

Sri

MANAKULA



VINAYAGAR

Medical College and Hospital

Outward No: SMVMCH /DO/Committee /237 / 2018

21.02.2018

INFECTION CONTROL COMMITTEE

| | |
|---|-------------|
| Medical Superintendent | Chairperson |
| Professor & Head Dept. of General Surgery | Member |
| Professor & Head Dept. of Medicine | Member |
| Professor & Head Dept. of OBG | Member |
| Professor & Head Dept. of Pharmacology | Member |
| Professor & Head Dept. of Orthopaedics | Member |
| Professor & Head Dept. of Microbiology | Member |
| Nursing Superintendent | Member |
| Dr. Mangaiarkarasi. T, Assoc. Prof. of Microbiology | Secretary |

Copy to

The Chairman and Managing Director
The Director
The Dean (Academic)
The Dean (Research)
The Medical Superintendent
All committee members
Office file


DEAN
21/2/18
Dr. KAGNE, R.N.
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

Ref no: DMBA/31.



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND
HOSPITAL KALITHEERTHALKUPPAM, PUDUCHERRY - 605 107.

Minutes of the HIC & BMWM committee Meeting held on 01/02/2018

Agenda

1. Review of the minutes of the last meeting
2. Review of the Bio Medical Waste Disposal practices
3. Review of the Infection Control practices
4. Any other issues raised by the members with the permission of the chairperson

Minutes of the meeting

- The first quarterly meeting of the year 2018 was held in the chambers of the Medical superintendent from 2.30 PM to 3.30PM
- The chairperson welcomed the members and announced the names of the new members of the committee.
- The members reviewed the minutes of the last meeting.
- The chairperson approved the re designation of the waste management committee as 'Bio Medical Waste Management' committee.
- The committee approved the nomination of Dr. T.Mangaiyarkarasi (member) as joint secretary of HICC & BMWM committee.
- The committee approved the formation of a common committee for HICC&BMWM AND TO meet on the last Tuesday of every quarter with January, April, July and October.
- It was suggested to create /arrange to upload the monthly and annual report of 'BMW' generated in the institution's website. Mrs.Mohana ANS has been advised to do the needful.
- The committee approved to incorporate the infection audit form in all the case sheets to assess the HAI.
- The HOD of anesthesia expressed satisfaction in control of rodent menace in the O.T annexes.
- The chairperson advised the Housekeeping supervisor to take appropriate action to control the rodent population in the hospital.
- Chairman advised the HIC Nurse to conduct 'CME' programmes on the new guidelines of BMWM for all the paramedical staff at regular intervals.
- The HOD of orthopedics suggested that the medical officer of the unit should be apprised of the infections (HAI) *
- The chairperson advised the house keeping supervisor to provide foot operated dust bins and ensure proper segregation & collection of BMW and arrange for barcoded labels/tags and use of non chlorinated plastic covers with bio hazard symbol at the earliest.
- The meeting concluded with vote of thanks by the secretary.

Copy to

- 1 Chairman
- 2 Director
- 3 Dean
- 4 Dean (Acad)
- 5 Dy Medical superintendent(Medical)
- 6 Dy Medical superintendent(surgical)
- 7 Members


Medical superintendent

&

Chairman HIC & BMWM
Committee


112/18

Ref.no DMB/460/2014/18



**SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM, PUDUCHERRY - 605 107.**

Minutes of the HIC & BMWM committee Meeting held on 27/04/2018

Agenda

1. Review of the minutes of the last meeting
2. Review of the Bio Medical Waste Disposal practices
3. Review of the Infection Control practices
4. Any other issues raised by the members with the permission of the chairperson

Minutes of the meeting

- The second quarterly meeting of the year 2018 was held in the chambers of the Medical superintendent from 2.30 PM to 3.30PM
- The chairperson welcomed the members for the meeting.
- The secretary reviewed the minutes of the last meeting.
- The chairperson emphasized the necessity of uploading the monthly BMW report on our institutional website. He also instructed the ICN Mrs.Mohana to do the needful.
- Since the committee has approved to incorporate the infection audit form in all the case sheets to assess the HAI, chairperson instructed the ICN to incorporate the same immediately.
- The secretary presented the incidence of needle stick injury (NSI) occurred in the first quarter in our institute.
- Members discussed about NSI protocol and management in detail and suggested to form an expert panel for the same.
- Posters prepared to sensitize the health care workers about NSI were circulated among the members for their approval.
- Chairperson instructed Mr.Naresh to enquire and submit the quotation for bar-coding software for BMWM.
- The HOD of anesthesia and pediatrics expressed their concern over A/C problem in PICU, NICU and OT complex.
- The chairperson advised the Housekeeping supervisor to take appropriate action to control the rodent population in the hospital.
- Chairman advised the HIC Nurse to conduct 'CME' programmes on the new guidelines of BMWM for all the paramedical staff at regular intervals.
- The chairperson advised the N.S to provide cap, mask and apron to the visitors in ICU & ICCU.
- The chairperson advised the house keeping supervisor to monitor the internal transport of BMW.
- The meeting concluded with vote of thanks by the secretary.

T.H
Secretary 27/04/2018

(HIC & BMWM committee)

Copy to

1. Chairman
2. Director
3. Dean
4. Dean (Acad)
5. Dy Medical superintendent(Medical)
6. Dy Medical superintendent(surgical)
7. All Members through M.S

The signature of the Medical Superintendent, written in cursive ink.

Medical superintendent

(Chairman HIC & BMWM Committee)



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

KALITHEERTHALKUPPAM, PUDUCHERRY - 605 107.

Minutes of the HIC & BMWM committee Meeting held on 24/07/2018

Agenda

1. Review of the minutes of the last meeting
2. Review of the Bio Medical Waste Disposal practices
3. Review of the Infection Control practices
4. Any other issues raised by the members with the permission of the chairperson

Minutes of the meeting

- The third quarterly meeting of the year 2018 was held in the chambers of the Medical superintendent from 2.30 PM to 3.30PM
- The secretary welcomed the members and reviewed the minutes of the last meeting.
- The chairperson emphasized the necessity of BMW segregation and insisted everyone to follow.
- The secretary presented the data of Hepatitis vaccination given and the incidence of needle stick injury (NSI) occurred in the second quarter in our institute.
- OG HOD brought to notice about the offensive smell near labor room for which chairperson advised the engineer to follow and rectify the problem.
- OG HOD also brought to notice about leggings shortage for surgery patients and also insisted to make it compulsory to all. Chairperson advised NS to follow this issue.
- Surgery professor brought to notice that OPDs to be clean before 8.30 am chairperson instructed the housekeeping supervisor to follow the schedule properly.
- Mr.Naresh informed the committee about the Bio gas unit inducted in our institute.
- Chairman advised the HIC Nurse to conduct 'CME' programmes on the new guidelines of BMWM for all the paramedical staff at regular intervals.
- The chairperson suggested starting an official mail ID for the committee members to communicate.
- The chairperson advised the house keeping supervisor to monitor the internal transport of BMW.
- The meeting concluded with vote of thanks by the chairperson reminding everyone to meet next on 30th October 2018.

[Signature]
Secretary
25/7/2018

(HIC & BMWM committee)

[Signature]
Medical superintendent
(Chairman HIC & BMWM Committee)

Copy to

- 1 Chairman
- 2 Director *[Signature]* 25/7/2018
- 3 Dean *[Signature]* 25/7/2018
- 4 Dean (Acad)
- 5 Dy Medical superintendent(Medical)
- 6 Dy Medical superintendent(surgical)
- 7 All Members through M.S



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

KALITHEERTHALKUPPAM, PUDUCHERRY - 605 107.

Minutes of the HIC & BMWM committee Meeting held on 23/10/2018

Agenda

1. Review of the minutes of the last meeting
2. Review of the Bio Medical Waste Disposal practices
3. Review of the Infection Control practices
4. Any other issues raised by the members with the permission of the chairperson

Minutes of the meeting

- The fourth quarterly meeting of the year 2018 was held in the chambers of the Medical superintendent from 2.00 PM to 3.15 PM
- The secretary welcomed the members, reviewed the minutes of the last meeting and briefed about the visit of consultant from 'Valueadded' regarding HIC practices in our hospital.
- The secretary presented to the members the statistics of incidence of NSI, surgical site infection that occurred in the past 3 months.
- Dr.Arulkumaran brought to the notice regarding the lack of preventive measures to be undertaken due to swine flu outbreak in our locality particularly vaccine, tablets & N95 mask.
- All members stressed the need for a fully equipped isolation ward in our institute.
- Dr. Murugan insists on regular cleaning of AC filters and to improve the maintenance of duty doctor's room. (which is not par with the expectation)
- NS brought to the notice to replace all broken colour coded dust bins and committee recommends doing the needful and asked Mr. Naresh- Housekeeping supervisor to coordinate.
- Since case sheets are kept on patient's cot during clinical rounds NS suggested having separate moving trolley. She also insisted on providing reusable aprons for staff nurses as part of PPE which the committee approves.
- Secretary brought to notice regarding vaccination against salmonella for food handlers in our hospital canteen and committee recommends vaccination.
- The meeting concluded with vote of thanks by the secretary reminding everyone to meet next on 28 January 2019.

(HIC & BMWM committee)

Secretary
23/10/2018

Medical superintendent
(Chairman HIC & BMWM Committee)

Copy to

- 1 Chairman
- 2 Director
- 3 Dean
- 4 Dean (Acad)
- 5 Dy Medical superintendent(Medical)
- 6 Dy Medical superintendent(surgical)
- 7 All Members through M.S



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL
Kaliltheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: Hospital Infection Control & BMWM Committee

Meeting held on: 22-01-2019

Meeting No: 001 /2019

Meeting attendance sheet

| No | Name | Signature |
|----|--|-----------|
| 1 | Dr. M. Prakash Medical Superintendent | |
| 2 | Dr. S. Girija DMS (General Medicine) | Absent |
| | Dr. V. Balakrishnan HOD. Dept of General Surgery | |
| | Dr. A.K. Badrinath HOD. Dept. of General Medicine | Absent |
| | Dr. R. Sasikala HOD. Dept. of OBG | |
| | HOD Dept. of Orthopaedics | |
| | Dr. Suneeth P Lazarus HOD. Dept. of Anaesthesia | |
| | Dr. A. Arulkumaran HOD. Dept. of Paediatrics | |
| 9 | Dr. R. Gopal HOD. Dept. of Microbiology | Absent |
| 10 | Dr. Meher Ali HOD. Dept. of Pharmacology | |
| 11 | Dr. Mangaiarkarasi Associate Professor – Microbiology | |

| | | |
|----|--|---------------------------------|
| 12 | Mr. T. Dhatchinamurthy Registrar | T. Dhatchinamurthy 22/1/2019 |
| 13 | Mrs. Greeta Gunaseelan Nursing Superintendent | Mrs - Geeta GG. |
| 14 | Mrs. Mohana ANS | D. Mohana |
| 15 | Mr. Naresh Housekeeping In-Charge | R. Naresh |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL

Kalittheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: HICC & Waste Disposal

Date: 20-01-2019

Meeting held on: 22-01-2019

Meeting No: 001 /2019

Circular distribution list

| Sl. No | Name | Received by | Signature |
|--------|------------------------------------|----------------------|------------------|
| 1. | The Chairman and Managing Director | J. Lilly | J. Lilly |
| 2 | The Secretary | Mgt Office | |
| 3 | The Director | M. Maithuly | |
| 4 | The Deputy Director / Dean | R. Jayadevi | |
| 5 | The Dean (Academic) | M. ASTA LAKSHMI Devi | A. L. Devi |
| 6 | The Dean (Research) | P. SUNITH | P. Sunith |
| | Dr. M. Prakash | | |
| 7 | Medical Superintendent | N. Nagaswari | N. Nagaswari |
| | Dr. S. Girija | | |
| 8 | DMS (General Medicine) | N. Nagaswari | N. Nagaswari |
| | Dr. V. Balakrishnan | | |
| 9 | HOD. Dept of General Surgery | Iavarasi P | I. J. P. |
| | Dr. A.K. Badrinath | | |
| 10 | HOD. Dept. of General Medicine | N. Vijayalakshmi | N. Vijayalakshmi |
| | Dr. R. Sasikala | | |
| 11 | HOD. Dept. of OBG | for. D. VIMAL | D. Vimal |
| 12 | Dr. Murugan | for Z. Shameem Begam | Z. Shameem Begam |
| | HOD Dept. of Orthopaedics | | |
| 13 | Dr. Suneeth P Lazarus | Lor. N. Bhuvana | N. Bhuvana |
| | HOD. Dept. of Anaesthesia | | |

| | | | |
|----|--|--|--|
| 14 | Dr. A. Arulkumaran HOD. Dept. of Paediatrics | | |
| 15 | Dr. R. Gopal HOD. Dept. of Microbiology | | |
| 16 | Dr. Meher Ali HOD. Dept. of Pharmacology | | |
| 17 | Dr. Mangaiarkarasi Associate Professor – Microbiology | | |
| 18 | Mr. T. Dhatchinamurthy Registrar | | |
| 19 | Mrs. Greeta Gunaseelan Nursing Superintendent | | |
| 20 | Mrs. Mohana ANS | | |
| 21 | Mr. Naresh Housekeeping In-Charge | | |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

KALITHEERTHALKUPPAM, PUDUCHERRY - 605 107.

Office of the Medical Superintendent

Circular - Quarterly meeting of the HICC

Date: 22/01/2019

The first quarterly meeting of the HICC will be held on **22/01/19 at 2.30 PM** in the chambers of the Medical superintendent. All the members are requested to attend the meeting.

