

**CIRCULAR**

In supersession of the earlier order No. NEIGR/MS/CIR/2022/19; dated 8<sup>th</sup> January, 2022, the following committees are constituted to look after the overall management and maintenance of services at NEIGRIHMS during COVID-19 pandemic.

**Task Force:**

1. Director, NEIGRIHMS.
2. Medical Superintendent.
3. All Deputy Medical Superintendents.
4. Prof. P.K Bhattacharya, HoD Gen. Medicine.
5. Prof. Noor Topno, HoD Gen. Surgery.
6. Prof. G K Medhi, HoD Community Medicine.
7. Dr. Nari M Lyngdoh, HoD i/c Anesthesiology.
8. Dr. Himesh Barman, Associate Professor & HoD i/c, Pediatrics.
9. Dr. A. B. Khyriem, Associate Professor & HoD i/c Microbiology
10. Lt. Cdr. Pawan Deep, Deputy Director (Administration).
11. Dr. Vijay N. Nongpiur, Assistant Professor Pulmonary Medicine - Nodal Officer.

The Task force will receive input from and oversee the functioning of all the Committees and Sub-committees formed for preparedness and management of COVID-19 at NEIGRIHMS. The committee will meet in the MS office at 8:30 A.M. every Tuesday & Friday to review the situation.

**Patient Management Committee**

1. Prof. P.K Bhattacharya, HoD Gen. Medicine –Chairman
2. Dr. Vijay N. Nongpiur, Assistant Professor Pulmonary Medicine.
3. Dr. Himesh Barman, Associate Professor & HoD i/c, Pediatrics.
4. Dr. Bhupen Barman, Associate Professor, Gen. Medicine.
5. Dr. Manish Kapoor, Associate Professor Cardiology.
6. Dr. Star Pala, Associate Professor, Community Medicine.
7. Dr. Kaustav Dutta, Assistant Professor, Anesthesiology

The committee will make decisions regarding preventive, diagnostic, therapeutic and prognostic protocols for Covid-19 treatment in line with the latest recommendations and guidelines received from the Central and State governments, ICMR and from the NMC if required, and as amended from time to time. The committee will also ensure strict adherence to the stipulated protocols by all the doctors and nursing staff on duty. They will also ensure compliance with requisitions for drugs and consumables for Covid-19 management. The committee will coordinate with the Task Force or MS/DMSs for any assistance. The committee shall prepare SOPs and treatment protocol as per new guidelines for display in all Covid-19 wards and ICUs, and submit weekly reports to the MS office at the earliest for circulation to all.

**OT Services Committee**

1. Prof. Noor Topno, HoD Gen. Surgery – Chairperson
2. Dr. Subrat Panda, Associate Professor & HoD i/c Obstetrics & Gynecology
3. Dr. Kaustav Dutta, Assistant Professor, Anesthesiology.
4. Smt. Irene A Nongtraw, Nursing Superintendent.
5. Mr. Sambit Kumar Sahu, Biomedical Engineer.

The committee will ensure preparedness and functioning of separate Covid-19 OT & Emergency OT services on a 24x7 basis. They will also ensure posting of adequate staff and technical personnel required for these OTs.

**Medical Board:**

1. Dr. Bhupen Barman, Associate Professor, Medicine – Chairperson.
2. Dr. Manika Agarwal, Associate Professor, Obstetrics & Gynecology.
3. Dr. Rosina Ksoo, Assistant Professor, Pediatrics.
4. Dr. Vijay N. Nongpiur, Assistant Professor, Pulmonary Medicine.
5. Dr. Donboklang Lynser, Assistant Professor, Radiology.

The Medical Board will examine all matters related to grant of exemption from Covid-19 duties to employees of NEIGRIHMS in strict adherence to and in compliance with existing rules. Guidelines/recommendations issued by the Central / State Governments, ICMR and NMC, if any, are to be strictly followed. The committee shall also ensure safety and compliance with Covid-19 appropriate behaviour and other protocols in entire campus - Hospital, Administrative block, Residential areas and hostels. The Committee may co-opt specialists from other departments for expert advice as and when required.

**Contact Tracing/Quarantine Committee:**

1. Prof. G K Medhi, HoD Community Medicine – Chairman.
2. Dr. Shikha, Associate Professor, Dermatology.
3. Dr. Julie Wahlang, Assistant Professor, Pharmacology.
4. Dr. Sarah Ralte, Assistant Professor, Anatomy.
5. Dr. Benjamin Nongrum, Assistant Professor, Ophthalmology.
6. Dr. Narang Naku, Assistant Professor, Gen. Surgery.

