

Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

ION: SGPGI/ HA/ QC/ | | 0 / 2020

Date: /8- 2-2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

To: Prof. Amit Agarwal, Chairman, IAC & C.M.S.

Sub: Request to issue necessary instructions to Assistant Administrative Officer to provide copy of HR details of Nursing & Technical staff to Quality Cell, Deptt. of Hospital Administration,

SGPGIMS, reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the HR details of Nursing & Technical Staff.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, with due regards you are requested to please issue necessary instructions to Mr. Manoj Saxena, AAO to provide copy of HR details of Nursing & Technical Staff to Quality Cell, Hospital Administration, SGPGIMS by 24.02.2020

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy:

- Director
- Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

Lt Col Varun Bajpai VSM Executive Registrar SGPGIMS,Lucknow



Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raebareli Road, Lucknow, U.P.

Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

10N: SGPGI/ HA/ QC/||o(I)/ 2020

Date: - - 2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

To: Prof. Amit Agarwal, Chairman, IAC & C.M.S.

Sub : Request to issue necessary instructions to Hospital Accounts to provide copy of MoUs to Quality Cell, Deptt. of Hospital Administration, SGPGIMS, reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the MoUs as per the list attached as an enclosure to this letter.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, with due regards you are requested to please issue necessary instructions to Hospital Accounts to provide copy of MoUs as per the list attached to Quality Cell, Hospital Administration, SGPGIMS by 24.02.2020

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy:

- Director
- Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

Col Varun Bajpai VSM
Executive Registrar



Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raebareli Road, Lucknow, U.P.

Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

ION: SGPGI/HA/QC/ 10 (1)2019

Date: 18-2 - 2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

: Dr. Piyali Bhattacharya, Pediatrician, General Hospital

Sub : Request to provide a copy of Training Material on Immunisation to Quality Cell, Deptt. of

Hospital Administration, SGPGIMS reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the Training Material on Immunisation.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your office to Quality Cell, Hospital Administration, SGPGIMS by 24.02.2020

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy:

- Director
- Chief Medical Superintendent
- Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

Col Varun Bajpai VSM Executive Registrar



Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raebareli Road, Lucknow, U.P. Phone: 0522-2405363

Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

ION: SGPGI/HA/QC/ | (〇川)/2019

Date: 18-2-2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

To : Mrs. Rama Tripathi, Senior Dietician

Sub : Request to provide a copy of Training Material on Education on Nutrition to Quality Cell,

Deptt. of Hospital Administration, SGPGIMS, reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the **Training Material** on Education on Nutrition.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your office to Quality Cell, Hospital Administration, SGPGIMS by 24.02.2020

(Dr. R. Harsvardhan)
Member Secretary, IAC &
HoD, Hospital Administration

Copy:

- Director
- Chief Medical Superintendent
- Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

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Executive Registrar
SGPGIMS.Lucknow



ION: SGPGI/HA/QC///2 /2019

Date : 19 - 2 - 2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

: Dr. Kirti M. Naranje, Asst. Prof., Department of Neonatology

Sub : Request to provide a filled copy of Assessment Sheet including nutritional growth &

immunisation to Quality Cell, Deptt. of Hospital Administration, SGPGIMS, reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the filled copy of Assessment Sheet including nutritional growth & immunisation.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your office to Quality Cell, Hospital Administration, SGPGIMS by 24.02.2020

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy:

- Director
- Chief Medical Superintendent
- Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

Varun Bajpai VSM **Executive Registrar** SGPGIMS.Lucknow



Department of Hospital Administration

Sanjay Gandhi Post Graduate Institute of Medical Sciences Raibareli Road, Lucknow, U.P

Ref. No: SGPGI/HA/QC/146/2020

Date: 11-03-2020

From: Dr R Harsvardhan, HOD Hosp Adm & Member Secretary IAC

: Prof. R K Singh, Head of Department- Emergency Medicine

Sub.: Checklists for Donning, Doffing and Daily Staff Monitoring, reg.

With regards to the subject mentioned as above, Mr Dhikhil CD, Quality Nurse Coordinator, Quality Cell, Department of Hospital Administration has prepared Check lists for Donning, Doffing and Daily Staff Monitoring for use in CoVID-19 ward. These checklists has been verified by resident in-charge quality cell and found to be appropriate for daily usage. The checklists are attached along with this letter ...

