



R.L. JALAPPA HOSPITAL & RESEARCH CENTRE TAMAKA, KOLAR-563103

Attached to Sri Devaraj Urs Medical College

&

Constituent institution of Sri Devaraj Urs Academy of Higher Education & Research.

HOSPITAL INFECTION PREVENTION AND CONTROL MANUAL



R.L.H.I.R.C.	
Document type	Master Copy <input checked="" type="checkbox"/> Control Copy <input type="checkbox"/>
Issue Number	03
Revision Number	03
Issue Date	15 July 2020

Prepared by	Reviewed by	Approved by
 HICC Committee HICC-Members	 PROFESSOR A. H. H. H. DEPARTMENT OF MICROBIOLOGY H.O.D., DEPARTMENT OF MICROBIOLOGY TAMAKA-KOLAR TAMILNADU INDIA	 S.M. Aggans M 15/7/2020 Medical Superintendent R.L. Jalappa Hospital & Research Centre Tamaka, Kolar-563 103

Principal

Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103

AOAR-21

NAAC COORDINATOR
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103



R. L. JALAPPA HOSPITAL AND RESEARCH CENTRE TAMAKA KOLAR-563103
Hospital Infection Prevention and Control Manual

Document No: RLJH/ HIP&P/ 004

Issue no: 03

Issue Date: 15 July 2020

Revision no:03

Revision Date: 1 July 15th 2021

Title of the Document

Page of Content

Revision & Amendment of the Manual

R. L. Jalappa Hospital & Research Centre reserves right, to add, delete, amend, modify, interpret, change or suspend the operation of any of these procedures without assigning any reason thereof and such interpretation shall be final and binding upon all the employees.

Principal
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103



R. L. JALAPPA HOSPITAL AND RESEARCH CENTRE TAMAKA KOLAR-563103

Hospital Infection Prevention and Control Manual

Document No: RLJH/ HIP&P/ 004

Issue no: 03

Issue Date: 15 July 2020

Revision no:03

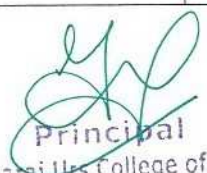
Revision Date: 1 July 15th 2021

Title of the Document

Page of Content

Page of Content

Standard No.	Topic	Page
HIC.1.	The organization has a well-designed, comprehensive and coordinated Hospital Infection Prevention and Control (HIC) programme aimed at reducing/ eliminating risks to patients, visitors and providers of care.	2 -12
HIC.2.	The organization implements the policies and procedures laid down in the Infection Control Manual in all areas of the hospital.	13 – 96
HIC.3.	The organization performs surveillance activities to capture and monitor infection prevention and control data.	97 – 103
HIC.4.	The organization takes actions to prevent and control Health care Associated Infections (HAI) in patients.	104 – 119
HIC.5.	The organization provides adequate and appropriate resources for prevention and control of Health care Associated Infections (HAI).	120 – 125
HIC.6.	The organization identifies and takes appropriate actions to control outbreaks of infections.	126 – 136
HIC.7.	There are documented policies and procedures for sterilization activities in the organization.	137 - 147
HIC.8.	Bio-medical waste (BMW) is handled in an appropriate and safe manner.	148 - 166
HIC.9.	The infection control programme is supported by the management and includes training of staff.	167 - 172


Principal
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103



R. L. JALAPPA HOSPITAL & RESEARCH CENTRE TAMAKA, KOLAR-563103

Attached to Sri Devaraj Urs Medical College

&

Constituent institution of Sri Devaraj Urs Academy of Higher Education & Research.

NURSING SERVICE ADMINISTARTIVE AND PROCEDURAL MANUAL



RLJH&RC-	
Document type	Master Copy <input checked="" type="checkbox"/>
	Control Copy <input type="checkbox"/>
Issue Number	03
Revision Number	03
Issue Date	July 15-2020

Prepared by	Reviewed by	Approved by
1. <u>15/7/2020</u> DNS 2. <u>15/7/2020</u> Nursing Core Committee	 15/07/2020 Chief Nursing Officer R.L.J.H. & R.C., Tamaka, Kolar.	 15/7/2020 Dr. S.M. Azeem Mohiyuddin, MBBS, MS. (ENT) SEKHSARIA FELLOWSHIP (Head & Neck) F.I.C.S. (ENT), A.M.S. Medical Superintendent RMC No: 31667 Prof of E.N.T. & Head Neck Onco Surgeon, Medical Superintendent, RLJH & RC, Tamaka, Kolar.