Agenda

1. Review of the minutes of the last meeting
2. Review of the Bio Medical Waste Disposal practices
3. Review of the Infection Control practices
4. Statistics presentation & preparation for NABH
5. Any other issues raised by the members with the permission of the chairperson

T.M.K
Secretary
Dr. T. MANGAIYARKARASI
SECRETARY - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 107.

Suprakash
Medical superintendent
Dr. M. PRAGASH, M.B.B.S., D.Ortho., D.N.B., (Ortho)
Medical Superintendent
Sri Manakula Vinayagar Medical College and Hospital,
Kalitheerthalakkupam, Madagapet,
Puducherry-605 107.

Copy to

1. Chairman & MD - *for original* 10/01/19
2. Director *b*
3. Dean *b*
4. Dean (Academic) *for A&S*
5. Dy. Medical superintendent(Medical) *b*
6. All the Members of the committee through the Medical Supt.



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

Minutes of the Meeting – Hospital Infection Control & BMWM Committee

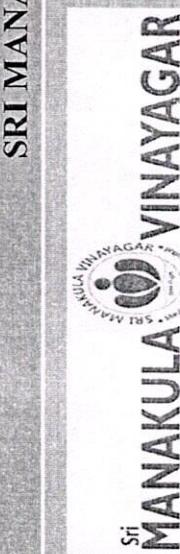
SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---------------------------------------|--|--|----------------|-------------|----------|
| 2 | Statistics of NSI & SSI for year 2018 | Presented by ICN Mrs.Sudha. | | | | |
| 3 | Mosquito problem | Dr.Arulkumaran brought to the notice regarding the mosquito problem in the post natal ward. | Providing mosquito nets or mesh to the windows. | | | |
| 4 | Isolation ward set up | Discussed the need of fully equipped isolation ward in our institute. | Agreed & plan to identify the area. | ICO | 2 months | |
| 5 | Rotatory fogging machine | DNS Mrs.Tessy informed the committee regarding the need of rotatory fogging machine in the OT. | Agreed & advice to give purchase indent | DNS | 4 months | |
| 6 | Hepatitis B immunoglobulin (Ig) | Free of cost | Special circumstances can provide Ig free of cost. | MS & ICO | | |
| 7 | Infection control | Decided to follow strictly hand hygiene, BMW segregation practices and also suggest the ICT to educate the HCWs. | Weekly classes / workshop | ICT | Immediate | |
| 8 | ICT | Increase the number of ICN | Discuss this issue with the management. | MS & NS | 3 months | |
| 9 | Next Meeting Date | 23.04.2019 | | | | |

Date: 23.01.2019


Dr. T. MANGATAYARKARASI
 Secretary - HICC
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE AND HOSPITAL
 PUDUCHERRY 605002



Medical college and Hospital

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

SRI MANAKULA VINAYAGAR

Minutes of the Meeting – Hospital Infection Control & BMW Committee

Version No: 1.0

Date 22.01.2019 Venue Chambers of Medical Superintendent, SMVMC&H.

Committee Members Present

| | | | Members Present | Members Absent |
|----------------------|-----------------------|-----------------|------------------|-----------------------------|
| Dr. M.Pragash | Dr.A.Arulkumaran | Mr.Srinivasan | Dr.S.Girija | |
| Dr.V.Balakrishnan | Dr.Meher Ali | Mrs.Sudha (ICN) | Dr.A.K.Badrinath | Frequency : once in3 months |
| Dr.R.Sasikala | Mr.T.Datchinamurty | Mr.Narash | Dr.R.Gopal | |
| Dr.A.Murugan | Dr.T.Mangaiyarkarasi | | | MOM No : 001/2019 |
| Dr.Suneeth.P.Lazarus | Mrs.Greeta Gunaseelan | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|--------------------------------------|----------------------|----------------|-------------------|
| 1 | Regular cleaning of A/C filters | Approved | AC mechanic | Schedule prepared |
| 2 | Replacement of colour coded dustbins | Broken were replaced | Mr. Naresh | |
| 3 | Food handlers vaccination | Approved | ICT | Vaccination given |

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---------------------------------------|------|-------------|----------------|-------------|----------|
| 1 | Introduction & Welcome to new members | | | | | |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL
Kaliltheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: Hospital Infection Control & BMWM Committee

Meeting held on: 22-01-2019

Meeting No: 001/2019

Minutes distribution list

| Sl. No | Name | Received by | Signature |
|--------|--|-----------------|-------------------|
| 1. | The Chairman and Managing Director | T. S. Felicy | T. Felicy |
| 2 | The Secretary | mgmt office | |
| 3 | The Director | M. Maithili | M |
| 4 | The Deputy Director / Dean | R. Gayathri | R |
| 5 | The Dean (Academic) | ASTALAKSHI DEVI | Astu |
| 6 | The Dean (Research) | P. SUNITHA | Pr |
| 7 | Dr. M. Prakash Medical Superintendent | Chairperson | W |
| 8 | Dr. S. Girija | | |
| 9 | DMS (General Medicine) | Member | G |
| 10 | Dr. V. Balakrishnan HOD. Dept of General Surgery | Member | J |
| 11 | Dr. A.K. Badrinath HOD. Dept. of General Medicine | Member | A.K. Badrinath |
| 12 | Dr. R. Sasikala HOD. Dept. of OBG | Member | R. Sasikala |
| 13 | Dr. Murugan HOD Dept. of Orthopaedics | Member | A. Murugan |
| | Dr. Suneeth P Lazarus HOD. Dept. of Anaesthesia | Member | Suneeth P Lazarus |

| | | | |
|----|--|-----------|--------------------|
| 14 | Dr. A. Arulkumaran HOD. Dept. of Paediatrics | Member | |
| 15 | Dr. R. Gopal HOD. Dept. of Microbiology | Member | |
| 16 | Dr. Meher Ali HOD. Dept. of Pharmacology | Member | |
| 17 | Dr. Mangaiarkarasi Associate Professor – Microbiology | Secretary | |
| 18 | Mr. T. Dhatchinamurthy Registrar | Member | T. Dhatchinamurthy |
| 19 | Mrs. Greeta Gunaseelan Nursing Superintendent | Member | |
| 20 | Mrs. Mohana ANS | Member | |
| 21 | Mr. Naresh Housekeeping In-Charge | Member | R. Naresh |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

VINAYAGAR
Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control & BMWM Committee
Version No: 1.0

| Date | 30.04.2019 | Venue | Chambers of Medical Superintendent, SMVMC&H. | Time | 2.30 pm to 3.30pm |
|---------------------------|-----------------------|------------------|--|------|-----------------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Dr.A.Arulkumaran | Mr.Srinivasan | Dr.V.Balakrishnan | | |
| Dr.S.Girija | Dr.Meher Ali | Mrs.Mohana (ICN) | Dr.R.Sasikala | | Frequency : Once in3 months |
| Dr.A.K.Badrinath | Mr.T.Datchinamurty | Mrs.Sudha (ICN) | Dr.A.Murugan | | |
| Dr.Suneth P.Lazarus | Dr.T.Mangaiyarkarasi | Mr.Narash | | | MOM No : 002/2019 |
| Dr.R.Gopal | Mrs.Greeta Gunaseelan | | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|------|-------------|----------------|----------------|
| 1 | | | | |

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---|------------------------------|------------------------|----------------|-------------|----------|
| 1 | Welcome to members | | | | | |
| 2 | Statistics of NSI & SSI for Jan – March '19 | Presented by ICN Mrs.Mohana. | | | | |
| 3 | Mosquito problem | Providing mosquito nets | Approved by management | ICN | 3 months | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control & BMWM Committee

SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---|---|--|----------------|-------------|----------|
| 4 | More staff nurses to train in infection control | Approved | To send more people for workshops & short course | | | |
| 5 | Rotatory fogging machine | DNS Mrs.Tessy informed the committee regarding the need of rotatory fogging machine in the OT. | Agreed & advice to give purchase indent | DNS | 2 months | |
| 6 | Sharps handling during camps | Dr .A.K.Badrinath brought to the notice that sharps are not handled appropriately during camps. | To send 2 needle destroyers for use in camps. | NS | Immediate | |
| 7 | Next Meeting Date | 23.07.2019 | | | | |

Date: 30.04.2019

Secretary
Sri Manakula Vinayagar Medical College and Hospital

Dr. T. MARGAYARKARASI
SECRETARY - HICC
SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 107.



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL

Kaliltheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: Hospital Infection Control & BMWM Committee

Meeting held on: 30-04-2019

Meeting No: 002 /2019

Minutes distribution list

| Sl. No | Name | Received by | Signature |
|--------|--|---------------------|-------------------|
| 1. | The Chairman and Managing Director | J. Lilly | J. Lilly |
| 2 | The Secretary | J. mgt office | |
| 3 | The Director | M. Maithuly | R |
| 4 | The Deputy Director / Dean | R. Chelvade | R |
| 5 | The Dean (Academic) | M. A. RAJARACHIDENI | Amy |
| 6 | The Dean (Research) | P. SUNITHA | P |
| 7 | Dr. M. Prakash Medical Superintendent | Chairperson | MP |
| 8 | Dr. S. Girija DMS (General Medicine) | Member | G |
| 9 | Dr. V. Balakrishnan HOD. Dept of General Surgery | Member | VB |
| 10 | Dr. A.K. Badrinath HOD. Dept. of General Medicine | Member | A.K. Badrinath |
| 11 | Dr. R. Sasikala HOD. Dept. of OBG | Member | R. Sasikala |
| 12 | Dr. Murugan HOD Dept. of Orthopaedics | Member | Murugan |
| 13 | Dr. Suneeth P Lazarus HOD. Dept. of Anaesthesia | Member | Suneeth P Lazarus |

| | | | |
|----|--|-----------|---------------------------|
| 14 | Dr. A. Arulkumaran HOD. Dept. of Paediatrics | Member | <i>Harkumar</i> |
| 15 | Dr. R. Gopal HOD. Dept. of Microbiology | Member | <i>R.G.</i> |
| 16 | Dr. Meher Ali HOD. Dept. of Pharmacology | Member | <i>Meher</i> |
| 17 | Dr. Mangaiarkarasi Associate Professor – Microbiology | Secretary | <i>M. Mangaiarkarasi</i> |
| 18 | Mr. T. Dhatchinamurthy Registrar | Member | <i>T. Dhatchinamurthy</i> |
| 19 | Mrs. Greeta Gunaseelan Nursing Superintendent | Member | <i>Greeta</i> |
| 20 | Mrs. Mohana ANS | Member | <i>Mohana</i> |
| 21 | Mr. Naresh Housekeeping In-Charge | Member | <i>Naresh</i> |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL
Kaliltheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: Hospital Infection Control & BMWM Committee

Meeting held on: 30-04-2019

Meeting No: 002 /2019

Meeting attendance sheet

| Sl. No | Name | Signature |
|--------|--|--------------------------|
| 1 | Dr. M. Pragash Medical Superintendent | <i>M. Pragash</i> |
| 2 | Dr. S. Girija DMS (General Medicine) | <i>Girija</i> |
| 3 | Dr. V. Balakrishnan HOD. Dept of General Surgery | <i>V. Balakrishnan</i> |
| 4 | Dr. A.K. Badrinath HOD. Dept. of General Medicine | <i>A.K. Badrinath</i> |
| 5 | Dr. R. Sasikala HOD. Dept. of OBG | <i>Absent</i> |
| 6 | HOD Dept. of Orthopaedics | <i>Absent</i> |
| 7 | Dr. Suneeth P Lazarus HOD. Dept. of Anaesthesia | <i>Suneeth P Lazarus</i> |
| 8 | Dr. A. Arulkumaran HOD. Dept. of Paediatrics | <i>A. Arulkumaran</i> |
| 9 | Dr. R. Gopal HOD. Dept. of Microbiology | <i>R. Gopal</i> |
| 10 | Dr. Meher Ali HOD. Dept. of Pharmacology | <i>Meher Ali</i> |
| 11 | Dr. Mangaiarkarasi Associate Professor – Microbiology | <i>Mangaiarkarasi</i> |

| | | |
|----|--|--|
| 12 | Mr. T. Dhatchinamurthy Registrar | <i>T. Dhatchinamurthy</i> 30/4/2015 |
| 13 | Mrs. Greeta Gunaseelan Nursing Superintendent | <i>GG</i> |
| 14 | Mrs. Mohana ANS | <i>Mohana</i> |
| 15 | Mr. Naresh Housekeeping In-Charge | <i>R. naresh</i> |

DMB /591



**SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM, PUDUCHERRY - 605 107.**



Office of the Medical Superintendent

Circular - Quarterly meeting of the HICC

Date: 23/04/2019

The second quarterly meeting of the HICC will be held on **30/04/19 at 2.30 PM** in the chambers of the Medical superintendent. All the members are requested to attend the meeting.

Agenda

1. Review of the minutes of the last meeting
2. Review of the Bio Medical Waste Disposal practices
3. Review of the Infection Control practices
4. Statistics presentation by ICN
5. Any other issues raised by the members with the permission of the chairperson

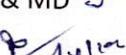

Secretary
20/4/2019

Dr. T. MANGAIYARKARASI
SECRETARY - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 107.