If in case of any assistance /queries/ changes please feel free to contact Mr Dhikhil CD, Mob no 8004443768, dhikhil@gmail.com

Thanking you in anticipation

(Dr. R. Harsvardhan) Member Secretary, IAC & Head, Hospital Administration **SGPGIMS**

Enclosure : Check list for Donning, Doffing and Daily Staff Monitoring

Copy: For information

- Director, SGPGIMS
- Chief Medical Superintendent, SGPGIMS
- Medical Superintendent, SGPGIMS
- Dr Saurabh Singh, SR Dept Hosp. Admin, SGPGIMS
- Mr Dhikhil CD, Quality Nurse Coordinator, Dept Hosp. Admin, SGPGIMS

(Dr. R. Harsvardhan) Member Secretary, IAC & Head, Hospital Administration **SGPGIMS**

Varun Baipai VSM Executive Registrar



QUALITY CELL

Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raibareli Road, Lucknow, U.P

CHECKLIST- DAILY STAFF MONITORING

120	STEPS	YES	NO
SINO	Contact with a Known Case		
2.	Contact with a suspected Case		1
3.	Arthralgia		
4.	Cough		+
5.	Conjunctivitis		
6.	Diarrhoea		
7.	Fatigue	-	
8.	Fever (Last two recorded temperatures in 24 hours) 1. T at 2.Tat		
9.	Chills or Rigors		
10.	Head ache		
11.	Malaise	_	
12.	Myalgia		
	Nausea	1 12	
4.	Shortness of Breath		_
5.	Sore throat		
6.	Vomiting		_
7.	Other Symptoms if any		

Note: Report if any symptoms are present to your Nursing Supervisor immediately before entering Patient care area Clinical Notes (if needed by attending Doctor)

Name & Signature of the staff	:	Date
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Name of the Nursing Supervisor Time:

Signature of the Nursing Supervisor

Signature of In-charge

Executive Registrar SGPGIMS, Lucknow



QUALITY CELL

Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raibareli Road, Lucknow, U.P

CHECKLIST- PERSONAL PROTECTIVE EQUIPMENT- DOFFING

SINO	STEPS	YES	NO
SINO	Before starting doming, I step is to surface decontaminate outer pair of gloves with alcohol	TES	110
1.	hand rub		
2.	Follow hand rub technique for doffing - {hand rub - bottle hygiene - hand rub}		
3.	During doffing avoid touching contaminated area as far as possible of touched immediately		
	decontainmate the surface using hand rub		
4.	Remove outer pair of gloves and plastic apron in the patient care area itself in the red bin and		
	come to the doffing area		-
5.	Use hand rub	-	
6.	Follow hand rub technique for doffing - {hand rub - bottle hygiene - hand rub}	-	-
7.	Remove all micropore tapes from face and zip of the gown		-
8.	Use hand rub		
9.	Follow hand rub technique for doffing - {hand rub - bottle hygiene - hand rub}		
10.	Remove gown hood (cap) by holding the back side of the hood and pull downwards		-
	use hand rub .	-	
	Follow hand rub technique for doffing – {hand rub – bottle hygiene – hand rub}	-	
	Remove goggles ,hold the goggles then remove it carefully ,discard it in to the red bin	-	-
	Use hand rub		-
15.	Follow hand rub technique for doffing – {hand rub – bottle hygiene – hand rub}		
16.	Untie the gown strap and unzip the gown, only the inner surface should be touched. Take care		
	to see that the outer contaminated part of the suit does not touch the inner dress at any time		
	during doffing	-	-
	Sit comfortably and remove suit from leg area by rolling inside out, discard in to yellow Bin		
	Use hand rub	-	-
19.	Follow hand rub technique for doffing – {hand rub – bottle hygiene – hand rub}	_	_
20.	Remove the shoe cover by putting the finger inside and roll it inside out and discard in the re-	1	
1	oin		
	Jse hand rub		
22.	Follow hand rub technique for doffing - {hand rub - bottle hygiene - hand rub}		
23.	Remove the N95 Mask (lower strap first then upper strap) discard in the yellow bin		
24.	Use hand rub		
	Follow hand rub technique for doffing - {hand rub - bottle hygiene - hand rub}		
	Remove micropore tape on inner gloves		
	Finally remove the inner pair of gloves and discard in to the red bin		
	Hand sanitisation with a separate hand rub.		
	Hand washing		
	Go through the exit door, take bath, immerse cloths in soap solution in hot water for 30mts	-	
	hen wash it		
	n case of any spillage or splash in between patient care, go to doffing area and doff		
	mmediately.		
2. I	Discard every items in to separate colour coded Bins.		