ADAR-17
NAAC CO-ORDINATOR
 Sri Devaraj Urs College of Nursing
 Tamaka, Kolar-563103

Principal
 Sri Devaraj Urs College of Nursing
 Tamaka, Kolar-563103

**R. L. JALAPPA HOSPITAL AND RESEARCH CENTRE TAMAKA KOLAR-563103****Nursing Service Administrative & Procedural Manual**

Document No: RLJH/ NUR/ 006	Issue no: 03	Issue Date: 15 July 2020
	Revision no:03	Revision Date: July 15 th 2021
Title of the Document	Page of Content	

Sl. No.	Policy No.	Title of the policy	Page No.
NABH- Chapter- I-AAC			
1	1.0 to 1.6	Nursing administrative and procedural manual organization	1-2
2	2.0 to 2.3	Scope of Health Care Services -at RLJH&RC & Nursing	3-5
3	3.0 to 3.4h	Nurses role in Registration, Admission Process	6-11
4	4.0 to 4.4	Nurses role in Initial assessment, Re-Assessment And Early Warning Signs Alert - OPD, IPD, EMD	12-17
5	5.0 to 5.3	Patient transfer (in and out) or Referral to other department / specialties'	18-23
6	6.0 to 6.9	Nurses role in Sample collection, handling, transportation, preparation for radiological investigations and Critical results reporting procedure	24-33
7	7.0 to 7.4	Nurses role in discharge of Regular, DAMA/LAMA/ MLCs/ abscond	34-40
NABH- Chapter- II-COP			
8	8.0 to 8.3d	Uniform patient care at OPD, IPD	41-43
9	9.0 to 9.12d	Nurses role in care of Emergency Patient Care, found dead on arrival brought dead, and Triaging	44-68
10	10.0 to 10.4e	Nurses role in Code Blue and CPR	69-71
11	11.0 to 11.5c	Nursing role in patient care Documentation and patient assignment	72-76
12	12.0 to 12.8	Nursing Empowerment and governance	77-85
13	13.0 to 13.4	Nurses role in patients preparation for clinical procedures	-86-
14	14.0 to 14.8	Nurses role in rationale use of blood and blood products	87-90
15	15.0 to 15.9b	Nursing Care of patients admitted in ICU & HDU	91-115
16	16.0 to 16.5	Nurses role in care of unconscious patients	116 to 119
17	17.0 to 17.9	Nurses role in care of Patients on Chest Drainage Tube	120- 124
18	18.0 to 18.7e	Nurses role in assisting with ET, extubating and suctioning	125-137
19	19.0 to 19.6d	Nurses role in assisting for tracheostomy, suctioning, cuff care	138-147
20	20.0 to 20.9	Nurses role in assisting with defibrillation	148 to 153
21	21.0 to 22.6d	Nurses role in TPN and gastro-jejunostomy feeding	154-165
22	22.0 to 22.6	Nurses role in meeting the patient safety needs	166-172
23	23.0 to 23.5	Nurses role in care of Vulnerable patients	173-177
24	24.0 to 24.6b	Nurses role in care of patients with restraints	178-183
25	25.0 to 25.3	Nurses role in care of Obstetrics Patients	184- 187
26	26.0 to 26.14	Nurses role in care of patient's undergoing hemodialysis	188 to 218
27	27.0 to 27.15	Nurses role care Surgical Patients	219-247
28	28.0 to 28.6	Nurses role in pain assessment and management	248-255
29	29.0 to 29.8a	Nurses role in End of Life Care	256-261
30	30.0 to 30.4	Nurses role in crash cart utilization	262-265
NABH- Chapter- III-MOM			
31	31.0 to 31.20	Nurses role administration of medications	266- 279
32	32.0 to 32.6	Nurses role in adhering to LASA policy	280-283
33	33.0 to 33.6c	Nursing role in administration of high risk / emergency medications	284-288
34	34.0 to 34.5	Nurses role in adverse drug event and reporting	289-294
NABH- Chapter VI- PRE			
35	35.0 to 35.6	Nurses Role In Respecting Patients' Rights And Responsibilities	295-302
NABH- Chapter- V-HIC			
36	36.0 to 36.6a	Nurses role in prevention of HCAI	303-316
37	37.0 to 37.20	Nurses role in segregation, storage and transportation of BMW and linen management	317 to 327
NABH- Chapter- VII-ROM & IX HRM			
38	38.0 to 38.2	Nursing Organizational and Resource Management Vision Mission	328 - 337
NABH- Chapter- VIII-FMS & X-IMS			
39	39.0 to 39.6c	Nurses role in management of information and communication	338-343
NABH- Chapter- VI-CQI			
40	40.0 to 40.3	Nurses role in quality improvement and sustenance	344-349
41	41.0 to 41.5	Employee safety	350-358
42	42.0	Nurses role in reporting sentinel events	359- 363
43	43.0 to 43.2	Nurses role in ward inventory and equipment maintenance	364-365
44	44.0 to 45.1	Nurse Role In Performance of Advanced And Basic Procedures	366-405
45	-	Documents and formats with annexure	-
Ref: Kindly Refer to EMD, ICU, OT, Nephrology, Pediatrics, Obstetrics, & Super-specialities related SOPs			-

Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103



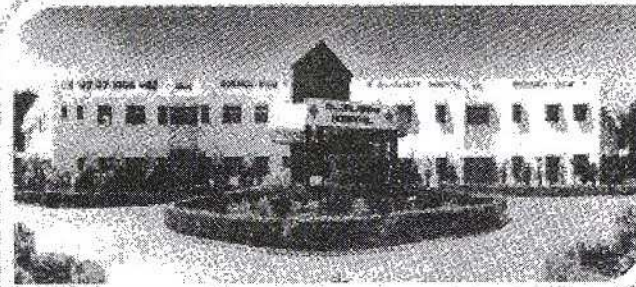
R. L. JALAPPA HOSPITAL & RESEARCH CENTRE TAMAKA, KOLAR-563103

Attached to Sri Devaraj Urs Medical College



&

Constituent institution of Sri Devaraj Urs Academy of Higher Education & Research.

SAFETY MANUAL




RLJH&RC	
Document type	Master Copy <input checked="" type="checkbox"/>
	Control Copy <input type="checkbox"/>
Issue Number	03
Revision Number	03
Issue Date	15 July 2020

Prepared by	Reviewed by	Approved by
 Engineering Department	 Quality Department	 Medical Superintendent


Department of Quality
RLJH & RC
T. Tamaka, Kolar-563 103

Dr. S.M. Azeem Mohiyuddin, MBBS, MS, (ENT)
SEKHSARIA FELLOWSHIP (Head & Neck)
F.I.C.S., F.A.C.S., M.D.A.M.S.,
KMC No: 31667
Prof of E.N.T. & Head Neck Onco Surgeon,
Medical Superintendent,
RLJH & RC, Tamaka, Kolar.

ADAR-21



NAAC CO-ORDINATOR
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103




Principal
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103



HOSPITAL SAFETY CODES

SL. NO	CODES	SITUATIONS	RESPONSE TEAM
1	Red	Fire Disaster(Major/Minor)	Security, Rapid response team Engineering team, Nursing staff
2	Blue	Patient in Cardiac/Pulmonary arrest & needs immediate care	Code blue team, Doctor & Nurse
3	Pink	Child abduction/ person missing	Security, Engineering staff
4	Violent	Patient Violence	Security, Engineering staff
5	Yellow	Hazardous spill	Floor supervisor, Housekeeping staff,
6	Black	Bomb threat	Security
7	White	Mob violent situation	Doctors & nurses, Security
8	Brown	External disaster	Security, Rapid response team Engineering team, Nursing staff
9	Orange	Internal Causality	Security, Rapid response team Engineering team, Nursing staff
10	Green	All clear	Security, Rapid response team Engineering team, Nursing staff


Principal
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103