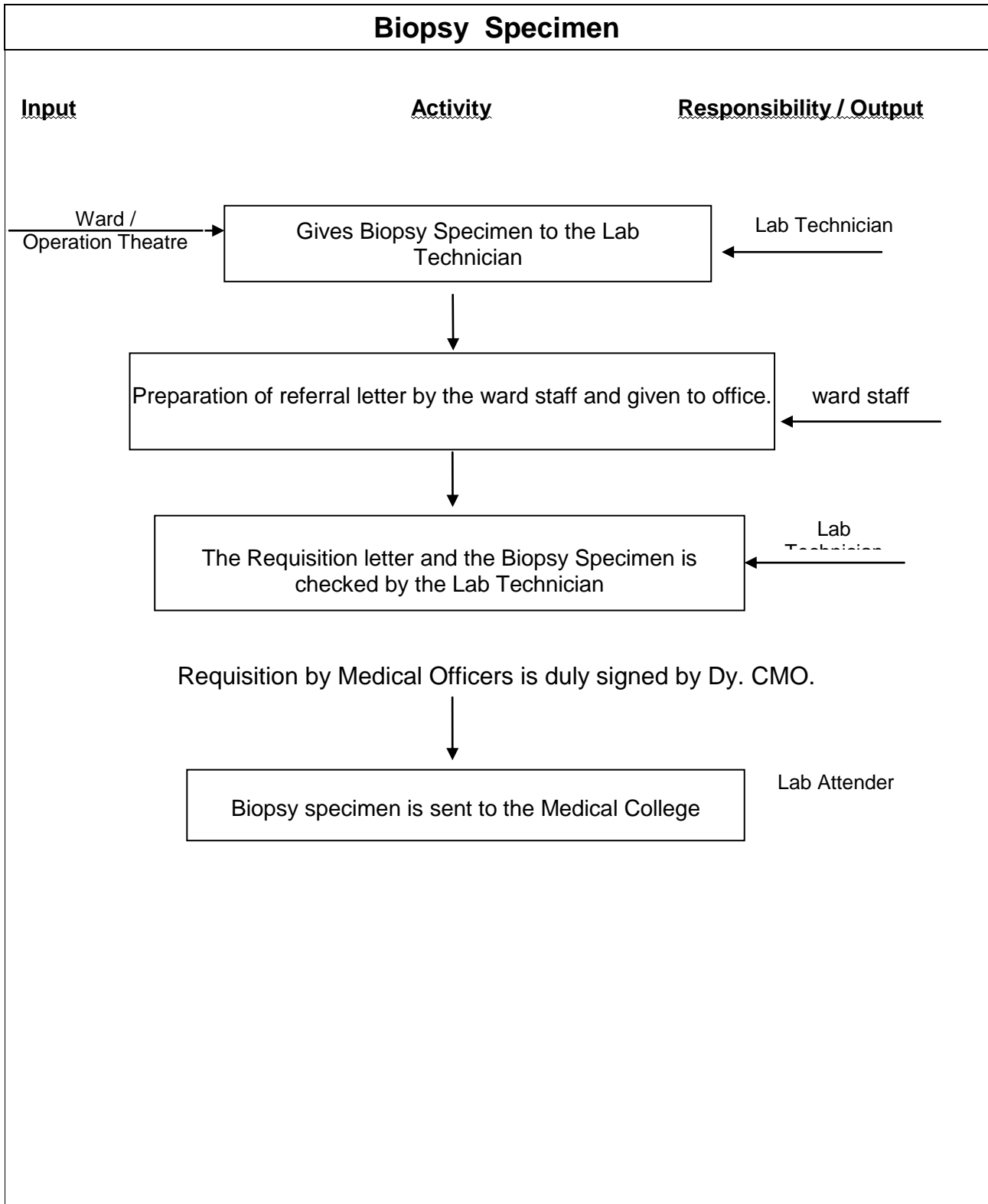


V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

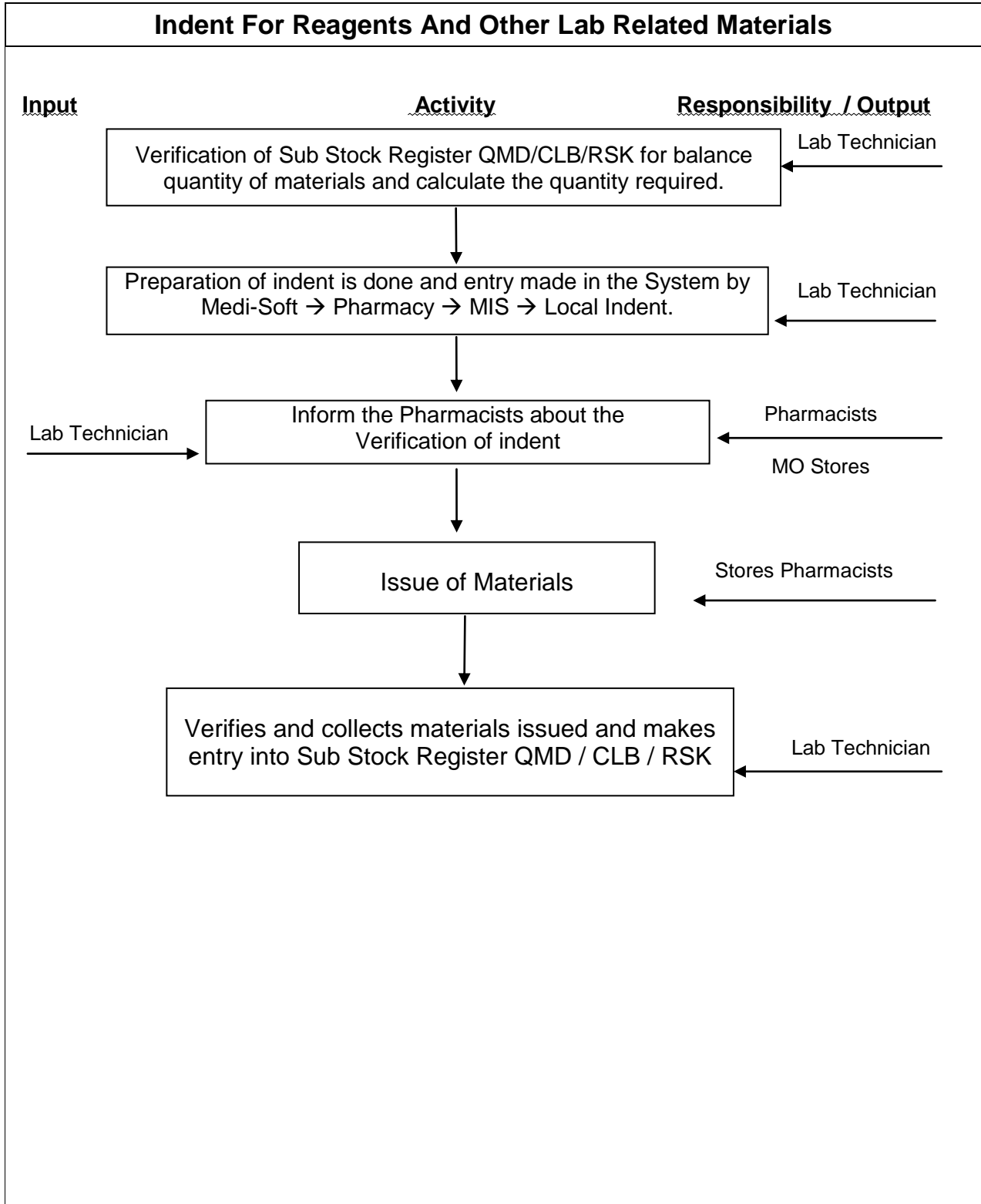


ISSUE NO: 00 DATE: 05.07.17	APPROVED BY Dy.Chief Medical officer