Name of the staff Doffing PPE

Name of the Nursing Supervisor Signature of the Nursing Supervisor :

/sapon

Date: Time:

Signature of In-charge : Lt Col Va

Lt Col Varun Bajpai vsM Executive Registrar SGPGIMS,Lucknow



QUALITY CELL

Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raibareli Road, Lucknow, U.P

CHECKLIST- PERSONAL PROTECTIVE EQUIPMENT- DONNING

	TARINI DONNING		
	STEPS STEPS	YES	NO
	1. Select PPE of appropriate size	IES	NO
	2. Remove all ornaments, watch, Bindi, Sindoor etc		
	Put up the hair		
	Perform proper hand washing first		
5	Sanitize the hand with hand rub		
6.	Wear first pair (inner gloves) of gloves and fix the inner glove with our body using a micropore tape fold the end of the tape for		
	The same title city to the land for operations are		
7.	Sit of a chair and wear shoe covers		
8.	Use hand rub		
9.	Take gown and open the zip.		
10.	Wear the right leg portion first then left leg by sitting. Wear the gown completely,		
	the the back strap towards one side.		
11.	Wear N95 mask hold the mask by the outer surface with the palm of the hand .Take		
	care not to touch the inside of the mask. Put the upper strap first (it should be		
	above the ear lobe and then the lower strap (it should come below the earlobe)		
	then avoid kinking of the strap.		
12.	Perform fit check, press the nose portion to fix at bridge of nose. Then blow out to		
	check that there is no leaking of air through sides of the mask.		
13.	Wear eye Goggles.		
14.	Put the hood of the gown, hood must cover the over head up to eye brows		+
15.	Wear second pair(outer gloves) of gloves completely covering the first pair(inner		
	gloves), rim of second pair of gloves must be above the gown		
16.	Secure the zip of gown using micropore tape, stick micropore tape in the all		
	exposed areas in the face.		
17.	Wear the the outer plastic apron		-

Name of the staff Doffing PPE	:	Da	ite

Name of the Nursing Supervisor Time:

Signature of the Nursing Supervisor

Signature of In-charge

Lt Col Varun Bajpai VSM Executive Registrar



CIRCULAR

Date: 19.03.2020

Subject: Interventions aimed at ensuring appropriate & adequate Infection Prevention subject. In the wake of COVID-19 pandemic, reg.

World Health Organization has declared COVID-19 as a Pandemic. In-order to of the spread & treatment of the COVID-19, Ministry of Health & Family Welfare, Gol. New Delhi & Govt. of Uttar Pradesh have issued various guidelines, orders & IEC materials keeping in line with various guidelines & orders issued by the MoHFW, Gol, New Delhi & Govt of Uttar Pradesh, the Director, SGPGIMS has issued instructions vide Office Memorandum no. PGI/CMS/Estt./805/2020 dated 06.03.2020. Subsequent to that undersigned received IOM from 0/0 CMS. SGPGIMS. pGI/CMS/Estt./916/2020 dated 16.03.2020 for ensuring appropriate Infection Control in SGPGIMS, in wake of COVID-19 pandemic. Undersigned has also received IOM from In-charge, Vehicle Cell bearing no. vahan/1776/2020 dated 18.03.2020, for disinfection of staff bus and vehicles of the Institute.

In view of the above & in order to ensure appropriate Infection Control Practices (ICP) in all patient care areas of SGPGIMS in general and COVID-19 isolation ward in particular & to prevent the spread of COVID-19 within SGPGIMS various tasks/activities have been identified, details of which are given in the table vide infra along with details of stake holders

Table: List of tasks/activities to maintain ICP aimed at preventing spread of COVID-19 in SGPGIMS (including ATC)

