



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, मावडीयांगडीयांग, शिलांग - 793018 मेघालय

Director's Block, Mawdiangdiang, Shillong - 793018 Meghalaya

F.No. NEIGR/S&P/C-01/2018-19/Pt

Date: 23/01/2020
03/04/2020

OFFICE ORDER


In compliance to Institute's Notification No.NEIGR-GAD/97/2012/Pt/, dt:30/08/2019 pertaining to framing of Standard Operating Procedure for long term solution and processing requirement of stores/implants, stents, all accessories in Cath Laboratory and related procedures in the Department of Cardiology, a meeting of the respective committee with notified agenda was held on 30/10/2019.

The Standard Operating Procedure as finalised by the respective committee, considered by the Internal Purchase Committee and Competent Authority in the Institute are detailed herein.

- I. As advised, during the meeting of Standard Operating Procedure, HOD Cardiology may send demand for stores with their technical specifications in accordance with current regulation of Government of India with tentative annual requirement.
- II. The stores shall be bifurcated under the sub heads of a) General Consumables, b) Specific cardiology related consumables excluding implantable devices, and c) Implantable devices on consignment basis (as being followed at AIIMS, New Delhi).
- III. Department shall raise demands/ indents on quarterly basis for general consumables and specific cardiology consumables for being processed through open e-tender rate contract/ GeM. Further rate contract for implantable devices like stents, pacemaker, ASD device closure, etc., on consignment basis shall also be concluded as per procedure, by the Institute.
- IV. The procedure charges and cost of implantable devices shall be recovered on case-to-case basis as per prevailing rates.
- V. As recommended three emergency life saving procedures including a) Single chamber pace maker (VVIR) for patient of Complete heart block, b) Primary Angioplasty for Acute MI, c) Balloon Mitral Valvotomy for mitral stenosis, shall be done for all patients without any cost and respective stores shall be as per quarterly indents through open advertised e-tender rate contract/GeM.

The Standard Operating Procedure is being notified for implementation on immediate priority and the respective department/section may kindly initiate necessary action at the earliest.

All other department are advised to frame draft policy on similar lines, for submission to Hospital Administration for further perusal.


3/10/2020

D. T. Umdor
Deputy Director (Admn.)
NEIGRIHMS, Shillong
Tel: 0364-2538010

Encl. Minutes of the Meeting of SOP (2-4 pages)
Copy for information to:

1. P.A. to Director
2. P.A./P.S. to DDA/ Dean, NEIGRIHMS, Shillong.
3. Deputy Financial Adviser, NEIGRIHMS, Shillong
4. All Head /In-charge of Departments, NEIGRIHMS, Shillong
5. Store & Procurement Section, NEIGRIHMS, Shillong/ Biomedical Engineer, NEIGRIHMS, Shillong
6. Sr. Accounts Officer/ Accounts Officer/ Assistant Accounts Officer, NEIGRIHMS, Shillong

D. T. Umdor
Deputy Director (Admn.)
North Eastern Indira Gandhi Regional Institute
of Health and Medical Sciences (NEIGRIHMS)
Shillong-793018, Meghalaya, India

Minutes of the meeting held on the 30th Oct, 2019 in the Office of the Medical Superintendent for discussion regarding long time SOP for Cath lab services

The Medical Superintendent welcomes all the committee members and brief about the agenda of the meeting. The meeting was attended by the following members:-

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|---|-----------------|
| 1. Prof. Sandeep Bansal, Consultant & HOD Cardiology, Safdarjung Hospital | - Chairman |
| 2. Prof. Nitish Naik, Prof. Deptt. of Cardiology, AIIMS, New Delhi | - Co-Chairman |
| 3. Prof. Noor Topno, Med. Supdt., & HOD General Surgery, NEIGRIHMS | - Member Secy |
| 4. Prof. Animesh Mishra, HOD Cardiology, NEIGRIHMS | - Member |
| 5. Dr. Manish Kapoor, Assoc. Prof., Deptt. of Cardiology, NEIGRIHMS | - Co-Opt |
| 6. Dr. K. K. Pandita, Asst. Prof., Hosp. Admn, NEIGRIHMS | - Member |
| 7. Mr. Kamal Singh, Store Officer, CN Centre, AIIMS, New Delhi | - Member |
| 8. Mr. H. Dey, Store & Procurement Officer, NEIGRIHMS | - Co-ordinator |
| 9. Mr. Sambit Kumar Sahoo, Biomedical Engineer, NEIGRIHMS | - Co-opt Member |

At the outset, the Chairman wanted to know why the meeting was being convened.

