



Hospital Administration committee

Venue: Meeting hall

Date: 13.3.2020

Time: 9am

Agenda:

Constitution of the Hospital Administration committee

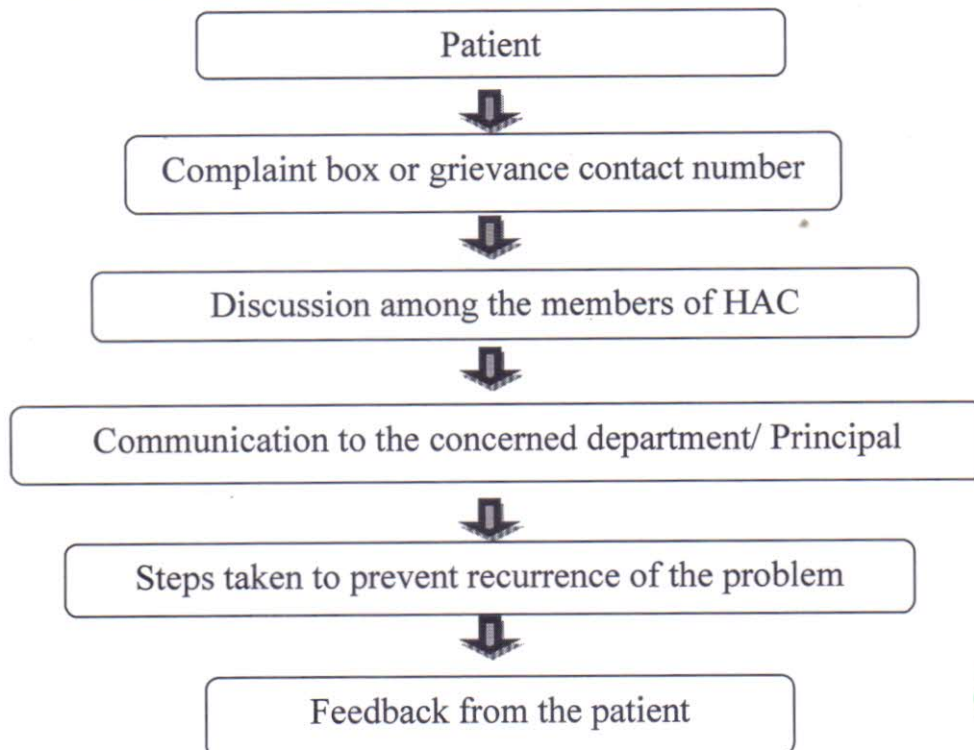
Aim:

The main purpose of Hospital Administration committee is to provide clear and detailed description of the steps to be taken by the faculties to provide best possible patient care

Objectives

- The Hospital Administration committee of Sri Venkateshwaraa Dental College, focuses on dealing with general administration of hospital.
- To provide best possible patient care
- To provide standard operating procedures
- To conduct periodic inspection and addressing the issues related to patient care

WORKING MECHANISM:



PRINCIPAL
SRI VENKATESHWARAA DENTAL COLLEGE
ARIYUR, PUDUCHERRY - 605 102.

No.13-A, Pandy-Villupuram Main Road, Ariyur, Puducherry-605 102.

Tel : 0413-2644405 | Telefax : 0413-2644406 | E-mail : principal@svmcpondy.ac.in | Website : www.svdcpondy.ac.in



HOSPITAL ADMINISTRATION COMMITTEE

This is to inform all that Hospital Administration Committee of Sri Venkateshwaraa Dental College, Pondicherry is constituted with the following members listed below with effect from March, 2020. Requesting all the members to give their support and contribute to the cause.