SI. No.	Tasks/Activities	Areas identified for performance of	Residents/Staff responsible for performance of	Scope of work for Residents/Staff
		tasks/activities	tasks/activities	responsible for performance of tasks/activities
01.	Quick Surveillance Team for monitoring &	OT & Critical Care Units	Dr. Saurabh Singh Dr. Ayush Sister Arti Verma	Team to visit the areas assigned to them, twice daily,
	ensuring compliance with Standard	Wards	Dr. Tanvi, Dr. Arushi Jaiswal	to monitor the Standard Precaution
	Precautions in all patient care areas	Labs/Blood Banks	Dr. Arushi Dr. Preeti	practices as per the designed tool
	within SGPGIMS	F block & A block	Dr. Dimpi Dr. Bhavini	(checklist) and to ensure
V-	sapon	OPDs	Dr. Lata Dr. Sanjula Mr. Ashutosh Srivastava	implementation of Standard Precautions in
	o) Varun Bajpai VSM Executive Registrar SSPGIMS,Lucknow	E block	Dr. Pallavi, Sister Sunita Kumari	the Faculty Incharge of the area



Letter No.: SGPGI/HA/296/2020

Dated: 22.05.2020

Dr Rajesh Harsvardhan Head, Hospital Administration SGPGIMS, Lucknow

To: Dr. Rajneesh Dube, IAS Principal Secretary, Department of Medical Education GoUP, Lucknow

Sub: Proposal for Financial Model for Reimbursement of the Healthcare Charges of COVID-19 Patients at the Designated Private Medical Colleges in Uttar Pradesh, reg.

Background Summary:

COVID-19 has been declared as Pandemic by WHO on 11th March 2020. Number of cases are steadily on rise in India and in Uttar Pradesh also. In order to provide appropriate and adequate treatment to large number of cases, Govt. of Uttar Pradesh has established dedicated COVID Hospital in 24 Government Medical Colleges & 28 Private Medical Colleges. The 28 Private Medical Colleges are designated as COVID Care Centre Level 3 & Level 2 by Govt. of Uttar Pradesh.

Further, a committee has been constituted to prepare a Proposal for Financial Model for Reimbursement of the Health Care Charges of COVID-19 Patients at the Designated Private Medical Colleges in Uttar Pradesh by Department of Medical Education & Training, Govt. of Uttar Pradesh. Dr. Rajneesh Dube, Principle Secretary, Department of Medical Education, Govt. of Uttar Pradesh, requested to design a viable financial model, as aforesaid.

Basic Premise:

- (a) All the designated 28 Private Medical Colleges which are designated as COVID Care Centre Level 3 & Level 2 by Govt. of Uttar Pradesh are being considered as equal in terms of availability of Infrastructure, Human Resource, Equipment & Supplies.
- (b) PPE Kits, N95 masks, Goggles, Face Shields, Plastic Aprons, Head Cover, Shoe Cover, e.t.c. will be provided by UPMSCL.
- (c) Provision of INR 2000.00 (Rupees two thousand only) per staff per day as food & accommodation charges during Passive Quarantine, will be arranged by Govt. hence is excluded from the proposal.

Problem Statement:

Executive Registrar

To prepare a Proposal for Financial Model for Reimbursement of the Health Care Charges of COVID-19 Patients at the Designated Private Medical Colleges in Uttar Pradesh under following heads:



- (a) Maintenance Charge
- (b) Service Charge

Maintenance Charge

The fixed maintenance charge will be paid on monthly accrual basis to these 28 Private Medical Colleges designated as COVID Care Centre Level 3 & Level 2 by Govt. of Uttar Pradesh, to cover the operational expenses as per the Models given as under:

The fixed maintenance charge will be paid on monthly accrual basis to these 28 Private Medical Colleges designated as COVID Care Centre Level 3 & Level 2 by Govt. of Uttar Pradesh, to cover the operational expenses when there is no COVID-19 patient admitted. The details are mentioned vide infra:

(a) Reimbursement of wages of the Paramedics/support staff:

As per the report published by AIIMS, New Delhi, as per costing done by Tata Consultancy Services, Faculty & Residents spend 67 % of the time towards patient care whereas rest of the staff such as Nurses, Class C & D spend 100% time for patient care. Therefore, Salary of the Staff will be apportioned as under:

- For Faculty & Residents/Doctor In view of withdrawal of restriction and continuation of emergency care, dialysis, cancer care, limited OPD services & other inpatient services (as per guidelines from DoME, GoUP for Non-covid care), private medical colleges will continue to earn revenue beyond admission/tuition fee for UG/PG courses, hence, Only Half of the apportioned salary (67%) ie 33.5% of the salary will be eligible for reimbursement per month, which will be permissible Only for those who actually & exclusively apportioned for the Covid care as per due roster, where-in deployment norms will be taken as per the GO from Deptt. Of Medical Education in this regard.
- For rest of the staff (including Nurses, Class C & D) In view of withdrawal of restriction and continuation of emergency care, dialysis, cancer care, limited OPD services & other inpatient services (as per guidelines from DoME, GoUP for Noncovid care), private medical colleges will continue to earn revenue beyond admission/tuition fee for UG/PG courses, hence, Only Half of the apportioned salary (100%) ie 50% of the salary will be eligible for reimbursement per month, which will be permissible Only for those who actually & exclusively apportioned for the Covid care as per due roster, where-in deployment norms will be taken as per the GO from Deptt. Of Medical Education in this regard.
- Further, for all paramedic/support staff deployed exclusively for Covid Care (except for housekeeping workers), monthly wage will be calculated as per the O/o DGME, Govt. of Uttar Pradesh Letter No. ME-1/2018/1312-14 dated 15.04.2020 (copy attached as an enclosure to this document).

(b) Charge for electricity consumption will be reimbursed as per actual, based on sub-

Lt Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow



- only per sqmt per month for High Risk Area, INR 64.44 (Rupees Sixty-Four & Forty-and Seventy-One Paise) only per sqmt per month for Medium Risk Area & INR 10.71 (Rupees Ten of contract for the Housekeeping Services at SSCI&H, Lucknow, as has been
 - * Private Medical College administration will be responsible for catering for the balance salary of the Staff.
 - ** Rest of the salary would deemed to have been factored in the Service Charges. Private Medical College administration will be responsible for catering for the balance salary of the Staff.

Service Charge

The service charge will be paid on MONTHLY ACCRUAL BASIS to these 28 Private Medical Colleges designated as COVID Care Centre Level 3 & Level 2 by Govt. of Uttar Pradesh, to cover the operational expenses when COVID-19 patient is admitted. The service charge will include Semi Variable Charges & Variable Charges. It would be incumbent on Dept. of Medical Education, Govt. of Uttar Pradesh to decide upon either one of the following TWO MODELS of Service Charge mentioned vide infra:

MODEL 'A'

This model will include charges to be paid to the Private Medical Colleges for the treatment of COVID-19 patient **as per the AB-PMJAY Package Rate**. These package rates are inclusive of Medicine & Consumable Charges, Consultation Charges, Investigation Charges & Bed Charge. The details are as under:

 For treatment in Isolation Ward – INR 1980.00 (Rupees One Thousand Nine Hundred Eighty) only per bed per day.

• For treatment in HDU – INR 2960.00 (Rupees Two Thousand Nine Hundred Sixty) only per bed per day.

• For treatment in ICU without Ventilator – INR 3950.00 (Rupees Three Thousand Nine Hundred Fifty) only per bed per day.

 For treatment in ICU with Ventilator – INR 4950.00 (Rupees Four Thousand Nine Hundred Fifty) only per bed per day.

MODEL 'B'

This model will include reimbursement to be paid to the Private Medical Colleges for the treatment of COVID-19 patient as per the Actual Costing as arrived at the Residents under the aegis of Department of Hospital Administration, SGPGIMS. The details are as under:

Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow



Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raibarely Road, Lucknow, U.P.

Phone: 0522-2495361, 2495365 Fax: 91-0522-2668017

- (a) Semi Variable Charge: This head will include Bed charge per bed per day as Semi Variable Charge: This flead will instructed by as per Rajdhani Corona Hospital, SGPGIMS, Schedule of Rate. The Bed Charge at Rajdhani Corona Hospital, SGPGIMS, is mentioned vide infra:
 - For treatment in Isolation Ward INR 700.00 (Rupees Seven Hundred) only per bed per day.
 - For treatment in ICU INR 1800.00 (Rupees One Thousand Eight Hundred) only per bed per day.
- (b) Variable Charges This head will include investigation charges & consumable charges to be reimbursed for the treatment of COVID-19 patient as per the documentary evidence through process described subsequently to the 28 Private Medical Colleges designated as COVID Care Centre Level 3 & Level 2 by Govt of Uttar Pradesh. The details are as under:
 - Investigation Charges It is to be reimbursed as per Schedule of Rates for Investigations at SGPGIMS, Lucknow (copy of Schedule of Rates for Investigations at SGPGIMS, Lucknow is attached as an enclosure to this document). The Service Charges for the investigations raised will need to be duly validated by the Govt. Nodal Officer, designated by the Department of Medical Education & Training, Govt. of Uttar Pradesh, will become the basis for reimbursement request for investigations. The same will also accrue on monthly basis.
- Patient Specific Consumption of Consumables It is to be reimbursed as per FIXED Schedule of Rates for Consumables at AIIMS, New Delhi (copy is attached as an enclosure to this document). The reimbursement request for consumables will be fixed and has been drawn from the (published) cost of consumables for the in-patient area at AIIMS, New Delhi, with due inflation adjustment, on per bed per day basis for the specialty of Medicine as given in