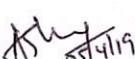

Medical superintendent

Copy to

1. Chairman & MD  25/4/2019

2. Director  25/4/2019

3. Dean

4. Dean (Academic)  25/4/19

5. Dy. Medical superintendent(Medical) 

6. All the Members of the committee through the Medical Supt.



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL

Kaliltheerthalkuppam, Madagadipet, Puducherry – 605 107

Committee Name: HICC & Waste Disposal

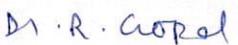
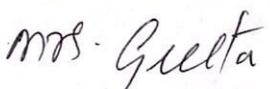
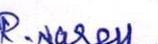
Date: 28-04-2019

Meeting held on: 30-04-2019

Meeting No: 002 /2019

Circular distribution list

| Sl. No | Name | Received by | Signature |
|--------|--|----------------------|------------|
| 1. | The Chairman and Managing Director | J. Lily | J. Lily |
| 2 | The Secretary | J. mgf office | |
| 3 | The Director | M. Maithily | |
| 4 | The Deputy Director / Dean | R. Jayashree | |
| 5 | The Dean (Academic) | M. ACTALAKSHMI Devi | A. Lucy |
| 6 | The Dean (Research) | P. SUNITHA | Dr |
| 7 | Dr. M. Prakash Medical Superintendent | N. Wageswari | @ |
| 8 | Dr. S. Girija | | |
| 9 | DMS (General Medicine) | N. Wageswari | @ |
| 10 | Dr. V. Balakrishnan | | |
| 9 | HOD. Dept of General Surgery | Flavarani P | L. Srip |
| 10 | Dr. A.K. Badrinath | | |
| 10 | HOD. Dept. of General Medicine | N. Vyjayabalurumi | N. Vyj |
| 11 | Dr. R. Sasikala | | |
| 11 | HOD. Dept. of OBG | | |
| 12 | Dr. Murugan | D. VIMAL | D. Vimal |
| | HOD Dept. of Orthopaedics | for I. Shameem Begum | |
| 13 | Dr. Suneeth P Lazarus | | |
| | HOD. Dept. of Anaesthesia | for M. Bhurana | M. Bhurana |

| | | | |
|----|--|--|---|
| 14 | Dr. A. Arulkumaran HOD. Dept. of Paediatrics |  |  |
| 15 | Dr. R. Gopal HOD. Dept. of Microbiology |  |  |
| 16 | Dr. Meher Ali HOD. Dept. of Pharmacology |  |  |
| 17 | Dr. Mangaiarkarasi Associate Professor – Microbiology |  |  |
| 18 | Mr. T. Dhatchinamurthy Registrar | |  |
| 19 | Mrs. Greeta Gunaseelan Nursing Superintendent |  |  |
| 20 | Mrs. Mohana ANS |  |  |
| 21 | Mr. Naresh Housekeeping In-Charge |  |  |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

MANAKULA VINAYAGAR

Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control & BMWM Committee

SMVMCH/
COM/ HICC

Version No: 1.0

| Date | 23.07.2019 | Venue | Demo hall – II Floor (Hospital Block) | Members Absent | Time | 11.30 am to 12.30pm |
|---------------------------|-----------------------|---------------|---------------------------------------|-----------------------------|------|---------------------|
| Committee Members Present | | | | | | |
| Dr. M.Pragash | Dr.R.Gopal | Mr.Srinivasan | Dr.S.Girija | | | |
| Dr.A.K.Badrinath | Dr.Meher Ali | Mr.Naresh | Dr.V.Balakrishnan | Frequency : Once in3 months | | |
| Dr.R.Sasikala | Mr.T.Datchinamurthy | | Dr.A.Murugan | | | |
| Dr.Suneeth.P.Lazarus | Dr.T.Mangaiyarkarasi | | Mrs.Mohana (ICN) | MOM No : 003/2019 | | |
| Dr.A.Arulkumaran | Mrs.Greeta Gunaseelan | | | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---------------------------------------|--------------|----------------|------------------|
| 1 | Providing mosquito nets | Purchased | ICN | Under control |
| 2 | Rotatory fogging machine | Indent given | DNS | Under processing |
| 3 | 2 needle destroyers for use in camps. | Provided | NS | Satisfied |

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|------------------------------|------------------------|-------------|----------------|-------------|----------|
| 1 | Welcome to members & chaired | Medical superintendent | | | | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Sri
MANAKULA
VINAYAGAR
Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control & BMWM Committee

SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--------------------------------------|--|---|-----------------|-------------|----------|
| 2 | Statistics of NSI, SSI, BMW audit | Presented by ICO | | | | |
| 3 | Improvement of HH compliance | To conduct more sessions for HCWs | | ICT | 2 months | |
| 4 | PPE- ART drugs | It was decided to keep the PPE- ART drugs in the microbiology lab. | | ANS of casualty | Immediate | |
| 5 | Bar-coding BMW bags | To contact Mr.Raja EDP department | | Secretary | Immediate | |
| 6 | Linen shortage | Dr. R.Sasikala Prof & Head brought to committee's notice about linen shortage in the OT. | Assured shall be rectified immediately | MS | 2 months | |
| 7 | Next Meeting Date | 22.10.2019 | | | | |

Date: 24.07.2019

Secretary

Dr. T. MARGAIYARKARASI
SECRETARY - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL,
PUDUCHERRY-605 107,

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control & BMWM Committee

SMVMCH/
COM/HICC
Version No: 1.0

| Date | 29.10.2019 | Venue | Demo hall – II Floor (Hospital Block) | Time | 11.30 am to 12.15pm |
|---------------------------|-----------------------|-----------------|---------------------------------------|------------------------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr.M.Pragash | Dr.R.Gopal | Mr.Srinivasan | Dr.V.Balakrishnan | | |
| Dr.S.Girija | Dr.Meher Ali | Mr.Naresh | Dr. R.Sasikala | Frequency : Once in 3 months | |
| Dr.A.K.Badrinath | Mr.T.Datchinamurthy | Mrs.Mohana(ICN) | | | |
| Dr.Suneeth.P.Lazarus | Dr.T.Mangaiyarkarasi | Dr.Nallamuthu | | MOM No : 004/2019 | |
| Dr.A.Arulkumaran | Mrs.Greeta Gunaseelan | Dr.Sanjay | | | |

Agenda 1 - Review of previous minutes of meeting

| S.No | Item | Action Plan | Responsibility | Present status |
|------|---------------------------|----------------------|----------------|----------------|
| 1 | Linen shortage in the OT. | Purchased in batches | M.S | Rectified |

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|---|-----------------|----------------|-------------|----------|
| 1 | Welcome to members & Chaired | Medical Superintendent | | | | |
| 2 | Statistics of NSI & SSI, HH, BMW for July – Sep'19 | Presented by ICO. | | | | |
| 3 | Shortage of BMW | ICN bring to the committee's notice about | Issue more bags | Mr.Naresh | 15 days | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control & BMWM Committee

SMVMCH/
COM/HICC
Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---------------------------------|---|---|----------------|-------------|----------|
| 1 | bags in OT | the shortage of BMW bags in OT. | | | | |
| 4 | Institutional antibiotic policy | The chairperson requests all members to follow institutional antibiotic policy in their respective departments. | | Everyone | 3 months | |
| 5 | Rotatory fogging machine | Exclusive use in ICU, ICCU, NICU, PICU. | Agreed & advice to give purchase indent | ICN | 2 months | |
| 6 | HH audit | The committee noticed that most of the PGs & nursing students were not following the HH practice. | All HODs to strictly incorporate the habit of HH in their respective departments | HODs | 15 days | |
| 7 | Frequency of audit | To increase the frequency of audit by preparing a schedule. | ICT | 1 month | | |
| 8 | HH audit in OTs | The committee also noticed that HH audit was not conducted in OTs. | Chairperson advised NS to identify one person in OT itself to act as link nurse for infection control team. | NS | 1 month | |
| 9 | | Chairperson also informed the committee to include quality control manager in future proceedings | | | | |
| 10 | | Dr.Badrinath Prof & Head (General Medicine) requested to send both hard & soft copy of the minutes of the meetings to all | | | | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

**Sri
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Medical college and Hospital



Minutes of the Meeting – Hospital Infection Control & BMWM Committee

Version No: 1.0

SMVMCH/
COM/HICC

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|-------------------|--------------------------------------|-------------|----------------|-------------|----------|
| | | members. | | | | |
| 11 | Next Meeting Date | 3 rd week of January 2020 | | | | |

Date: 30.10.2019


Secretary
1/10/2019

Dr. T. MANGATVARKARASI
SECRETARY - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 107.

| | | |
|----------------------------|--|-----------------------|
| SMVMCH/AM /SOP/01 | Sri MANAKULA Medical college and Hospital VINAYAGAR | Page 1 of 4 |
| Amendment No:00 | | Issue No:01 |
| Amendment Date :00/00/0000 | Hospital Infection Control Committee - Standard Operative Procedure | Issue Date:09/04/2020 |

1 Purpose:

- 1.1 To maintain standards in infection control measures and minimize hospital acquired infections in patients, visitors and staff
- 1.2 To define policy and procedure regarding hospital acquired infections in the hospital.
- 1.3 To ensure implementation of the effective action plan for prevention of infection.
- 1.4 To ensure compliance from all health care personnel to make the measures effective.

2 Scope:

- 2.1 Prepare document and issue infection control procedure.
- 2.2 Conduct training in infection prevention techniques.
- 2.3 Perform surveillance and monitoring ICP.
- 2.4 Develop action plan and function accordingly.

3 Responsibility:

- 3.1 Hospital Infection Control Committee.

4 Hospital Infection Control Committee:

Members:

- 4.1 Dr. M.Pragash – Medical superintendent, Chairperson.
- 4.2 Dr.T.Mangaiyarkarasi – Prof Department of Microbiology, Member, Secretary
- 4.3 Dr.S.Girija – DMS (Medical), Member
- 4.4 Dr.A.K.Badrinath – Prof & Head Department of Gen. Medicine, Member.
- 4.5 Dr.R.Gopal - Prof & Head Department of Microbiology, Member.
- 4.6 Dr. R. Meher Ali - Prof & Head Department of Pharmacology, Member.

| | | |
|----------------------------|--|-----------------------|
| SMVMCH/AM /SOP/01 |  Sri MANAKULA VINAYAGAR Medical college and Hospital | Page 2 of 4 |
| Amendment No:00 | | Issue No:01 |
| Amendment Date :00/00/0000 | Hospital Infection Control Committee - Standard Operative Procedure | Issue Date:09/04/2020 |

- 4.7 Dr.V.Balakrishnan - Prof & Head Department of Surgery, Member.
- 4.8 Dr.N.F.Shanthini - Prof & Head Department of OBG, Member.
- 4.9 Dr.A.Arulkumaran - Prof & Head Department of Paediatrics, Member.
- 4.10 Dr.Suneeth. P. Lazarus - Prof & Head Department of Anesthesia, Member.
- 4.11 Mrs.Greeta Gunaseelan – Nursing Superintendent, Member.
- 4.12 Mr.D.Sathyamoorthy – AGM / Chief pharmacist, Member.

5 Infection control Team

- 5.1 Infection Control Officer.
- 5.2 Infection Control Nurses.
- 5.3 Housekeeping In-charge.
- 5.4 CSSD In-charge.
- 5.5 Lab Technician.
- 5.6 Kitchen In-charge.
- 5.7 Laundry In-charge.

6 Responsibilities of the committee:

- 6.1 To minimize the risk of infection to patients, staff and visitors.
- 6.2 To identify the roles and responsibilities of key personnel involved in the prevention and control of infection
- 6.3 To maintain Surveillance over hospital acquired infections.
- 6.4 To develop a system for identifying, reporting, analyzing, investigating and controlling hospital acquired infections.
- 6.5 To develop and implement preventive and corrective programmes in specific situations where infection hazards exist.

| | | |
|----------------------------|--|-----------------------|
| SMVMCH/AM /SOP/01 | Sri MANAKULA Medical college and Hospital VINAYAGAR | Page 3 of 4 |
| Amendment No:00 | | Issue No:01 |
| Amendment Date :00/00/0000 | Hospital Infection Control Committee - Standard Operative Procedure | Issue Date:09/04/2020 |

- 6.6 To provide advice on matters related to the proper use of antibiotics, develop antibiotic policies and recommend remedial measures when antibiotic resistant strains are detected.
- 6.7 To review and update hospital infection control policies and procedures from time to time.
- 6.8 To help to provide employee health education regarding matters related to hospital acquired infections.

7 Responsibility of infection control team:

- 7.1 Advice management of at risk patients.
- 7.2 Carry out targeted surveillance of hospital acquired infections and act upon data obtained.
- 7.3 Provide a manual of policies and procedures for aseptic, isolation and antiseptic techniques.
- 7.4 Investigate incidence of reported infection and take corrective action.
- 7.5 Assist in training of all new employees as to the importance of infection control and the relevant policies and procedures.
- 7.6 Surveillance of infection, data analyses and implementation of corrective steps.
- 7.7 Biomedical waste management
- 7.8 Supervision of isolation procedures.
- 7.9 Monitor employee health programme.
- 7.10 Addresses all requirements of infection control and employee health as specified by NABH, state and local laws.

| | | |
|----------------------------|--|-----------------------|
| SMVMCH/AM /SOP/01 |  | Page 4 of 4 |
| Amendment No:00 | | Issue No:01 |
| Amendment Date :00/00/0000 | Hospital Infection Control Committee - Standard Operative Procedure | Issue Date:09/04/2020 |

8 Responsibility of infection control nurse:

- 8.1 The duties of the ICN are primarily associated with ensuring the practice of infection control measures by nursing and housekeeping staff. Thus the ICN is the link between the HICC and the wards/ICUs etc.
- 8.2 Identifying problems in implementing infection control policies and provide solutions.
- 8.3 In addition the ICN conducts infection control rounds and maintains the registers.
- 8.4 The ICN is also involved in education of paramedical staff including nurses and housekeeping staff.