The Departmental Infection Control Committees (DICC) will keep track of the health status and history of exposure to Covid-19 positive cases at home/workplace/other areas of all the personnel in their respective departments/sections. In case any personnel in their respective department/section were to be exposed to Covid-19 positive cases or exhibit/develop symptoms of Covid-19, they shall immediately report the same to the Contact Tracing/Quarantine Committee. The Committee will coordinate with the Risk Assessment Committee for further action. Contact tracing/quarantine committee will maintain a record of the contact tracing activity and submit weekly reports to the MS office.

**Risk Assessment Committee:**

1. Dr. Vikas Jagtap, Associate Professor, Radiation Oncology & DMS – Chairman.
2. Dr. K G Lynrah, Associate Professor, Medicine.
3. Dr. Md. Jamil, Assistant Professor, Medicine.
4. Dr. Nalini Sharma, Assistant Professor, Obstetrics&Gynecology.
5. Dr. N U Suokhrie, Lady Medical Officer.

The Risk assessment committee shall coordinate with the Contact tracing/quarantine committee and inform the MS office regarding actions taken. The committee shall also coordinate with the Accommodation Committee for the needful. The committee shall also inform the high-risk contacts regarding testing if required and as per the latest guidelines and established hospital SOPs. The committee shall submit weekly reports to the MS office.

**Accommodation & Diet Committee**

1. Prof. A. J. Patowary, HoD, Forensic Medicine – Chief Advisor.
2. Lt. Cdr. Pawan Deep – Deputy Director (Administration) – Nodal officer
3. Mr. David T Umdor, Superintending Engineer – Co-coordinator
4. Dr. Vikas Jagtap, Associate Professor & HoD i/c Radiatoin Oncology, & DMS.
5. Mr. M. S. Kharkongor, Chief Security Officer.
6. Ms. TynkaiRynjah, Deputy Chief Dietician.

The Accommodation & Diet Committee will coordinate with the Contact tracing/quarantine and Risk Assessment committees for planning and provision of accommodation for the employees of NEIGRIHMS requiring quarantining as per stipulated guidelines. They will also coordinate with Diet

section for necessary arrangements. The committee shall also assist the employees in isolation for testing at level A or place of stay (if advised). The Nodal officer will make sure that all necessary arrangements and preparations are in place.

**Level A committee:**

1. Dr. Star Pala, Associate Professor, Community Medicine.
2. Dr. A D Ropmay, Associate Professor, Forensic Medicine.
3. Dr. John A Lyngdoh, Assistant Professor, Physiology.

The Level A committee shall prepare the duty roster for Level A, and coordinate in a manner so as to avoid overlapping with the duty roster of doctors of Levels B & C. The duty roster shall clearly indicate the active contact numbers of persons on duty/stand by. The committee shall send the duty roster for approval to, and circulation from, the MS office. The committee shall also ensure that SRF forms are properly and completely filled out at Level A and ensure that sample collection and labelling, and record maintenance is done properly at level A. They will also ensure strict adherence to and compliance with duty hours/timings at level A and report all matters of non-compliance to the MS immediately.

**Level B Committee:**

1. Dr. Bhupen Barman, Associate Professor, General Medicine.
2. Dr. I. Tiewsoh, Assistant Professor, Medicine.
3. Dr. Rosina Ksoo, Assistant Professor, Pediatrics.

**Level C Committee:**

1. Dr. Nari M Lyngdoh, HoD i/c Anesthesiology.
2. Dr. Himesh Barman, Associate Professor, Pediatrics.
3. Dr. Md. Jamil, Assistant Professor, Medicine.
4. Dr. Prakash Deb, Assistant Professor, Anesthesiology.

The Level B & C committee shall prepare the duty roster for Levels B & C respectively, and communicate the same to the Level A Committee to avoid overlapping. The duty roster shall clearly indicate the active contact numbers of persons on duty/stand by. The committee shall send the duty roster for approval to, and circulation from, the MS office.

**Duty Roster of Technicians at Level A:**

1. Prof. Vijay Singh, HoD, Dentistry & DMS – Chairman.
2. Mr. Nirupam Bhattacharjee, Speech Therapist –ENT.
3. Mr. Nipan Das, JLT – Pathology.

The duty roster shall clearly indicate the active contact numbers of persons on duty/stand by. The committee shall send the duty roster for approval to, and circulation from the MS office.

**Interns Duty roster for Covid-19 duty:**

1. Dr. K G Lynrah, Associate Professor, General Medicine – Chairman.
2. Dr. Arup Jyoti Baruah, Associate Professor, General Surgery.
3. Dr. Rituparna Das, Assistant Professor, Obstetrics & Gynecology.
4. Dr. Bishwajeet Saikia, Assistant Professor, Anatomy.