This will be valid for a period of 3 years (Mar 2020 to Feb 2023)

Sl.No.	Name	Designation
1.	Dr. S. Senthilnathan Principal, SVDC	Chairperson
2.	Dr. Yuvaraj Vice -Principal, Admin,SVDC	Member
3.	Dr. Jeelani Reader, SVDC	Member
4.	Dr. Satheesh. G Reader, SVDC	Member
5.	Dr. Akila Sr.Lec, SVDC	Member
6.	Mr. Inbaraj Nursing Incharge,SVDC	Member

Copy to
COO
Principal
Heads of the departments
Members of HAC
AO

PRINCIPAL

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Hospital Administration Policy	Last reviewed: Issue: Pages :1-4
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Policy	Hospital Administration Policy is designed with the focus on the smooth functioning of the hospital and to improve the efficiency of patient Care.
Purpose	The main purpose of having a Hospital Administration committee is to provide clear and detailed description of the steps to be taken by the faculties to provide best possible patient care
Scope	This policy applies to all the clinical departments rendering patient care
Procedure	MEMBERS OF THE HOSPITAL ADMINISTRATION COMMITTEE 1. Chairperson: Dr. S. Senthilnathan (Principal) 2. Committee members: Dr. Yuvaraj (Vice Principal- Admin) Dr. Jeelani, Reader Dr. Satheesh, G Reader Dr. Akila, Sr.Lec Mr. Inbaraj, Nursing Incharge The membership of such nominated members shall be for a period of three years. The quorum for the meeting shall be two-thirds of the total number of members. The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

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WORKING MECHANISM OF HOSPITAL ADMINISTRATION

SVDC has adopted a standard operating procedure for the smooth functioning of the hospital and to provide best patient care

General instruction for patients

- Direction to Dental hospital is displayed from the access road
- Facility lay out with direction to different departments are displayed
- Facility name is prominently displayed at front of building
- Important phone numbers (Principal, Vice principals) are displayed

Infrastructure

- Periodic maintenance of building
- Periodic check of electricity installation, non-structural components are properly secured

Patient registration

- Patient Registration book is maintained

Grievance

- No discrimination to patients on any ground
- Courteous behavior of staffs to patients & visitors
- Grievances' redressed Process displayed with contact details of grievance redressal authority. Complain box available to patients to drop their grievances. Grievance are collected fort nightly/daily/weekly/monthly.
- Records of grievance maintained
- Periodic review of grievances received for taking action & evidence maintained in records on action taken.

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SAFETY:

- Restricted access to electrical panels, danger signs displayed at high voltage electrical installation
- Display of fire exit signs
- Periodic refilling of fire extinguisher & fire extinguisher with expiry date
- Training on use of fire extinguisher, periodic mock drill for fire safety at facility
- Drugs & consumables provided at point of use

Medication

- Provision of local purchase during emergency situations
- Drugs stored in pharmacy in specified place
- Management of expiry & near expiry drugs

Disinfection & Sterilization

- Cleaning and Mopping of the floors
- Wiping of the registration desk and furniture
- Disinfecting and Cleaning the dental chairs, spittoons, side tables and trolleys
- Sterilization of the instruments should be done on daily basis and records are maintained

Bio Medical Waste management (BMW)

- Arrangement for Disposal of waste is established
- Generation, handling, disposal of BMW as per guideline

COVID

- COVID norms are followed strictly
- First contact clinic established and patients are directed accordingly

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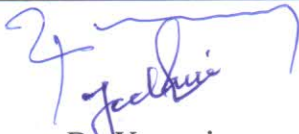
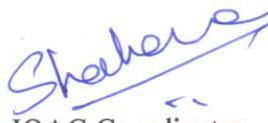


sri venkateshwararaa Dental College



KNOWLEDGE IS POWER

(Recognized by Dental Council of India - Affiliated to Pondicherry University)

Reconstitution of Committee	Once in three years
Related/Supportive Documents	Circulars
Custodian	Dr. Yuvaraj.V - Member Secretary

Prepared by	Verified	Approved by
 Dr. Yuvaraj Dr. Jeelani	 IQAC Coordinator 	 Dr. S. Senthilnathan PRINCIPAL SRI VENKATESHWARAAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.

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