9 Meetings:

The infection control committee meets once in three months and otherwise as necessary. Documentation of meetings and recommendations are maintained by the Medical Superintendent.

Infection control team meets once every month to discuss the proceedings. Documentation of meetings are maintained by ICN.

Infection control officer keeps the committee updated on the states of infection in the hospital

10 Records:

- 10.1 Circular and minutes of meeting of HICC
- 10.2 Minutes of meeting of infection control team.
- 10.3 Infection control audit record

| | | |
|-------------|---------------------------------------|--|
| Prepared By | Dr.T.Mangaiyarkarasi, Secretary, HICC | |
| Approved By | Dr.M.Pragash, Medical Superintendent. | |

No: SMMCH/HIC/ 6 / 2020

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



**Sri
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VINAYAGAR**

Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control & BMW/M Committee

SMVMCH/
COM/ HICC
Version No: 1.0

| Date | 30.01.2020 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 11.00 am to 12.30pm |
|---------------------------|-----------------------|-----------------|---|-------------------|------------------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Dr.T.Mangaiyarkarasi | Mrs.Jeewa (ICN) | Dr.S.Girija | Dr.A.K.Badrinath | Frequency : once in 3 months |
| Dr.V.Balakrishnan | Mrs.Greeta Gunaseelan | | Dr.R.Gopal | | |
| Dr.N.F.Shanthini | Mr.D.Sathyamoorthy | | Dr.Suneth. P. Lazarus | MOM No : 001/2020 | |
| Dr.A.Arulkumaran | Mrs.Mohana (ICN) | | | | |
| Dr.S.Nithya | Mrs.Sudha (ICN) | | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|--|-------------|----------------|---------------------|
| 1 | Shortage of BMW bags in OT | Approved | Mr. Naresh | Rectified |
| 2 | Rotatory fogging machine for ICU | Approved | NS | In purchase |
| 3 | HH audit in OTs | To start | ICT | Started |
| 4 | To increase the members of ICT | Approved | MS & NS | 8 link nurses added |
| 5 | Frequency of HH audit | To increase | ICT | Improved |
| 6 | Institutional antibiotic policy | To follow | All HODs | - |
| 7 | Antibiotic policy adherence surveillance | To start | ICO | Yet to start |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control & BMWM Committee

SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---|---|---------------------------------------|----------------------------|-------------|----------|
| 1 | Introduction & Welcome to new members | | | | | |
| 2 | Statistics of HH audit, NSI & HAI for year 2019 | Presented by ICN Mrs.Mohana. | | | | |
| 3 | Annual presentation | By Dr.T.Mangaiyarkarasi, Secretary HICC | | | | |
| 4 | Goal set for year 2020 | <ul style="list-style-type: none"> 1. To implement full fledged isolation ward in our institution 2. To start RCA for HAI 3. Removal of Cheatle forceps in batches. 4. To introduce dressing packages 5. To increase the awareness of ICP among all HCWs | | | | |
| 5 | Change of venue | ICN brings to the notice to change regular vaccination center from casualty to Injection OPD | Accepted by every one | Mrs. Sudha(ICN) | Immediate | |
| 6 | Increase in number of ambu bags | ICO brings to the notice to increase the number of ambu bags in intensive care units. | Accepted by all | NS to give purchase indent | Immediate | |
| 7 | Usage of autoclaved newspaper for drying hands | ICN brings to notice the usage of autoclaved newspaper for drying of hands in all places, which Dr.Arukkumaran told they are following successfully in NICC & PICC | To review articles then bring in use. | ICO | 2 months | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



**Sri
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VINAYAGAR**

Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control & BMWWM Committee

SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|----------------------|--|--|----------------|-------------|----------|
| 8 | Linen – more numbers | OG –HOD brings to notice that same linens are used repeatedly to cover patients. | To increase 20 sheets more. | NS | 2 months | |
| 9 | Td vaccination | ICT informed the committee that 1,230 HCWs were vaccinated. | To cover other HCWs committee recommends having vaccination campaign again for another one week. | ICT | 1 Month | |
| 10 | Next Meeting Date | 28.04.2020 | | | | |

Date: 03.02.2019

Secretary 2020

Dr. T. MANGAIYARKARASI

SECRETARY - HICC

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 107.



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

SMVMCH/
COM/ HICC
Version No: 1.0

Minutes of the Meeting – Hospital Infection Control Committee

| Date | 12.05.2020 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 02.00 am to 03.00pm |
|---|-----------------------|-------------------------------|---|-----------------------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr.R.N.Kagne & Dr. J.Balachander attended the meeting as special invitees. | | | Dr.A.K.Badrinath | | |
| Dr. M.Pragash | Dr.N.F.Shanthini | Dr.T.Mangaiyarkarasi | Dr.R.Gopal | Frequency : once in3 months | |
| Dr. S.Girija | Dr.K.Kuppusamy | Mrs.Greeta Gunaseelan | Mr.D.Sathyamoorthy | | |
| Mr.T.Dhatchinamurthy | Dr.R.Meher Ali | Mrs.Mohana (ICN) | Mrs.Jeeva (ICN) | MOM No : 002/2020 | |
| Dr.Manoharan. G. V | Dr.Viswanath. Hiremat | Mrs.Sudha (ICN) & Mr.R.Naresh | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|--|---------------|----------------|--------------------|
| 1 | Goal set for year 2020 | | | |
| 2 | Change regular vaccination center from casualty to Injection OPD | Accepted | ICN | Rectified |
| 3 | Increase in number of ambu bags | Approved | NS | In process |
| 4 | Usage of autoclaved newspaper for drying hands | Not- approved | | Abolished the idea |
| 5 | Linen – more numbers for OG | Approved | NS | In process |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/ HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---|--|--|----------------|------------------------|----------|
| 1 | Welcome to all members | | | | | |
| 2 | Statistics of HH audit, NSI & HAI for month Jan – April'20 Requesting space, ICN In-charge, IC Technician, clerk for HIC Department | By Dr.T.Mangaiyarkarasi, Secretary HICC Office space – allotted in 5 th floor ICN – all ANS are included as ICN To be trained by the existing team. | To occupy the office Approved by all and to prepare training schedule | ICO ICO | Immediate Immediate | |
| 3 | Increase in members | IC Technician – Mr.Praveen CSSD – Mr.Palanivel Laundry – Mr.Manikandan Kitchen – Mrs.Jayapradha Clerk - | Approved by all | ICO | Immediate | |
| 4 | Microbiology HOD – Send a word on increasing the ventilation in the OPD area | Adding exhaust fans Increasing the air vents. | Discussed | MS | 1 month | |
| 5 | COVID- infection control manual | The soft copy send to all members | For discussion | ICO | 16.05.2020 | |
| 6 | HICC - SOP | The soft copy send to all members | For correction and approval | ICO | 1 month | |
| 7 | Instrument cleaning | Shortage in reagents | To discuss with management | MS | Immediate | |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/ HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---|------------------------------------|--|---------------------------|-------------|----------|
| 8 | Movement of HCWs inside and outside OT | HCWs movement from one OT to other | To educate the importance of discipline in OT. | NS / Anesthesia HOD / ICO | Immediate | |
| 9 | Introduction of hospital dress | For patients in post-op ward | Pending to discuss with management. | M.S | 3 months | |
| 10 | Defective skin preparation before surgery | | Pros and cons of shaving to be reviewed and advised to stop shaving and introduce other methods of skin preparation. | HICC | 3 months | |
| 11 | Next Meeting Date | Last week in July'20 | | | | |

Date: 13.05.2010

Dr. P. MANGAYARKARASI
Secretary - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 107
17/05/2020

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

EDUCATION WITH EXCELLENCE
MEDICAL COLLEGE AND HOSPITAL
SRI MANAKULA VINAYAGAR



Medical college and Hospital

SMVMCH/
COM/HICC

Version No: 1.0

Minutes of the Meeting – Hospital Infection Control Committee

| Date | 01.12.2020 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 11.00 am to 12.00noon |
|---------------------------|----------------------|-------------------------------|---|-----------------------------|-----------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Dr.A.Arulkumaran | Dr.T.Mangaiyarkarasi | Dr. S.Girija | Frequency : once in3 months | |
| Dr.A.K.Badrinath | Dr.Suneeth.P.Lazarus | Mrs.Greeta Gunaseelan | Dr.N.F.Shanthini | | |
| Mr.T.Dhatchinamurthy | Dr.S.Nithya | Mr.D.Sathyamoorthy | | MOM No : 003/2020 | |
| Dr.R.Gopal | Dr.M.Rajavel | Mrs.Sudha (ICN) & Mr.R.Naresh | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---|--|---------------------------|----------------|
| 1 | Requesting space | Allotted – To occupy | ICN | Pending |
| 2 | Shortage in reagents – equipment cleaning | To discuss with management | MS | Rectified |
| 3 | HCWs movement from one OT to other | To educate the importance of discipline in OT. | NS / Anesthesia HOD / ICO | In process |
| 4 | For patients in post-op ward – Hospital dress | Approved | NS | To implement |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--------------------------|--|---|----------------|-------------|----------|
| 1 | Welcome to all members | | | | | |
| 2 | Statistics of NSI | By Dr.T.Mangaiyarkarasi, Secretary HICC | | | | |
| 3 | Protocol to follow in OT | To avoid over crowding | <ol style="list-style-type: none"> 1. To introduce education on OT discipline. 2. To give one room separate for urology consultation. | HOD anesthesia | Immediate | |
| 4 | Manual review | To update the manual with all amendments. | To take Dr. Sanjay's help | ICO | 1 month | |
| 5 | Hepatitis B vaccination | For UG students | To check antibody titer first the vaccination only to those with less values. | ICO | | |
| 6 | OT renovation | Visit by IC team | - | - | - | |
| 7 | Displays | Ambu bag disinfection | To prepare | ICN | Immediate | |
| 8 | Next Meeting Date | Last week in January'21 | | | | |

Date: 07.12.2020

Page 2 of 2

Dr. T. MANGAIYARKARASI
Secretary - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUNJIKERI-405 167.

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

**Sri
MANAKULA VINAYAGAR**
Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/HICC
Version No: 1.0

| Date | 22.01.2021 | Venue | Demo Hall, III-floor, Hospital Block, SMVMC&H. | Time | 11.00 am to 11.45AM |
|---------------------------|----------------------|-----------------------|--|------------------------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Dr.A.Arulkumaran | Mrs.Greeta Gunaseelan | Dr.R.Gopal | Frequency : once in 3 months | |
| Dr. S.Girija | Dr.Suneeth.P.Lazarus | Mr.D.Sathyamoorthy | Dr.N.F.Shanthini | | |
| Mr.T.Dhatchinamurthy | Dr.S.Nithya | M.Mohana (ICN) | | MOM No : 001/2021 | |
| Dr.G.V.Manoharan | Dr.T.Mangaiyarkarasi | Mr.R.Naresh | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|--|---------------------|------------------------------|----------------|
| 1 | Requesting space | Allotted | ICN | Occupied |
| 2 | To educate the importance of discipline in OT. | To conduct sessions | NS / Anesthesia HOD / ICO | Conducted |
| 3 | Manual Review | | ICO | Pending |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|---|--|----------------|-------------|----------|
| 1 | Welcome to all members | Dr. M.Pragash | | | | |
| 2 | Statistics of NSI / Antibigram/ Annual report / Achievements | Presented by Dr.T.Mangaiyarkarasi, Secretary HICC | 1. To strengthen ICT 2. To conduct regular audit for HAI 3. To start RCA 4. To celebrate HHday, Hep Day, Antibiotic awareness week 5. To conduct CME / Workshop related to infection control practices 6. To improve adherence to antibiotic policy | | | |
| 3 | Goals for year 2021 | To set up isolation ward permanently | Place allotted at 3 rd floor – To prepare the area | MS/NS | 2 months | |
| 4 | Isolation ward | | To prepare working calendar for whole year | ICO/ICN | Immediate | |
| 5 | Year calendar for ICT | Sanitizer dispenser practice | To place pedal type dispense in all wards | AGM | 2 months | |
| 6 | Hand Hygiene practice | | | | | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

**Sri
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Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

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Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---------------------------------|--|---|----------------|-------------|----------|
| 7 | Laundry | To have cloth bags to store soiled linen | To discuss with management | MS/ NS | 2 months | |
| 8 | Dressing materials | To pack dressing materials in small packages | 10 gauze pieces / pack 4 pads / pack | CSSD | Immediate | |
| 9 | In service training to all HCWs | Training for all groups of HCWs in Infection control | To prepare schedule | ICO/ICN | Immediate | |
| 10 | Next Meeting Date | Last week in April'21 | | | | |

Date: 22.01.2021

[Signature]
Secretary
22/1/2021



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

| | | |
|---|---|----------------------|
| MANAKULA VINAYAGAR Medical college and Hospital | Minutes of the Meeting— Hospital Infection Control Committee Version No: 1.0 | SMVMCH/ COM/ HICC |
|---|---|----------------------|

| Date | 24.08.2021 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | | Time | 11.30 am to 12.30pm |
|----------------------|--------------------|----------------------|---|----------------|---------------------|---------------------|
| | | | Committee Members Present | Members Absent | | |
| Dr. M.Pragash | Dr.A.Arulkumaran | Dr.T.Mangaiyarkarasi | Dr.M.Shanthi | Dr.M.Jayasree | Frequency : Monthly | |
| Dr.R.Gopal | Dr.M.Anto | M.Mohana (ICN) | Dr.M.Jayasree | | | |
| Dr.Suneeth P.Lazarus | Mrs.Greeta | Anitha.N (ICN) | | | MOM No : 004/2021 | |
| Dr. S.Girija | Mr.D.Sathyamoorthy | Kanimozhi.V (ICN) | | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|-----------------------------------|--|----------------|----------------|
| 1 | To Identify measurable objectives | 1. HH compliance >80% 2. BMW segregation compliance >90% 3. Bundle care compliance 100% 4. Vaccination compliance 100% 5. Rate of CAUTI <7/1000 6. Rate of CLBSI <1/1000 7. Rate of VAP<1/1000 8. Rate of SSI<7% 9. NSI/ exposure rate | ICT | Ongoing |
| 2 | Hand drying facility | To finalize to have 1. Paper towel 2. Warmer Areas to be identify | MS | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



