



सुपर स्पेशियलिटी बाल चिकित्सालय एवं स्नातकोत्तर शिक्षण संस्थान

सेक्टर- ३० नोएडा-२०१३०३

SUPER SPECIALITY PAEDIATRIC HOSPITAL & POST GRADUATE TEACHING INSTITUTE

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Ref:- SSPHPGTI, Noida /Dir/५५ /2020

Dated: २५ March, 2020

Office order

In view of current national public health emergency due to worldwide COVID-19 epidemic, the institute services are restructured in order to handle the situation in best possible manner.

Entire institute faculty and other staff has been divided into 2 groups

1. Involved in administrative work and non-COVID essential services
2. Actively involved in patient care/ logistics

Non clinical part of the institute system eg engineering/ finance etc shall ensure to meet additional needs in this situation, in addition to continuation of regular services. During quarantine/work from home period, employees have to ensure availability on call/emails, compliance to quarantine guidelines, as issued by UP state/central Government. No one is allowed to leave the station and can be called anytime for onsite duty, as the need arises.

Administrative & non-COVID essential services team-

(Working every day. No Quarantine. Will also serve as reserve pool)

1) Administration-

- Dr Jyotsana Madan, Dean, Incharge Laboratory services
- Dr D.K. Singh, CMS & MS
- Dr Sumi Nandwani, Nodal officer, COVID outbreak, Incharge, Microbiology services
- Dr Poonam Motiani, Executive Registrar

2) Essential services-

- Dr Ruchi Rai, Incharge, Neonatal services
- Dr Sangeeta Tripathi, Incharge, Radiology services
- Dr Nita Radhakrishnan, Incharge, Chemotherapy services
- Dr Dinesh Tyagi, Store and supply
- Mr Gaurav Srivastava, Sanitation
- Engineering services- Mr Lalit Bhati (Civil works and water supply), Mr Harsh & Mr Pawaar (Electricity) and Mr Riyaz (IT services). All other workers in each team shall continue duties as before.

Patient care & logistics team-

(2 weeks' duties + 2 weeks' home quarantine. Quarantine population will be reserve pool)

Further composed of following teams-

- Team 1 (Enquiry and patient movement)
- Team 2 (Fever/sickness desk)
- Team 3 (Triage/emergency care)
- Team 4 (Isolation)
- Team 5 (Emergency+ ICU)

Job description of teams	
Team 1	<ol style="list-style-type: none">1. Positioned at the main entrance2. Will respond to queries of patients who walk in3. Will divert those who come seeking COVID screening to 4th floor4. Rest of the patients will be sent to TEAM 25. They will assist in patient movement (to Emergency, Radiology, Registration desk, wards etc)
Team 2	<ul style="list-style-type: none">• 8 AM- 8 PM cover on assigned days. Rest everyday 9 AM to 5 PM in parent department.• Sort 4 categories of patients<ol style="list-style-type: none">1. Patients for COVID testing: to be sent to 4th floor2. Non-COVID medical and surgical emergencies: send to Triage3. Patients for designated services (NICU, PHO) to be sent to respective wards4. OPD ailments: dispose with oral medicines and investigations sos
Team 3	<ul style="list-style-type: none">• Regular team of JR/EMO/ SR will be posted as Team 3 Triage.• They will be stationed in Triage room and will operate as usual.• They will manage routine emergencies as usual
Team 4	<ul style="list-style-type: none">• Patient care & sample collection in isolation ward, under guidance of Team 5• One JR is posted in both shifts. Will reach and leave 4th floor using lift 8. Will sign in register provided in 4th floor. Will leave behind pen/steth/apron etc after duty hours in 4th floor itself
Team 5	<ul style="list-style-type: none">• Responsible for all inpatients in Triage and Emergency• Will be responsible 24 hours (internal arrangements to be made inside each team). Will be stationed inside hospital between 8am-8pm and will be available on call between 8pm-8am

Present roster schedule- Each team further divided into 2 teams (people can be switched to other teams while making subsequent rosters)

		On site working	Home quarantine
Week 1	25 -31 March 2020	Team A	Team B
Week 2	1 Apr- 7 April 2020	Team A	Team B
Week 3	8 -14 April 2020	Team B	Team A
Week 4	15 -21 April 2020	Team B	Team A

Composition of teams-

Team 1 (8 AM to 8 PM)	
Team 1 A	Team 1 B
1. Dr. Iram Ansari (Dentist)	5. Dr. Niharika (Dentist)
2. Sister Sarola (Grade 1 nurse)	6. Sister Urvi (Grade 1 nurse)
3. Mr. Anupam Srivastava (PT)	7. Mr. Khaleel (PT)
4. Mr. Yash (Data operator)	8. Mr. Keshav (Data operator)

