CIRCULAR

The minutes of the Meeting of all HOD's of Surgical Specialties & HOD's Anaesthesia regarding OT management which was held on 10th February 2022 (Thursday) in Board Room, Admin Block is being circulated for perusal and strict compliance.

(Lt. Gen. (Dr.) Bipin Puri)
Vice Chancellor

Enclosure: As above

Copy to:
1) All Head of the Departments (Surgical), KGMU, Lucknow.
2) Head, Department of Anaesthesiology, KGMU, Lucknow.
3) All CMS/MS, KGMU, Lucknow
4) Faculty Incharge, Common Equipment Cell, KGMU, Lucknow.
5) Registrar, KGMU, Lucknow.
6) Finance Officer, KGMU, Lucknow.
7) Circular Book.
Meeting of Minutes

A meeting of All HODs of Surgical specialities & HOD Anaesthesia and others (list enclosed) was held under the chairmanship of Hon'ble Vice-Chancellor on 10/02/2022 in the Board room of Vice-chancellor office.

The following members was attended the meeting:-

1. Prof. S.K. Singh
   HOD, CVTS
2. Prof. B.K.Ojha
   HOD, Neurosurgery
3. Prof. Brijesh Mishra
   HOD, Plastic Surgery
4. Prof. A.A. Sonkar
   HOD, Surgery (General)
5. Prof. Uma Singh
   HOD, Obst. & Gyne.
6. Prof. Sandeep Tiwari
   HOD, Trauma Surgery
7. Prof. J.D. Rawat
   HOD, Paediatric Surgery
8. Prof. Vineet Sharma
   HOD, Orthopaedic Surgery
9. Prof. Vijay Kumar
   HOD, Surgical Oncology
10. Prof. Anand Kumar Mishra
    HOD, Endocrine Surgery
11. Prof. Abhijeet Chandra
    HOD, Surgical Gastroenterology/
        Human Organ Transplant
12. Prof. S.N.Sankhwar
    HOD, Urology
13. Prof. Ajai Singh
    HOD, Paediatric Orthopaedic
14. Prof. S.K. Dwivedi
    HOD, Cardiology
15. Prof. Apjit Kaur
    HOD, Ophthalmology
16. Prof. Anupam Mishra
    HOD, ENT
17. Prof. Shailendra Kumar
    HOD, Thoracic Surgery
18. Prof. Ambrish Kumar
    HOD, Vascular Surgery
19. Prof. Shadab Mohammad
    HOD, Oral & Max. Surgery
20. Prof. Avinash Agarwal
    Incharge, Common Equipment Cell
21. Prof. G.P.Singh
    HOD, Anaesthesiology
22. Dr. Jyotsna Agrawal
    Prof., Anaesthesiology
23. Dr. Monica Kohli
    Prof., Anaesthesiology
24. Dr. Dinesh Kaushal
    Prof., Anaesthesiology
25. Dr. Dinesh Singh
    Prof., Anaesthesiology
26. Dr. Karan Kaushik
    Assistant Professor
    Cardiac Anaesthesia
27. Dr. Brijesh Pratap Singh
    Assistant Professor, Anaesthesiology
Measures to augment Anaesthetic services in the medical university were discussed in detail.

<table>
<thead>
<tr>
<th>Category</th>
<th>Discussions</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Working Atmosphere</td>
<td>Hon’ble Vice-Chancellor emphasized having a more congenial working atmosphere with better coordination between surgeons, anaesthesia faculty &amp; other OT staff to increase OT patient turnover time.</td>
<td>HOD anaesthesia to form a coordination committee of all HODs (surgical side with anaesthesia) to sort out any issue and also to facilitate better interpersonal skills.</td>
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<td>OT Time</td>
<td>It was reiterated that OTs will start working at 9:00 am (University Timing 9:00 am to 4:00 pm as decided by first Executive Council meeting of the university on 2nd August 2003). Everybody is expected to, co-operate &amp; be punctual.</td>
<td>For HOD Anesthesia and HOD Surgical branches to follow</td>
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<td>Organization of manpower and OT</td>
<td>On the suggestion of HOD Anaesthesia that OT administration shall be put under the Anaesthesia department. This is normal practice in other institutions also (including nursing staff and other ancillaries). In this line, it is decided that OT infrastructure upkeep will be placed under Anaesthesia Department in a phased manner to begin with the administration of 16 theatre complex of Shatabdi Hospital in the first phase. The manpower will remain under the parent department however it will be utilized by both departments during the operational hours for optimal patient care.</td>
<td>Medical Superintendent Shatabdi Phase 1 along with HOD Neurosurgery, Surgical Oncology, GastroSurgery, Endocrine Surgery, Trauma Surgery</td>
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<td>infrastructure</td>
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<td>Equipment Upkeep</td>
<td>Faculty I/C Equipment Cell to strengthen OTs with anaesthesia work station, monitor and other spare parts as per requirement.</td>
<td>Faculty I/C Equipment Cell for needful</td>
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<td>Cardiology Clearance as a requisite of</td>
<td>An ECG machine to be placed in PAC clinic and Department of Anaesthesia agreed not to send routine reference to Cardiology or KCH as a part of PAC. A WhatsApp group ‘cardio ref’ to be operationalized by Dr Gaurav Chaudhary Cardiology for reference of cardiology.</td>
<td>Faculty I/C Equipment Cell for needful. Dr Gaurav Chaudhary for action.</td>
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<td>Case sheet Documentation and WHO safety Check list</td>
<td>Faculty Anaesthesia to put anaesthesia notes in the case sheet of each patient after completion of anaesthesia and to follow safety check list of WHO (enclosed) in every patient. As per safety norms, one qualified anaesthetist one table norms shall be followed.</td>
<td>HOD Anesthesia to issue note format. Faculty Anesthesia for compliance.</td>
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<td>Unit System in department of Anesthesia</td>
<td>It was suggested to create unit system in the department of Anaesthesia for better management of Anesthesia services across the campus due to lack of centralized OT services in one place in the medical university.</td>
<td>HOD Anesthesia for action.</td>
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Lt. (Gen.) Dr. Bipin Puri  
Vice Chancellor