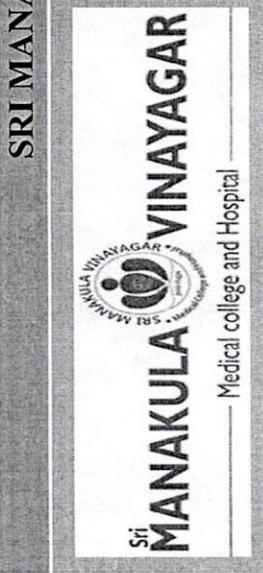
Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

Version No: 1.0

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|-------------------------------------|---|---------------------------|----------------|
| 3 | Implementation of Antibiotic Policy | To send circular to all HODs Planned to add a mandatory session for PG | ICO Dean (Academic) | |
| 4 | Bar code sticker for BMW bags | Implemented | Mr.Naresh | On going |
| 5 | SOP for monitoring SSI | Correction in progress | ICO | |

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|-------------------------------------|--|--|----------------|-------------|----------|
| 1 | Welcome to all members | Dr. M.Pragash | | | | |
| 2 | Statistics of HH /BMW audit | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |
| 3 | Discussion on NC | | Discussed and all members satisfied with the evidence | | | |
| 4 | Implementation of Antibiotic Policy | Reminder | 1. Circular to all HODs stating the need to fill antibiotic justification form 2. Circular to Dean (Academic) | Secretary | 27.8.2021 | |
| 5 | New member committee | Addition of members to committee | To add Mr. Naresh & Er. Magesh as Members in committee | MS | 1 Month | |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

SRI MANAKULA VINAYAGAR

Medical college and Hospital

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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|---|-------------|----------------|-------------|----------|
| 6 | Introducing a rolling trophy to encourage infection prevention practice among HCWs | To prepare SOP for rules & regulations | ICO | 1 Month | | |
| 7 | Sharing of Data | To post the data sheet in concerned department notice board along with comments | ICO/ICN | 10 days | | |
| 8 | Next Meeting Date | 28.9.2021 | | | | |

Date: 24.08.2021

R.G.
Secretary
24/8/2021

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



**Sri
MANAKULA
VINAYAGAR**

Medical college and Hospital

SMVMCH/
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Version No: 1.0

Minutes of the Meeting – Hospital Infection Control Committee

| Date | 24.09.2021 | Venue | Demo Hall, III-floor, Hospital Block, SMVMC&H. | Time | 11.30 am to 12.30pm |
|---------------------------|----------------------|----------------------|--|----------------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Dr. T. Bharath kumar | Dr.T.Mangaiyarkarasi | Mr.R.Naresh | Dr.Suneeth P.Lazarus | Frequency : Monthly |
| Dr.R.Gopal | Dr.M.Anto | M.Mohana (ICN) | | Dr.M.Jayasree | |
| Dr.M.Shanthi | Mrs.Greeta | Anitha.N (ICN) | | | MOM No : 005/2021 |
| Dr. S.Girija | Mr.D.Sathyamoorthy | Kanimozhi.V (ICN) | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|--|--|----------------|----------------|
| 1 | Reminder circular for Implementation of Antibiotic Policy | 1. Circular to all HODs stating the need to fill antibiotic justification form 2. Circular to Dean (Academic) | ICO | Completed |
| 2 | Sharing of Data | To post the data sheet in concerned department notice board along with comments | ICO | Ongoing |
| 3 | Introducing a rolling trophy to encourage infection prevention practice among HCWs | To prepare SOP for rules & regulations | ICO | Pending |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---------------------------------------|--|---|-------------------------------------|-------------------------------------|----------|
| 1 | Welcome to all members | Dr. M.Pragash | | | | |
| 2 | Statistics of HH /BMW audit | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |
| 3 | Improvement in ICP | Sharing of surveillance data | The surveillance data to be shared with concerned unit chief, In-charge faculty and N.S | ICO | 1 st week of every month | |
| 4 | Adherence in BMW segregation. | Continuous default report to Dr. Girija | ICN | - | | |
| 5 | Repair work in temporary storage area | Work identified and letter to be given for process | Mr. R. Naresh | 10.10.2021 | | |
| 6 | Td vaccination drive | To conduct on 20.9.2021 | ICT | Immediate | | |
| 7 | Analysis of data | Case to case RCA to be started and to inform HAI data to concerned HOD/ unit chief | ICT | Time to time | | |
| 8 | Uniform for Housekeeping staff | Letter to M.S for implementation | Mr. R. Naresh | Immediate | | |
| 9 | Primary cleaning of soiled linen | To identify the place for wash | N.S | 10.10.2021 | | |
| 10 | Weekly training | The topics and time (Tuesday 2-4pm) shall be circulate every month | ICT | 1 st week of every month | | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

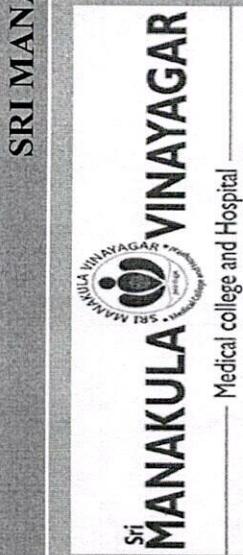
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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|----------------------------|---|-------------|------------------------|-------------|----------|
| 11 | Visit to outsourced agency | Thuthipet visit planned in last week of September | | ICT | Immediate | |
| 12 | Hand drying facility | To fix tissue paper stand on all areas in phases. | | Maintenance department | 15.10.2021 | |
| 13 | Next Meeting Date | 26.10.2021 | | | | |

Date: 24.09.2021

[Signature]
Secretary
24/9/2021

Dr. T. MANGAIYARKARASI
SECRETARY - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 107.



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

| | |
|----------------------|-----------------|
| SMVMCH/ COM/ HICC | Version No: 1.0 |
|----------------------|-----------------|

| Date | 29.10.2021 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 11.30 am to 12.30pm |
|---------------------------|----------------------|-------------|---|----------------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr.Suneeth P.Lazarus | Dr.T.Mangaiyarkarasi | Mr.R.Naresh | Dr. M.Pragash | Dr. T. Bharath kumar | Frequency : Monthly |
| Dr.M.Shanthi | M.Mohana (ICN) | | Dr. S.Girija | Mr.D.Sathyamoorthy | |
| Dr.K.Srinivasan | Anitha.N (ICN) | | Dr.M.Jayasree | | MOM No : 006/2021 |
| Mrs.Greeta | Kanimozhi V (ICN) | | Dr.R.Gopal | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---------------------------------------|---|----------------|----------------|
| 1 | Repair work in temporary storage area | Work identified and letter to be given for process | ICO | Completed |
| 2 | Sharing of Data | To post the data sheet in concerned department notice board along with comments | ICO | Ongoing |
| 3 | Td vaccination drive | To conduct on 20.9.2021 | ICO | Completed |
| 4 | Analysis of data | Case to case RCA to be started and to inform HAI data to concerned HOD / unit chief | ICO | STARTED |
| 5 | Visit to outsourced agency | Thuthipet visit planned | ICO/ Naresh | PENDING |
| 6 | Weekly training | The topics and time (Tuesday 2-4pm) shall be circulate every month | ICO/ICN | ONGOING |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

Version No: 1.0

SMVMCH/
COM/ HICC

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|-----------------------------|---|---|----------------|-------------------------------------|----------|
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |
| 2 | Statistics of HH /BMW audit | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | ICO | 1 st week of every month | Ongoing |
| 3 | Improvement in ICP | Sharing of surveillance data | The surveillance data to be shared with concerned unit chief, In-charge faculty and N.S | ICO | One month | |
| 4 | | To increase the number of OT dress (Light blue/ Light green colour) | To give purchase indent | NS | | |
| 5 | | Free Hepatitis A vaccination for STP workers | To write letter for approval from management | ICO | Immediate | |
| 6 | | Annual health check up & PPE for STP workers | To give purchase indent | Mr. Magesh | One month | |
| 7 | IPC training | Weekly training | The topics and time (Tuesday 2-4pm) shall be circulate every month | ICT | 1 st week of every month | |
| 8 | Next Meeting Date | 30.11.2021 | | | | |

Date: 01.11.2021

[Signature]
Secretary

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



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Minutes of the Meeting – Hospital Infection Control Committee

| Date | 30.11.2021 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 02.30 pm to 03.30pm |
|---------------------------|--------------------|----------------------|---|--------------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Mrs.Greeta | Dr.T.Mangaiyarkarasi | Dr. S.Girija | Dr.M.Jayasree | Frequency : Monthly |
| Dr.Suneth P.Lazarus | Mr.D.Sathyamoorthy | M.Mohana (ICN) | Dr.R.Gopal | Dr.T.Bharath kumar | MOM No : 007/2021 |
| Dr.M.Shanthi | Mr.R.Naresh | Anitha.N (ICN) | | | |
| Dr. G.V.Manoharan | Mr.S.Palanivel | | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---|---|----------------|----------------|
| 1 | To increase the number of OT dress (Light blue/ Light green colour) | To give purchase indent | Tailor | Pending |
| 2 | Sharing of surveillance data | The surveillance data to be shared with concerned unit chief, In-charge faculty and N.S | ICO | Ongoing |

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|-----------------------------|--|-------------|----------------|-------------|----------|
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |
| 2 | Statistics of HH /BMW audit | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--------------------|---|---|-------------------------------|-------------|----------|
| 3 | Improvement in ICP | 1. To increase the HH compliance rate. 2. To increase proper BMW segregation. 3. To reduce HAI rates. | 1. Corrective action – at time 2. Preventive action – by continuous education | ICO | Immediate | |
| 4 | | Handling Hepatitis B positive cases | 1. Separate protocol to be prepare and circulate 2. To follow universal precaution in all cases. | ICO | Immediate | |
| 5 | | Requirement of SS Bins for CSSD | To give purchase indent | Mr.Palanivel CSSD | 1 Month | |
| 6 | | Smelling of washed linen | To segregate the linen before sending to laundry To iron all items without fail. | NS / ICN Laundry in-charge | Immediate | |
| 7 | | BMW contract renewal | 1. To renew present contract immediately 2. To include the clause stating the visit from our side- yearly 2 visit 3. To start the renewal process one month before the end of validity. | Mr. Naresh | Immediate | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control CommitteeSMVMCH/
COM/ HIICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--------------------------|-----------------------------|--|------------------|-------------------------------------|----------|
| 8 | | Improvement in housekeeping | Housekeeping check list to be signed by ICN daily | Mr. Naresh / ICN | Immediate | |
| 9 | IPC training | Weekly training | The topics and time (Tuesday 2-4pm) shall be circulate every month | ICT | 1 st week of every month | |
| 10 | Next Meeting Date | 28.12.2021 | | | | |

Date: 02.12.2021

Secretary
2/12/2021

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/ HICC

Version No: 1.0

Date 30.12.2021 Venue Demo Hall, II-floor, Hospital Block, SMVMC&H.

Committee Members Present

| Committee Members Present | | Members Absent | |
|---------------------------|--------------------|----------------------|---------------------|
| Dr. M.Pragash | Mrs.Greeta | Dr.T.Mangaiyarkarasi | Dr. S.Ginija |
| Dr.M.Shanthi | Mr.D.Sathyamoorthy | M.Mohana (ICN) | Dr.M.Jayasree |
| Dr. G.V.Manoharan | Mr.R.Naresh | V.Kanimozhi (ICN) | Dr.R.Gopal |
| Dr. T. Bharath kumar | | | Dr.Suneth P.Lazarus |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---------------------------------|---------------------------------------|----------------|----------------|
| 1 | Requirement of SS Bins for CSSD | Purchase indent given | NS | Pending |
| 2 | BMW contract renewal | To renew present contract immediately | Mr. Naresh | Closed |

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|------------------------|------------------------|-------------|----------------|-------------|----------|
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---|--|---|---|--------------|----------|
| 2 | Statistics of HH /BMW audit & annual report | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |
| 3 | To discuss the HICC goals for 2022 | 1. Manual review & update 2. To introduce dressing package 3. To conduct CME & workshops regularly 4. HAI rates | To complete by month of March To workout the cost To prepare annual calendar To finalize in next meeting | ICO | March'22 | |
| 4 | CSSD | To add class 5 indicator for sterility check in all kits | Accepted & approved by all members To give purchase indent | Mr. Palanivel CSSD In-charge | Immediate | |
| 5 | BMW management | To purchase white disposable container to use in collection center. | Accepted & approved by all members To give purchase indent | Mr. Srinivasa Murugan Collection center In-charge | Immediate | |
| 6 | | To place extra bins outside ICUs and to provide tags | Accepted & approved by all members | Mr. Naresh | Immediate | |
| 7 | Housekeeping | Exclusive staff for high risk areas | Accepted & approved by all members | Mr. Naresh | Immediate | |
| 8 | Antibiogram | | To prepare antibiogram for 2021 | Microbiology HOD | Next meeting | |
| 9 | Awards & Recognition | Introduce rotation trophy | To prepare SOP | ICO | Next meeting | |



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

Minutes of the Meeting – Hospital Infection Control Committee

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--------------------------------------|---|--|------------------------|-------------------------------------|----------|
| 10 | Introduce community outreach program | 1. Importance of Hand hygiene 2. Vaccination 3. To avoid taking drugs without prescription. | ICT | Once in 3 months | | |
| 11 | IPC training | Antibiotic prescription compliance | To have a discussion panel with all clinicians | ICO & Pharmacology HOD | Immediate | |
| 12 | | Weekly training schedule | The topics and time (Tuesday 2-4pm) shall be circulate every month | ICT | 1 st week of every month | |
| 13 | Next Meeting Date | 25.01.2022 | | | | |

Date: 04.01.2022

T.M.V
Dr. T. MANGALYARKARASI
Secretary - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 107.