Team 2		
Team 2A (9am- 5pm daily)	8 am to 8 pm	Team 2B (9am- 5pm daily)
Dr Sumit Rai + Dr Devajit	Mon, Thu	Dr Naaz + Dr Savitri
Dr Seema + Dr Manish	Tue, Fri	Dr Satyam + Dr Abhishek
Dr Ankur + Dr Divya	Wed, Sat	Dr Vikrant + Dr Usha
Dr Ankur Goyal (SR, TM)	Sunday	Dr Deeksha Lochab (SR, Ophthal)
Dr Naresh Raj, Dr Annapurna	Everyday	Dr Neeti, Dr Shreya

Team 3				
Day 8 AM -8 PM (2 week duty, 2 weeks quarantine)		Night 8 PM- 8 AM (daily night for 1 week, followed by 2 weeks quarantine)		
Team 3A	Team 3B	Team 3X	Team 3Y	Team 3Z
Dr. BP Singh	Dr. Akash Raj	Dr Zeeshan	Dr Syed	Dr Ravi
Dr. Nupur	Dr. Rachit	Dr Vibha	Dr Sohini	Dr Anupriya
Dr. Neema	Dr. Abhishek			

Team 4				
Day 8 AM -8 PM (2 week duty, 2 weeks quarantine)		Night 8 PM- 8 AM (daily night for 1 week, followed by 2 weeks quarantine)		
Dr Sonali	Dr Sangeeta	Dr Aditya	Dr Govind	Dr Deeksha

Team 5		
	Team 5 A	Team 5 B
Medicine	Dr Bhanu Kiran	Dr Vikas Jain, Dr Umesh
Surgery	Dr Pramod Sharma, Dr Mukesh Kumawat	Dr Dheeraj Sharma
Anaesthesia	Dr Ridhima	Dr Mukul Jain

Following teams/persons from clinical care team are designated for looking after other additional specific arrangements

- Emergency lab services, roster for technicians & LIS records- Dr Usha/ Dr Naaz
- Kitchen services- Dr Seema Dua/Dr Satyam Arora
- Infection control & Housekeeping- Dr Sumit Rai/Dr Vikrant Sharma
- Transport & Mortuary- Dr Debojit Nath/ Dr Ankur Aggarwal
- Estate Office- Dr Abhishek Gupta/ Dr Poonam Motiani
- CNO office- Dr Manish Girhotra/ Dr Savitri Singh
- Security- Dr Mukul Jain/ Dr Pramod Sharma
- Daily data handling/communication - Dr Dinesh Sahu, Mr Priyam, Ms Mamta MSW
- Demand & Procurement- Dr Sumi Nandwani, Mr Gaurav Shrivastav, MO Store, Mr Dinesh Pal
 - Consumables/PPE requirement estimation- Dr Nita Radhakrishnan
 - Medicine requirement estimation- Dr Umesh Shukla/ Dr Bhanu K Bhakhri
 - Equipment maintenance/requirement estimation- Dr Ridhima Sharma/ Dr Vikas Jain
 - Indents and disbursements- Mr Anish Aniyam
 - Coordination with CMO office- Mr KK Singh MSW (stationed at OPD reception counter)
 - Dissemination of relevant updated guidelines to various teams- Dr Divya Jain
- Dialysis services- Dr Mukesh Kumawat/ Dr Dheeraj Sharma
- In the absence of Dr D.K. Singh, CMS, Dr Mukesh Kumawat has been nominated to look after functioning of CMS office with assistance from Dr Nita Radhakrishnan.

Important information relevant to this order

- All non-clinical part of the institute system eg engineering/finance/kitchen/laundry/waste disposal etc shall ensure to meet additional needs in this situation, in addition to continuation of regular services. Each and every employee working in the institute (including contractual, outsourced) is working
- During quarantine/work from home period, employees have to ensure availability on call/emails, compliance to quarantine guidelines, as issued by UP state/central Government No one is allowed to leave the station and can be called anytime for onsite duty, as the need arises
- Any noncompliance towards the assigned duties attract strict and immediate disciplinary action, including lodging of FIR in police station. If required, anyone can utilize institute accommodation and kitchen arrangements for the ease of performing duties.
- Roster shall remain applicable on all Sundays and national holidays.
- The registration and HIS services for non COVID patients shall continue as it is. All patients with COVID related issues shall be registered manually as a separate record
- Staff working in isolation shall not leave the area during the duty hours. If required, they can avail refreshments/meals from kitchen during working hours.

- Teams working in various areas will be provided personal protection equipment as per the updated guidelines (Isolation and emergency- masks/gloves and PPE kit wherever indicated, triple layer masks for other areas).


(Prof. D. K. Gupta)
Director

Copy to:-

1. Dean, SSPHPGTI, Noida
2. All HOD/ All Faculty, SSPHPGTI, Noida
3. Chief Medical Superintendent/Medical Superintendent, SSPHPGTI, Noida
4. Finance Officer, SSPHPGTI, Noida
5. Officer Incharge Nursing, SSPHPGTI, Noida.
6. Notice Board.


(Prof. D. K. Gupta)
Director