The team will coordinate with the Dean (Academic) for the duty roster for posting of interns to various areas (Levels A, B, C and Screening) as required. The duty roster shall clearly indicate the active contact numbers of persons on duty/stand by. The committee shall send the duty roster for approval to, and circulation from, the MS office.

**Training Committee:**

1. Dr. Nari M Lyngdoh, HoD i/c Anesthesiology – Chairperson.
2. Dr. Yookarin Khonglah, Associate Professor, Pathology.

3. Dr. Rosina Ksoo, Assistant Professor, Pediatrics.
4. Dr. V. W Lyngdoh, Associate Professor, Microbiology.
5. Dr. Clarissa J. Lyngdoh, Assistant Professor, Microbiology.
6. Smt. Lily Chishi, Infection Control Sister.
7. Smt. Ibandaker D Chyne, Infection Control Sister.

The Training Committee will coordinate with Levels A, B, C, Screening teams, Interns and technicians for regular training of Doctors/Interns/Staff/Technicians/Nurses/Attendants for safety protocols, sample collection, record maintenance etc. The Committee shall also communicate to the members of the Levels A, B, C and Screening team so that the trained personnel are put on duty in the above areas. The Committee shall conduct the training strictly as per instructions/guidelines received from the Government &/or ICMR &/or NMC as the case may be. The committee shall submit weekly reports of its activities to the MS office.

**Essential Drugs and Materials Committee:**

1. Medical Superintendent – Chairperson.
2. Prof. P.K Bhattacharya, HoD Gen. Medicine.
3. Dr. Annie Khyriem, Associate Professor & HoD i/c Microbiology
4. Dr. Rajani Thabah, Assistant Professor, Anesthesiology.
5. Smt. D. Jinthuiliu, Pharmacy Superintendent i/c Central Stores.
6. Smt. Freeda R Tariang, DFA.
7. Mr. H. Dey, SPO.

The team will be responsible for procurement and maintain a buffer stock of all essential equipment, drugs and material required for management of the pandemic.

**COVID-19 Vaccination Committee**

1. Dr. Star Pala, Associate Professor, Community Medicine – Chairperson.
2. Dr. Monaliza Lyngdoh, Assistant Professor, Medicine.
3. Dr. Rajani Thabah, Assistant Professor, Anesthesiology.
4. Mr. Wallambok Lynrah, Public Health Nurse, Community Medicine.
5. Mr. M. S. Kharkongor, Chief Security Officer.

The team will make necessary arrangements for vaccination at NEIGRIHMS and will also liaison with State government and other authorities as and when required.

**Telemedicine Committee:**

- a) Prof. A. J. Patowary, HoD, Forensic Medicine – Chairperson
- b) Dr. D. Slong, Asst. Prof, Forensic Medicine.
- c) Mr. Sameer Seva, Infrastructure & Network Administrator.

The team will look after the telemedicine facility for Covid-19. They shall also assist in contacting the staff/patients and coordinating with other committees. The team shall submit a weekly report to the MS office.

**Nodal Officer for Covid -19.**

Dr. Vijay N. Nongpiur, Assistant Professor, Pulmonary Medicine shall continue as Nodal Officer for Covid -19 at NEIGRIHMS. He shall coordinate/liasion with NEIGRIHMS and State authorities regarding new guidelines/protocols/other information. In his absence Dr. Bhupen Barman, Associate Professor, General Medicine, will look after his duties.

**Note:**

Chairpersons of the various committees listed above may choose to involve other employees of NEIGRIHMS to assist them in the optimal functioning of their committees.

All these duties are in addition to the routine hospital work/duties.

If any Faculty/Officer/Staff is on leave, the team should make sure that the management/task is not hampered.

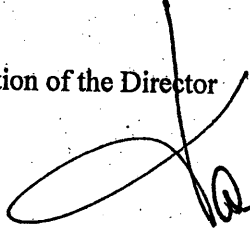
Non-compliance to above duties will be viewed seriously.

This is issued with approval from Director.

(Prof. C. Daniala)  
Medical Superintendent,  
NEIGRIHMS.

Copy to:-

1. All HoDs/HoD i/c for information & necessary action
2. All concerned for information & necessary action
3. PA to the Director, NEIGRIHMS for favour of information of the Director
4. Deputy Director (Admn) for kind of information
5. Deputy Financial Advisor for kind of information
6. Office file

  
(Prof. C. Daniala)  
Medical Superintendent  
NEIGRIHMS  
11/11/2021  
Medical Superintendent  
NEIGRIHMS, Shillong