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee
Version No: 1.0

SMVMCH/
COM/ HICC

| Date | 25.01.2022 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 11.00 am to 11.45am |
|---------------------------|----------------|----------------------|---|---------------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Dr.R.Gopal | Dr.T.Mangaiyarkarasi | Dr.M.Jayastree | Frequency : Monthly | |
| Dr. S.Girija | Mrs.Greeta | M.Mohana (ICN) | Dr.Suneeth P.Lazarus | | |
| Dr. G.V.Manoharan | Dr.Nishanthi.A | V.Kanimozhi (ICN) | Mr.D.Sathyamoorthy | MOM No : 01/2022 | |
| Dr. T. Bharath kumar | Mr.R.Naresh | Anitha.N(ICN) | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---|---|---|----------------|
| 1 | To add class 5 indicator for sterility check in all kits | Accepted & approved by all members To give purchase indent | Mr. Palanivel CSSD In-charge | In Purchase |
| 2 | To purchase white disposable container to use in collection center. | Accepted & approved by all members To give purchase indent | Mr. Srinivasa Murugan Collection center In-charge | In Purchase |
| 3 | To place extra bins outside ICUs and to provide tags | Accepted & approved by all members | Mr. Naresh | Closed |
| 4 | Exclusive attender & housekeeping staff for high risk areas | Accepted & approved by all members | Mr. Naresh | Closed |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/HICC

Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---|--|---|------------------|--------------|----------|
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |
| 2 | Statistics of HH, HAI & BMW audit PSAP use compliance | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |
| 3 | Infection control practice | <ul style="list-style-type: none"> 1. Improvement of compliance rate 2. Increase awareness | <ul style="list-style-type: none"> 1. To record the non-compliance person by name and give the list to concern HOD & unit chief. 2. Conducting sessions | ICO/ ICN | Immediate | |
| 4 | | No | To have job description for hospital attenders & make them aware of their duties. | Mr.Naresh | Immediate | |
| 5 | No, To phase out Cheatel forceps | Only followed HICD | Introducing the sterile pack for dressing. | MS | 3 months | |
| 6 | Antibiogram | | To prepare antibiogram for 2021 | Microbiology HOD | Next meeting | |
| 7 | Awards & Recognition | Polio | Introduce rotation trophy The draft is accepted & approved by all members | ICO | Next meeting | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
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Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--------------------------|--|--|------------------------|-------------------------------------|----------|
| 8 | IPC training | Antibiotic prescription compliance | To have a discussion panel with all clinicians | ICO & Pharmacology HOD | February | |
| 9 | | Weekly training schedule <i>1st on 1st week</i> | The topics and time (Tuesday 2-4pm) shall be circulate every month | ICT | 1 st week of every month | |
| 10 | | Training to Thiruvannainallur & Villupuram staff | Scheduled once in 3 months | ICN | | |
| 11 | Next Meeting Date | 25.02.2022 | | | | |

Date: 28.01.2022

Signature
Secretary
28/01/2022

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|--|--|---------------------------|-------------|----------|
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |
| 2 | Statistics of HH, HAI & BMW audit PSAP use compliance | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |
| 3 | Infection control practice | <ul style="list-style-type: none"> 1. Improvement of compliance rate 2. Increase awareness | <ul style="list-style-type: none"> 1. PGs HH compliance rate is improved 2. Conducting sessions | ICO/ ICN | Immediate | |
| 4 | | Biomedical waste segregation | <ul style="list-style-type: none"> 1. Conduct sessions to improve 2. Food waste to be discard separately | NS | Immediate | |
| 5 | Repair work in OT | <ul style="list-style-type: none"> 1. Water leak in sink 2. Mats in wash area | <ul style="list-style-type: none"> 1. To rectify immediately 2. To procure more numbers | OT In charge Mr.Naresl | Immediate | |
| 6 | | Roaming in OT in socks | To procure shoe cover to avoid contamination | OT In charge | Immediate | |
| 7 | CME | <ul style="list-style-type: none"> 1. Panel discussion (Internal Faculty) 2. Lecture / Workshop (External Faculty) | <ul style="list-style-type: none"> 1. To conduct panel discussion on antibiotic prescription 2. To conduct around 3rd week of March | ICO/ HOD (Pharmacology) | Immediate | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
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| Date | 22.01.2022 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 11.00 am to 11.45am |
|---------------------------|----------------|----------------------|---|---------------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr.R.Gopal | Dr. M. Shanthi | Dr.T.Mangaiyarkarasi | Dr. M.Pragash | Frequency : Monthly | |
| Dr.Suneeth P.Lazarus | Mrs.Greeta | M.Mohana (ICN) | Dr.M.Jayasree | | |
| Dr. K.Srinivasan | Mr.R.Naresh | Anitha.N(ICN) | Dr. S.Girija | MOM No : 02/2022 | |
| Dr. A.Arulkumaran | | | Mr.D.Sathyamoorthy | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|--|---|---------------------------------|----------------|
| 1 | To add class 5 indicator for sterility check in all kits | Accepted & approved by all members To give purchase indent | Mr. Palanivel CSSD In-charge | In Purchase |
| 2 | To phase out Cheatel forceps | Introducing the sterile pack for dressing. | MS | Pending |
| 3 | To prepare antibiogram for 2021 | - | Microbiology HOD | Completed |
| 4 | To prepare SOP for rolling trophy | - | ICO | Draft ready |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

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Minutes of the Meeting – Hospital Infection Control Committee

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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--------------------------|--|--|----------------|-------------------------------------|----------|
| 8 | IPC training | Weekly training schedule | The topics and time (Tuesday 2-4pm) shall be circulate every month | ICT | 1 st week of every month | |
| 9 | | Training to Thiruvannainallur & Villupuram staff | Scheduled once in 3 months | ICN | | |
| 10 | | Improvement of ICP in Casualty | To Discuss with the In-charge for preventive action | ICO | Immediate | |
| 11 | Next Meeting Date | 29.03.2022 | | | | |

Date: 22.02.2022

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22/2/2022
Secretary

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

Version No: 1.0
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| Date | 29.03.2022 | Venue | Demo Hall, III-floor, Hospital Block, SMVMC&H. | Time | 11.00 am to 12.00 Noon |
|---------------------------|--------------------|----------------------|--|-------------|------------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Mrs.Greeta | Dr.T.Mangaiyarkarasi | Dr.R.Gopal | Frequency : | Monthly |
| Dr.Suneeth P.Lazarus | Mr.D.Sathyamoorthy | M.Mohana (ICN) | Dr.M.Jayasree | | |
| Dr. M. Shanthi | Mr.R.Naresh | Anitha.N(ICN) | Dr. S.Girija | MOM No : | 03/2022 |
| Dr.Dhivya.P | | | Dr.Manoharan | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|--|----------------------------------|--------------------------|---------------------------|
| 1 | To prepare SOP for rolling trophy | - | ICO | With members for approval |
| 2 | Panel discussion on rational use of antibiotics (Internal Faculty) | Planned to conduct on 06/05/2022 | ICO & HOD (Pharmacology) | Preparing lesson plan |

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|--|-------------|----------------|-------------|----------|
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |
| 2 | Statistics of HH, HAI & BMW audit & PSA use. | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |

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Minutes of the Meeting – Hospital Infection Control Committee

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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|----------------------------|--|--|-----------------------------------|-------------------------------------|----------|
| 3 | Infection control practice | Improvement of HH compliance rate | 1. PGs HH compliance rate is improved 2. Compliance in NICU is appreciated 3. Planned to corrective action | ICN | Immediate | |
| 4 | | Biomedical waste segregation | 1. Conduct sessions to improve 2. Food waste to be discard separately | NS | Immediate | |
| 5 | One area to improve | Casualty: To monitor & improve the practice of infection control measures. | Daily monitor by ICN along with corrective action. To depute one DNS | ICO & NS | Immediate | |
| 6 | New ICN | Increase the number of ICN | 3 staff nurses are to be mobilized to HIC | <i>2 - Saundar NS present</i> | Immediate | |
| 7 | | Crowding near OT entrance | 1. To post one security 2. To avoid consultation near entrance/OT | X MS | Immediate | |
| 8 | | Procurement of Autoclave for disinfection purpose | All members approved. To give indent for new autoclave | Mr.Naresh | Immediate | |
| 10 | IPC training | Weekly training schedule | The topics and time (Tuesday 2-4pm) shall be circulate every month | ICT | 1 st week of every month | |
| 11 | Next Meeting Date | 26.04.2022 | | | | |

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Minutes of the Meeting – Hospital Infection Control Committee

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| Date | 05.07.2022 | Venue | Demo Hall, III rd floor, Hospital Block, SMVMC&H. | Time | 02.30 pm - 03.30pm |
|---------------------------|----------------------|--------------------|--|----------------|---------------------|
| Committee Members Present | | | | Members Absent | |
| Dr. M.Pragash | Dr. S.Girija | Mrs.Greeta | M.Mohana (ICN) | Dr.M.Jayasree | Frequency : Monthly |
| Dr.Suneeth P.Lazarus | Dr.G.V. Manoharan | Mr.D.Sathyamoorthy | Anitha.N(ICN) | | |
| Dr. M. Shanthi | Dr.Bharathkumar | Mr.R.Naresh | S.Saranya (ICN) | | MOM No : 06/2022 |
| Dr.R.Gopal | Dr.T.Mangaiyarkarasi | | P.Kalaivani (ICN) | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---|---|--------------------|---|
| 1 | High end cleaning in wards | To prepare a schedule & stick to it | Mr.Naresh | 3 rd floor & 4 th floor completed |
| 2 | Recapping of needles before discarding | To educate | ICN/ NS | Not corrected |
| 3 | Antibiotic justification form along with case sheet | To give the forms to MRD for compliance | Mrs.M.Mohana (ICN) | - |
| 4 | Separate refrigerator for vaccine storage | To procure new one | Mr.D.Sathyamoorthy | Purchased |
| 5 | ICN increase | To depute one S/N | NS | Surya S/N is deputed to HIC |

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Version No: 1.0

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|--|--|------------------------|-------------|----------|
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |
| 2 | Statistics of HH, HAI, NSI, BMW audit & PSA use. | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |
| 3 | Inflection control practice | Improvement of HH compliance rate | 1. PGs HH compliance rate is ✓ improved 2. RCA for SSI – to start ✓ | ICO / ICN | Immediate | |
| 4 | Biomedical waste segregation | Specimen left unattended in wards – collection area | 1. Conduct sessions to improve 2. Recapping of needles - Avoid Retraining to staff | NS | Immediate | |
| 5 | | Specimen once collected has to be send to lab immediately - | | NS / ICN | Immediate | |
| 6 | Bio- spill documentation | 1. Conduct sessions to improve | ✓ | NS / ICN | Immediate | |
| 7 | Rolling Trophy | To audit for rolling trophy in 3 rd week of July | ICO | Before next meeting | | |
| 8 | Next Meeting Date | 26.07.2022 | | | | |

Dr. T. MANGAIYARKARASI

SECRETARY - PGCC

SRI MANAKULA VINAYAGAR

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Minutes of the Meeting – Hospital Infection Control Committee

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| Date | 12.08.2022 | Venue | Demo Hall, III-floor, Hospital Block, SMVMC&H. | Time | 02.30 pm - 03.30pm |
|---------------------------|----------------------|-------------------|--|---------------------|--------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Dr.G.V. Manoharan | M.Mohana (ICN) | Dr. S.Girija | Frequency : Monthly | |
| Dr.M.Jayasree | Dr.Bharathkumar | S.Suriya (ICN) | Dr.R.Gopal | | |
| Dr.Suneeth P.Lazarus | Dr.T.Mangaiyarkarasi | S.Saranya (ICN) | Mr.D.Sathyamoorthy | MOM No : 07/2022 | |
| Dr. M. Shanthy | Mrs.Greeta | P.Kalaivani (ICN) | Mr.R.Naresh | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---|---|--------------------|----------------|
| 1 | Bio-spill documentation | 1. Conduct sessions to improve | ICN | Ongoing |
| 2 | Recapping of needles before discarding | To educate | ICN/ NS | Ongoing |
| 3 | Specimen left unattended in wards – collection area | Specimen once collected has to be send to lab immediately - Retraining to staff | Mrs.M.Mohana (ICN) | Ongoing |
| 4 | Rolling Trophy | To audit for rolling trophy in 3 rd week of August | IOC | Pending |

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Minutes of the Meeting – Hospital Infection Control Committee