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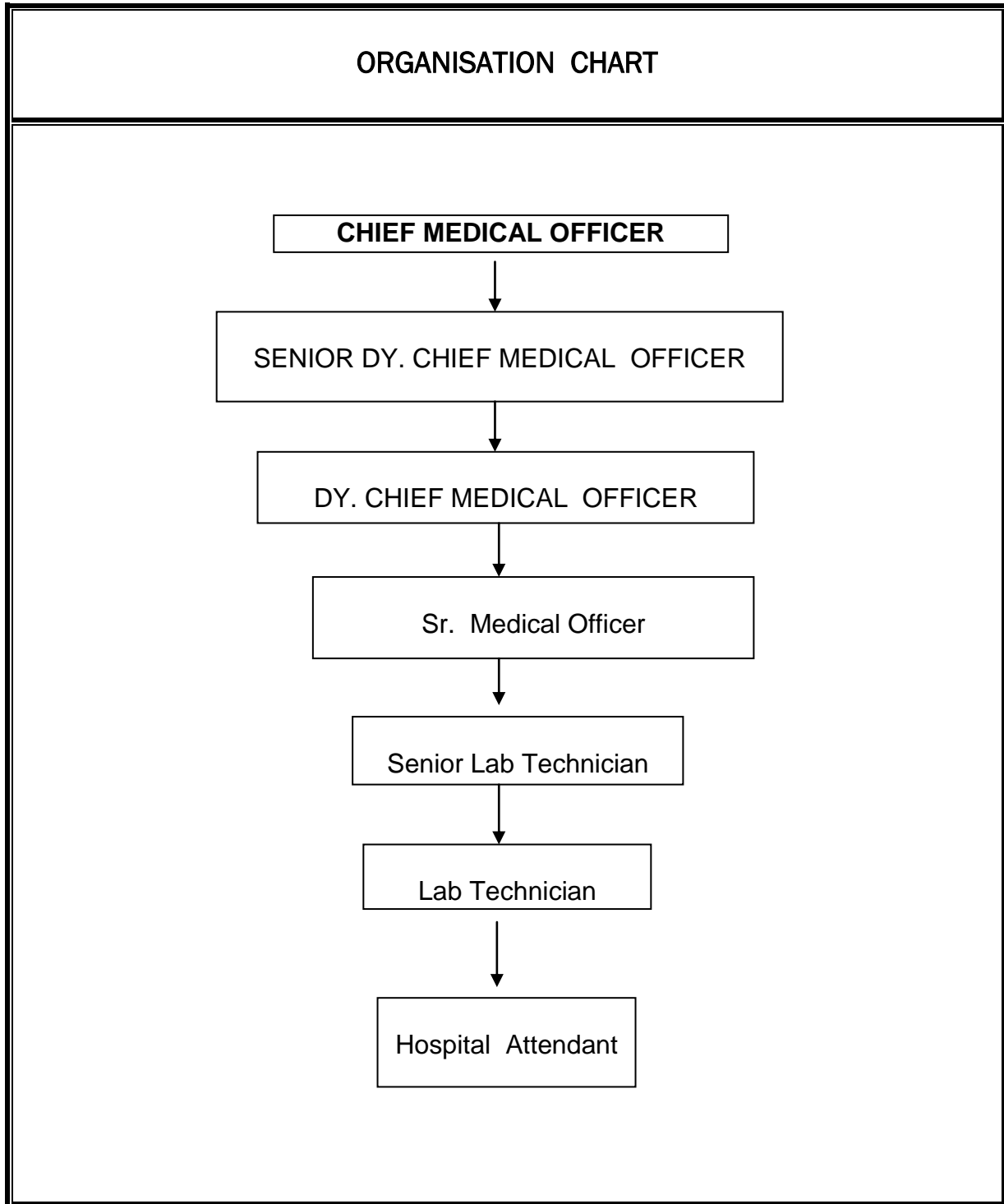
V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL



ISSUE NO: 00 DATE: 05.07.17	APPROVED BY Dy.Chief Medical officer
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ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	



ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

RISK ASSESSMENT AND RISK TREATMENT

RISK	CONTROL METHOD/PROCESS
• Calibration Issue	• Proper Calibration should be done

KEY PERFORMANCE INDICATOR:

To provide test reports at the same day.

ACTION TO ADDRESS RISK AND OPPORTUNITIES

We determined the risks and opportunities related to its environmental aspects (see 10.2), compliance obligations (see 10.4) and other issues and requirements,

SI NO	ASPECT	IMPACT	CONTROL METHOD
1	Generation of disposable Syringes, needles, plastic tubes.	Land pollution Health hazard	SEA/10OCP/1
2	Wet Waste (Urine, Blood, Stool, Sputum and other aspirated body fluids;	Land pollution	SEA/4OCP/1
3	Contaminated cotton with Blood and pus.	Land pollution Health hazard	SEA/20OCP/1
4	Dry Waste like disposable syringe packing covers, paper, noncontaminated cotton swabs (dry & soaked)	Land pollution Health hazard	SEA/17OCP/1

Reference Standard Requirement

ISO 14001:2015, Clause: 6.1.1

Hazard Identification, Risk Assessment and Controls

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM MANUAL

SI NO	HAZARD	RISK	CONTROL METHOD
1	Generation of disposable syringes,needles plastic tubes	Accidental needle prick	SOP/6
2	Urine,blood,stool,sputum and other aspirated body fluids	Infection spread through blood, urine and sputum	SOP/6
3	Contaminated cotton with blood and pus (dry and soaked)	Spread Infection	SOP/6
4	Dry waste like syringes, packing covers, papers, non-contaminated cotton swab(dry and soaked)	No health hazard	SOP/6

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

MASTER LIST OF DOCUMENTS

1. REGISTERS :

S.No.	REGISTERS	CODE	RETENTION PERIOD
1)	Sub Stock Register	QMD / CLB / RSK	10 Years
2)	Clinical Lab Report Register	QMD / CLB / RLR	3 Years

2. FORMATS :

S.No.	FORMATS	CODE
1	Manuals for equipments	QMD / CLB / FME

3. DOCUMENTS OF EXTERNAL ORIGIN :

S.No.	DOCUMENTS	CODE	RETENTION PERIOD
1)	Laboratory Requisition Form	QMD / DOC / FLR	3 years

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	

V.O.CHIDAMBARANAR PORT TRUST
INTEGRATED MANAGEMENT SYSTEM MANUAL

LIST OF MEDICAL EQUIPMENT

SI.No.	Name of the equipment	Location	Identity Code
1	Fully Auto Analyser	CLB	MDE-14
2	Semi Auto Analyser	CLB	MDE -15
3	Microscope	CLB	MDE -16

ISSUE NO: 00	APPROVED BY Dy.Chief Medical officer
DATE: 05.07.17	