HOD Cardiology, NEIGRIHMS informed the Committee about the implementation of user charges for the Institute approved by the earlier Governing Council in 2008 and SFCs' of the Institute. He further informed that he made several communications to the Administration / Director NEIGRIHMS since 2009 to 2018 regarding implementation of user charges. Finally, the Hon'ble High Court of Meghalaya in 2019 constituted a high power committee. The Committee suggested the formation of a committee to formulate a Long term SOP for the Deptt. of Cardiology for the smooth functioning of the Cath lab.

The Chairman made a presentation regarding the SOP and rate contract of the medical devices, Cardiology consumables and implants exclusively for Deptt. of Cardiology which is currently followed by Safdarjung Hospital and RML Hospital. He also presented the entire list of Cardiology consumables and implant devices which was being tendered for the said hospitals. The Chairman also suggested to HOD Cardiology to prepare a similar list for the consumables and implant devices for the Deptt. of Cardiology at par with AIIMS /Safdarjung Hospital.

The Co-Chairman described the process followed in AIIMS, New Delhi in detail to the Committee. AIIMS, New Delhi has standard package rates for different procedures. It has approved Rate Contract for all products which includes the general consumables and implantable devices (Like stents, pace makers, ASD device closure, etc). The consumables items are procured by the stores at the approved Rate contract and supplied to the Department as per their demand. Items like stents/ pace makers that have been approved at Rate Contract are kept on imprest /consignment in the Cath lab store and replenished as per need.

The Chairman and Co-Chairman also suggested that the following three emergency procedures should be made free for all patients irrespective of their paying capacity as these are life saving procedures. These are

- Single chamber pace maker (VVIR) for patient of Complete heart block
- Primary Angioplasty for Acute MI
- Baloon Mitral Valvotomy for mitral stenosis.

The Chairman also stressed that Wires, Catheters, etc should always be available in the department. For this the Department would send a quarterly demand to the store and the same shall be procured at Rate Contract.

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The Member Secretary informed that Short term SOP are already in place circulated vide letter dtd. 9th July, 2019 and suggested to procure the implants / consumables from AMRIT Pharmacy till the finalization of the Long term SOP.

He further informed about the packages available for different types of treatment in the Deptt. of Cardiology under Government scheme like RAN, PMJAY, HMDG, MHIS. He also agreed that there should be

- a. General consumables and specific Cardiology consumables excluding implantable devices
- b. Rate contract for the implantable devices on consignment basis as is being followed at AIIMS

Proposal made by the Committee is also acceptable to HOD Cardiology, NEIGRIHMS and along with other members.

HOD Cardiology, NEIGRIHMS informed that a suitable space is already provided in the Cath lab for storing consignment and implant devices within the cath premises. He also asked to depute a Pharmacist / Store keeper who can maintain the stock, process the requirement and raise bills on a regular basis.

The Store Officer, CNC, AIIMS, New Delhi discussed the procedures followed in AIIMS New Delhi in detail. The Store & Procurement Officer, NEIGRIHMS and the Member Secretary have requested him to share the details of items for both consumables as well as implantable devices.

The Committee advised that HOD Cardiology may please send the demand for all items (Consumables and Devices) with their technical specifications and approximate annual requirement to the medical stores for floating the tender. The committee noted the comprehensive list submitted by the Department in 2017. However, this needs to be updated in accordance with current regulations of the Govt. of India.

The meeting concluded with thanks.

Mr. Sambit Kumar Sahoo

Mr. H. Dey

Mr. Kamal Singh

Dr. K. K. Pandita

Dr. Manish Kapoor

Prof. Animesh Mishra

Prof. Noor Feroze

Prof. Nitish Naik

Prof. Sandeep Bansal