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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|--|---|----------------|-------------|----------|
| 1 | Welcome to all members | | Dr. T.Mangaiyarkarasi, | | | |
| 2 | Statistics of HH, HAI, NSI, BMW audit & PSA use. | | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | |
| 3 | Infection control practice | Improvement of HH compliance rate | 1. PGs HH compliance rate is improved 2. RCA for HAI – to start | ICO / ICN | Immediate | |
| 4 | | Biomedical waste segregation | 1. Conduct sessions to improve 2. Recycling of needles – Avoid 3. To inform NS if non compliance continue | ICN / NS | Immediate | |
| 5 | Pre surgical antibiotic policy | To discuss in Antibiotic policy and monitoring committee and decide about changes | ICO | Immediate | | |
| 6 | Rolling Trophy | After audit the trophy distribution shall happen in monthly meeting of Staff nurses. | NS / ICO | Immediate | | |
| 7 | OT discipline | 1. To discuss with OT in charge staff along with DMS (Surgery) | ICO | Immediate | | |
| 8 | Discussion on achievement level objectives as per NABH 5 th Edition | IPC programme to be reviewed based on infection control assessment tool. | To download the tool and assess the program every 6 months | ICO | September | |

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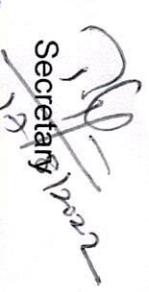
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Minutes of the Meeting – Hospital Infection Control Committee

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|---|--|-------------|----------------|-------------|----------|
| 9 | Isolation / barrier nursing facilities | Current facilities available to be assessed and presented in next meeting for discussion. | | ICN | September | |
| 10 | Implementation of work restrictions for HCP with transmissible infections | 1. To be assessed by Medicine HOD / Unit Chief 2. Once documented the restrictions as per SOP | | MS | 2 months | |
| 11 | Next Meeting Date | 06.09.2022 | | | | |

Date: 17.8.2022


Dr. T. MANGAYARKARASI
 SECRETARY - HICC
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Version No: 1.0

| Date | 16.09.2022 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 02.30 pm - 03.30pm |
|---------------------------|-----------------|----------------------|---|---------------------|--------------------|
| Committee Members Present | | Members Absent | | Frequency : Monthly | |
| Dr. M.Pragash | Mr.R.Naresh | Dr.M.Jayasree | Dr.R.Gopal | | |
| Dr.G.V. Manoharan | M.Mohana (ICN) | Dr. S.Girija | Mrs.Greeta | | |
| Dr.Bharathkumar | S.Suriya (ICN) | Dr.Suneeth P.Lazarus | Mr.D.Sathyamoorthy | MOM No : 08/2022 | |
| Dr.T.Mangaiyarkarasi | S.Saranya (ICN) | Dr. M. Shanthi | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---|---|----------------|----------------|
| 1 | Biomedical waste segregation | 1. Conduct sessions to improve 2. Recapping of needles – Avoid 3. To inform NS if non compliance continue | ICN / NS | Ongoing |
| 2 | IPC programme to be reviewed based on infection control assessment tool. | To download the tool and assess the program every 6 months | ICO | Ongoing |
| 3 | Isolation / barrier nursing facilities | Current facilities available to be assessed and presented in next meeting for discussion. | ICN | Completed |
| 4 | Implementation of work restrictions for HCP with transmissible infections | Preparation of SOP | ICO | Ongoing |

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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|---|--|----------------|-------------|----------|
| 1 | Welcome to all members | | Dr. T.Mangaiyarkarasi, | | | |
| 2 | Statistics of HH, HAL, NSI, BMW audit & PSA use. | | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | |
| 3 | Infection control practice | Improvement of HH compliance rate | 1. Compliance rate is improved 2. RCA for HAL – to start | ICO / ICN | Immediate | |
| 4 | | Biomedical waste segregation | White waste – recapping was done Retraining | ICN | Immediate | |
| 5 | | Rolling Trophy | After audit the trophy distribution shall happen in monthly meeting of Staff nurses. | NS / ICO | Immediate | |
| 6 | | OT discipline | Improvement noted but still motivation needed | ICN | Immediate | |
| 7 | | Weekly session | To re-start sessions for staff nurses | ICO/NS | Immediate | |
| 8 | Discussion on achievement level objectives as per NABH 5 th Edition | 1. IPC programme to be reviewed based on infection control assessment tool. | To request audit committee to conduct the assessment. | MS / ICO | October | |

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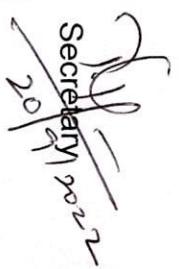
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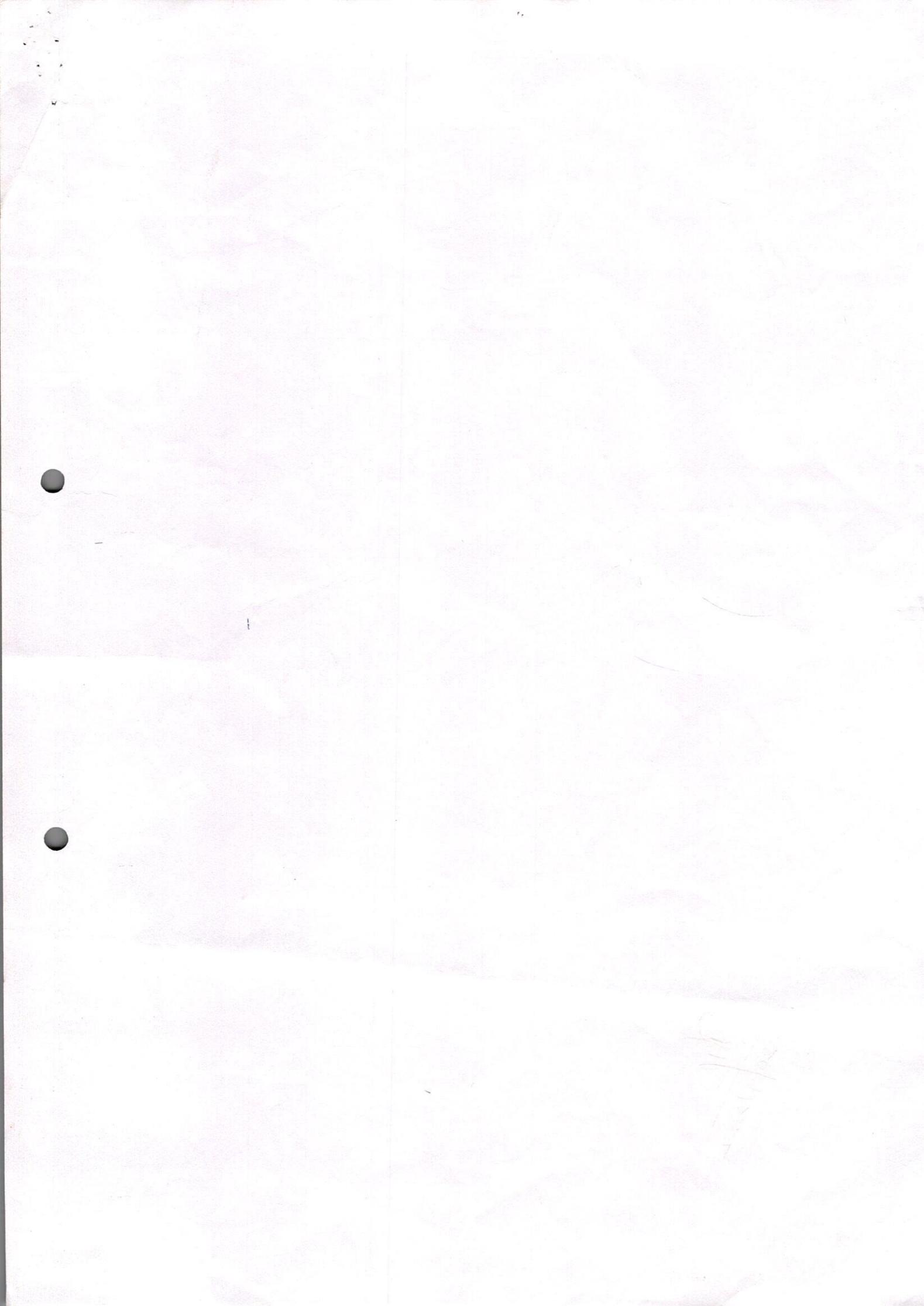


Minutes of the Meeting – Hospital Infection Control Committee

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--------------------------|--|--|----------------|--------------|----------|
| 9 | | 2. Isolation / barrier nursing facilities | 1. Isolation ward to be setup in new building 2. Barrier nursing – training for S/N | ICN | October | |
| 10 | | 3. Implementation of work restrictions for HCP with transmissible infections | To prepare SOP | MS/ ICO | Next meeting | |
| 11 | Next Meeting Date | 11.10.2022 | | | | |

Date: 20.9.2022


Secretary
20/09/2022



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| Date | 18.10.2022 | Venue | Demo Hall, II-floor, Hospital Block, SMVMC&H. | Time | 02.30 pm - 03.30pm |
|---------------------------|--------------------|-----------------------|---|------------------|---------------------|
| Committee Members Present | | | | Members Absent | |
| Dr. M.Pragash | Dr.Bharathkumar | Dr. T.Mangaiyarkarasi | Anitha.N (ICN) | Dr. S.Girija | Frequency : Monthly |
| Dr.M.Jayasree | Dr.Rajavel | N.Rajalakshmi(DNS) | S.Saranya (ICN) | Dr.R.Gopal | |
| Dr.Suneeth P.Lazarus | Mrs.Greeta | M.Mohana (ICN) | P.Kalaivani (ICN) | MOM No : 09/2022 | |
| Dr. M. Shanthi | Mr.D.Sathyamoorthy | Mr.R.Naresh | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|---|--|----------------|------------------------------------|
| 1 | Improvement of HH compliance rate | Retraining and data sheet to circulate | ICO/ ICN | Ongoing |
| 2 | Starting of RCA for HAI | To assess each case separately | ICO/ ICN | Started & Ongoing |
| 3 | Rolling Trophy | To complete Audit of ICUs | ICO | Completed |
| 4 | Implementation of work restrictions for HCP with transmissible infections | To prepare SOP | ICO | Completed under review by members. |

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Minutes of the Meeting – Hospital Infection Control Committee

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|------------------------------|--|--|---|----------------------|--------------|----------|
| Medical college and Hospital | | | | | | |
| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |
| 2 | Statistics of HH, HAI, NSI, BMW audit & PSA use. | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |
| 3 | Infection control practice | Improvement of HH compliance rate | 1. To emphasis on importance of HH – small group meeting with individual departments | ICO / ICN | Immediate | |
| 4 | | Biomedical waste segregation | White waste – recapping was done Retraining | NS/ICN | Immediate | |
| 5 | | Rolling Trophy | Audit completed date to fix for distribution. | NS / ICO | Immediate | |
| 6 | | OT discipline | Improvement noted but still motivation needed. Talked to DNS – to give assessment report every 15 days for corrective & preventive action. | ICN/ DNS(OT) | Immediate | |
| 7 | | Sterile dressing package | To evaluate the cost effectiveness and submit the report | CSSD In-Charge / ICO | Next meeting | |
| 8 | Reduction in committee member | Mr.D.Sathyamoorthy (AGM) requested the committee to relieve him from his duties. | All members accepted his explanation and he is relieved from HICC. | - | - | |

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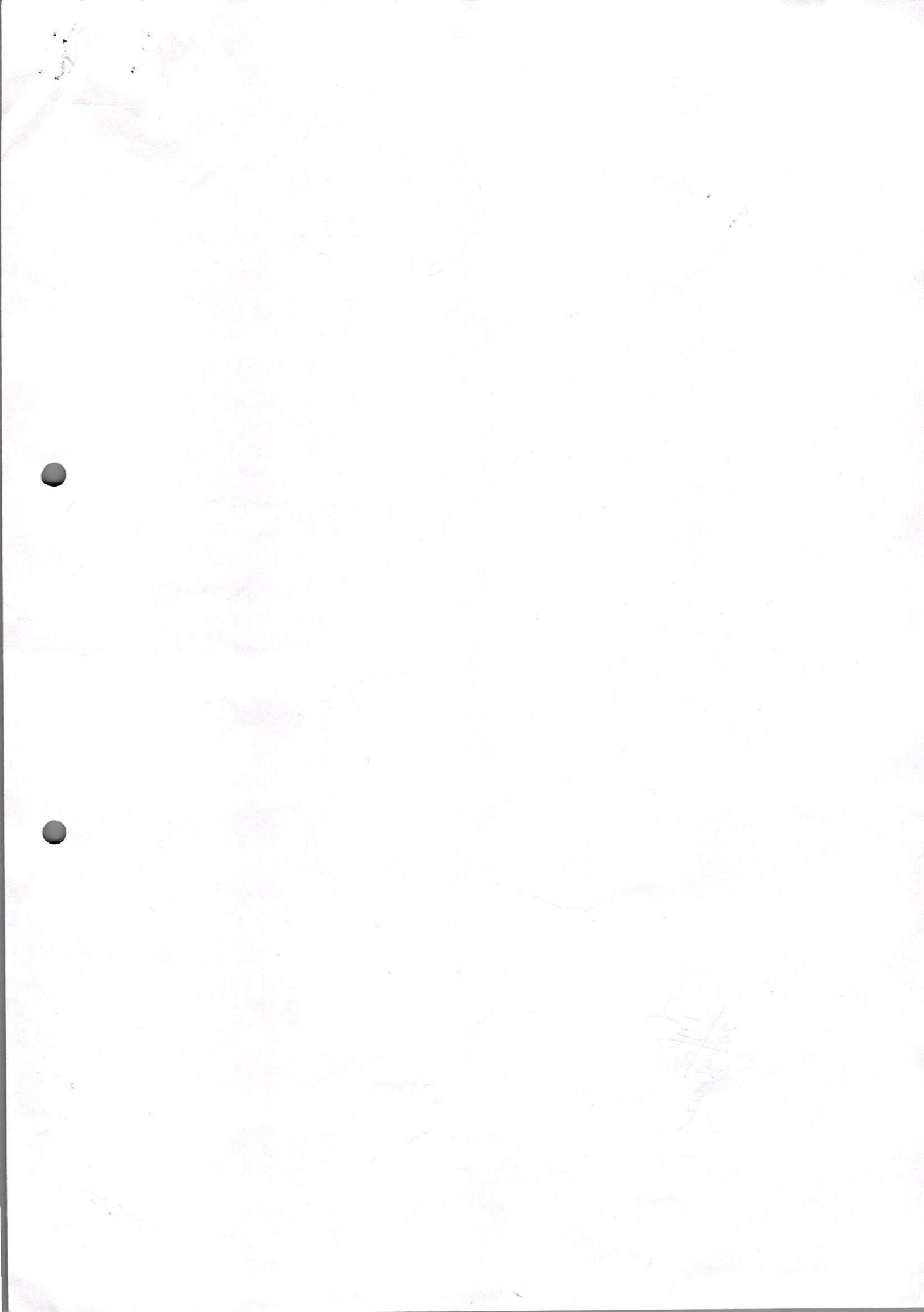
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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|---|--|----------------|--------------|----------|
| 9 | Discussion on achievement level objectives as per NABH 5 th Edition | Implementation of work restrictions for HCP with transmissible infections | To review SOP and for approval by management | MS | Next meeting | |
| 10 | Next Meeting Date | 08.11.2022 | | | | |

Date: 20.9.2022

[Signature]
Secretary
20/09/2022



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| Date | 18.11.2022 | Venue | Demo Hall, III-floor, Hospital Block, SMVMC&H. | Time | 02.30 pm - 03.30pm |
|---------------------------|-----------------|--|--|--------------|---------------------|
| Committee Members Present | | | Members Absent | | |
| Dr. M.Pragash | Dr.Bharathkumar | Dr.T.Mangaiyarkarasi | S.Surya (ICN) | Dr. S.Girija | Frequency : Monthly |
| Dr.M.Jayasree | Dr.M.Anto | M.Mohana (ICN) | S.Saranya (ICN) | | |
| Dr.R.Gopal | Mrs.Greeta | Mr.R.Naresh | P.Kalaivani (ICN) | | MOM No : 10/2022 |
| Dr. M. Shanthi | Dr.Ramya.N | Special Invitee: Mr.S.Palanivel (CSSD) | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|-----------------------------------|---|----------------|-------------------|
| 1 | Improvement of HH compliance rate | To emphasis on importance of HH – small group meeting with individual departments | ICO/ ICN | Ongoing |
| 2 | Biomedical waste segregation | White waste – recapping was done Retraining Little improvement in rate (NICU&PICU) | ICO/ ICN | Started & Ongoing |
| 3 | Rolling Trophy | Won by NICU Trophy handed over by ICU | - | - |
| 4 | OT discipline | Next assessment – January'23 To give assessment report every 15 days for corrective & preventive action. | ICO/ICN | Ongoing |
| 5 | Sterile dressing package | To evaluate the cost effectiveness and submit the report | CSSD | Pending |

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| S. No | Item | Action Plan | Responsibility | Present status | |
|-------------------------------|---|--|--|----------------|-----------|
| 6 | Implementation of work restrictions for HCP with transmissible infections | To review SOP and for approval by management | MS | Pending | |
| Discussion in current meeting | | Action Plan | Responsibility | Target Date | Comments |
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | |
| 2 | Statistics of HH, HAI, NSI, BMW audit & PSA use. | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | |
| 3 | Infection control practice | Improvement of HH compliance rate | 1. To emphasis on importance of HH – small group meeting with individual departments | ICO / ICN | Immediate |
| 4 | Biomedical waste segregation | White waste – recapping was done Retraining | NS/ICN | Immediate | |
| 5 | | Pedal operated bins in OTs | Naresh | 1 month | |
| 6 | Biospill management | Retraining to staff & attenders | ICN | Immediate | |
| 7 | OT discipline | Improvement noted but still motivation needed. | ICN/ DNS(OT) | Immediate | |

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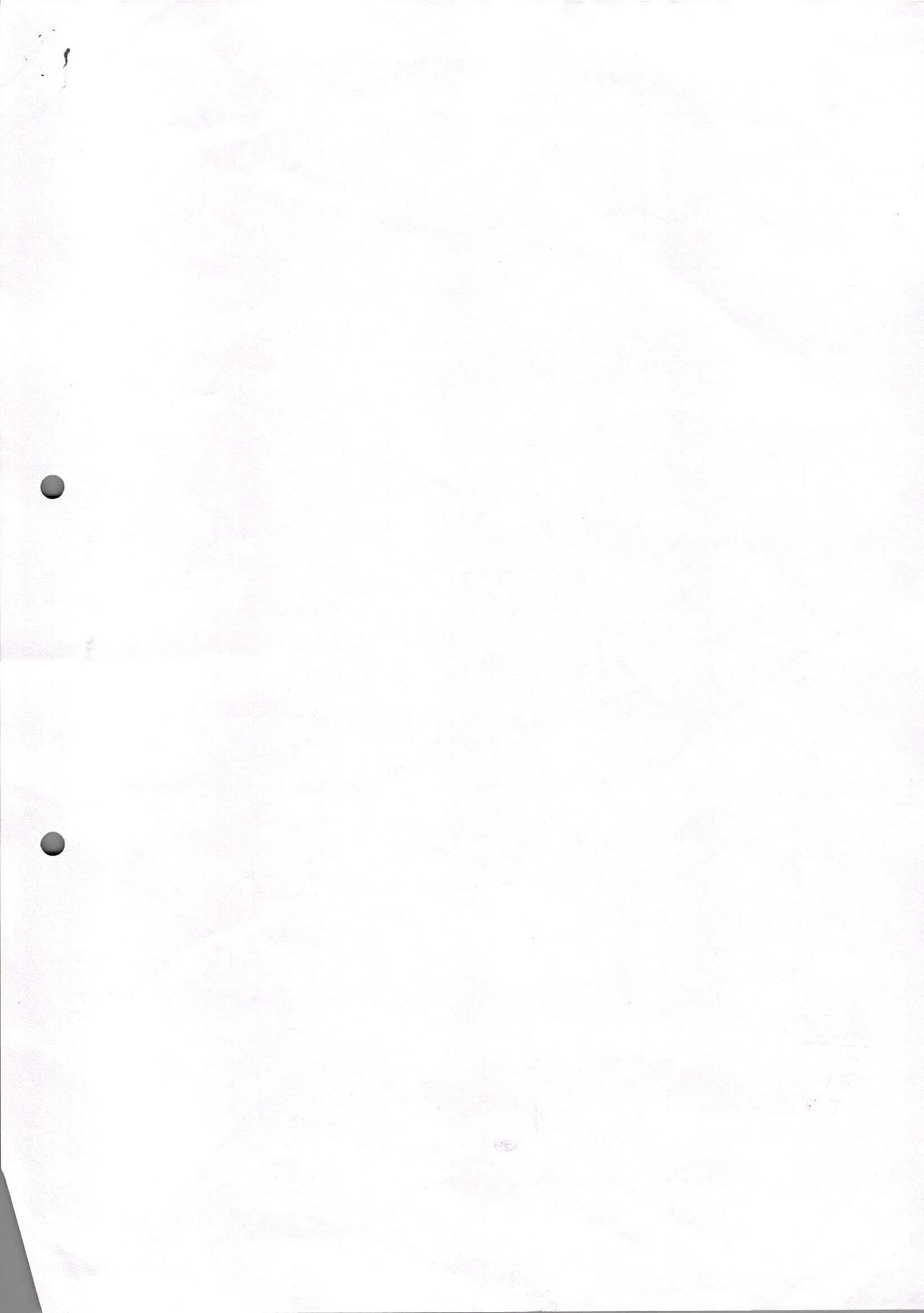
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| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|---|--------------------------------|----------------|-------------|----------|
| 8 | | Assessment report given for corrective & preventive action. | | | | |
| 9 | | To give purchase indent for Class 5 indicator | DNS(OT) | Immediate | | |
| 10 | Sterile dressing package | To improve HH compliance among OT technicians | ICN/ DNS(OT) | Immediate | | |
| 11 | Infection control Practices in Kitchen | To purchase big sealing machine – Give Indent Purchase disposable wrap for trays Weekly audit done by ICN report given to in-charge for corrective & Preventive action Improvement noted | CSSD In-Charge / ICO ICN | Next meeting | | |
| 12 | Infection control Practices in STP | 1. Ear plugs were in use 2. PPE not used properly 3. Request for separate rest room | ICN – Training | 1 month | | |
| 13 | Next Meeting Date | 16.12.2022 | | | | |

Date:18.11.2022


Secretary



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL



Medical college and Hospital

VINAYAGAR

Minutes of the Meeting – Hospital Infection Control Committee

SMVMCH/
COM/ HICC

Version No: 1.0

| Date | 12.1.2023 | Venue | Demo Hall, III-floor, Hospital Block, SMVMC&H. | Time | 02.30 pm - 03.40pm |
|---------------------------|----------------------|----------------------|--|--------------|---------------------|
| Committee Members Present | | | Members Absent | | Frequency : Monthly |
| Dr. M.Pragash | Dr.Suneeth P.Lazarus | Dr.T.Mangaiyarkarasi | S.Surya (ICN) | Dr. S.Girija | |
| Dr.M.Jayasree | Dr.Bharathkumar.T | M.Mohana (ICN) | S.Saranya (ICN) | | |
| Dr.R.Gopal | Dr.Manoharan.G.V | Anitha(ICN) | P.Kalaivani (ICN) | | MOM No : 1/2023 |
| Dr. M. Shanthi | Mrs.Greeta | Mr.K.Ayyappan(H.K) | | | |

Agenda 1 - Review of previous minutes of meeting

| S. No | Item | Action Plan | Responsibility | Present status |
|-------|-----------------------------------|---|----------------------|-------------------|
| 1 | Improvement of HH compliance rate | To emphasis on importance of HH – small group meeting with individual departments | ICO/ ICN | Ongoing |
| 2 | Biomedical waste segregation | White waste – recapping was done Retraining | ICO/ ICN | Started & Ongoing |
| 3 | | Pedal operated bins in OTs | Naresh | Completed |
| 4 | Sterile dressing package | To purchase big sealing machine – Give Indent Purchase disposable wrap for trays | CSSD In-Charge / ICO | Pending |

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Discussion in current meeting

| S.No | Agenda | Item | Action Plan | Responsibility | Target Date | Comments |
|------|--|---|--|--------------------|-------------|----------|
| 1 | Welcome to all members | Dr. T.Mangaiyarkarasi, | | | | |
| 2 | Presentation of Annual report 2022 | Dr.T.Mangaiyarkarasi | | | | |
| 3 | Statistics of HH, HAI, NSI, BMW audit & PSA use. | Presented by Dr.T.Mangaiyarkarasi, (ICO) | | | | |
| 4 | Discussion on fixing targets for 2023 | Rates of HHCompliance, CAUTI, CLABSI, VAP & SSI | All members accepted - copy attached | | | |
| 5 | Discussion on goals for 2023 | Copy attached | | | | |
| 6 | Infection control practice | Improvement of HH compliance rate | To improve awareness and achieve the target by placing posters, small reminders. | ICO / ICN | Immediate | |
| 7 | | Biomedical waste segregation | White waste – recapping was done Retraining | NS/ICN | Immediate | |
| 8 | | Biospill management | Retraining to staff & attenders To document the incident | ICN | Immediate | |
| | | To restrict visitors movement near the critical areas (ICU, OT) | To allot separate space for visitors Restrict entry inside premises | MS/ Administrators | Immediate | |

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| 10 | | Storing of patients specimen in refrigerator. | To procure separate refrigerator for specimen storage. All members scorn the practice of storing specimen in the refrigerator using for drugs & vaccine storage. | NS | Next meeting | |
| 11 | | High end cleaning to do regularly | To prepare a schedule and execute | Mr. Naresh | Immediate | |
| 12 | | To follow transmission based precautions. | To educate and give reminders | ICN | Immediate | |
| 13 | | Pre- operative preparation of patients | Lacunae noted To instruct staff nurse to adhere to protocol | NS/DNS | Immediate | |
| 14 | Wearing of PPE | Interns & PGs not wearing gloves when needed | To educate and give reminders HODs to give instruction | ICN | Immediate | |
| 15 | Incidences of NSI | 1. Awareness to report immediately 2. To collect vaccination certificates / Titer report from PGs | 1. To conduct session 2. Dean (Academic) /HODs | ICO/ICN (To circulate a circular) | Immediate | |
| 16 | Introducing award for housekeeping staff, attenders. | All members approved on having the selection every 2 months | To prepare SOP to decide on criteria Plan to conduct during February '23 | ICO | Immediate | |

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| 17 | Discussion on achievement level objectives as per NABH 5 th Edition | To review IPC programme based on infection control assessment tool. | 1. To give the assessment tool to audit committee for necessary action | MS | One month | |
| 18 | Next Meeting Date | 14.2.2023 | | | | |

Date: 14.1.2023

Secretary
M/1/2023

Dr. T. MANGALAKRASHI
SECRETARY - HICC
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
PUDUCHERRY-605 007