SI. No.	Cost Head (Hospital Setting wise)	Calculated average cost in Base Year (2007)* in INR	Total Cost after adjusting for inflation year (2020)** in INR
1.	Medicine Ward	1284.95/Bed/Day	2878.68/Bed/Day
		·	2010.00/Bed/Day

Procedure for the Reimbursement of the Covid Care Charges:

Col Varun Bajpai VSM

The Covid care charges will be reimbursed on MONTHLY ACCRUAL BASIS subsequent to following being ADHERED by these 28 Private Medical Colleges designated as COVID Care Centre Level 3 & Level 2 by Govt. of Uttar Pradesh:



- The Institute/Medical College must maintain Biometric Census of the inpatients at ward level & of Staffs deployed in Corona Care Centre/Shift-Wise. This will become the basis for raising the request for reimbursement of Vovid Care Charges, which will accrue on monthly basis.
- The Institute/Medical College must forward the Monthly Biometric Census of the in-patient along with Case Summary & Validated investigation reports and list of consumables utilized per month duly signed by the appropriate authority of the Institute/College, to the Govt. Nodal Officer, duly Pradesh.

Justification for the Financial Model:

COVID-19 has been declared as Pandemic by WHO on 11th March 2020. This disease is highly contagious as it spreads by Droplets. MOHFW, Gol & Govt. of Uttar Pradesh have issued various Guidelines, Advisories, SOPs & Instructions for Infrastructural requirements, Treatment of COVID-19 cases, BMWM, Management of Dead Bodies e.t.c.

In order to ensure adequate and appropriate management of COVID-19 cases in designated COVID-19 Hospitals as well as preventing the Staff from getting COVID-19, the cost increases as the consumable consumption increases and increased number of staff are deployed in short shifts.

Therefore, this Financial Model is being proposed so that adequate & appropriate reimbursement is provided to these 28 Private Medical Colleges in Uttar Pradesh designated as COVID Care Centre Level 3 & Level 2 by Govt. of Uttar Pradesh.

Apropos, any Financial Model recommending reimbursement less that as proposed vide supra, may not be tenable and may lead to disruption of services.

Recommendations:

- (a) Reimbursement of the Maintenance Charges will be on PRORATA BASIS Only for Non-patient days & Service Charges, as per actuals will be provided by Govt. of Uttar Pradesh to the 28 Private Medical Colleges in Uttar Pradesh designated as COVID Care Centre Level 3 & Level 2 by Govt. of Uttar Pradesh.
- (b) The Department of Medical Education, Govt. of Uttar Pradesh can decide upon appropriate one of the TWO MODELS of Service Charge for reimbursement mentioned, proposed vide supra.
- (c) The Institute/Medical College must maintain Biometric Census of the in-patients at ward level. This will become the basis for raising the request for removing the request for Health Care Charges, which will accrue on monthly basis.



Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raibarely Road, Lucknow, U.P.

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- (d) One Officer from District Administration or as appropriate will be tasked with the responsibility of the random audit of 10% of claims. Assistance may be sought from TPA of SACHIS, Govt. of Uttar Pradesh. There will be a STRUCTURED AUDIT CHECKLIST TO BE MANDATORILY FILLED in & duly verified by the Govt. Nodal Officer for respective private Medical Colleges, to be submitted along with request for reimbursement.
- (e) This financial model will obviate the need of providing separate budgetary support for active quarantine (stay & meal).

(Dr. R. Harsvardhan) HoD, Hospital Administration SGPGIMS, Lucknow

Copy: For kind information

- Prof. R. K. Dhiman, Director, SGPGIMS
- Sri Alok Kumar Pandey, IAS, Special Secretary, Department of Medical Education & Training, GoUP, Lko X AD, SCREZ
- Prof. K. K. Gupta, DGME, Department of Medical Education & Training, GoUP, Lko
- Dr. R. Harsvardhan, Head, Hospital Administration, SGPGIMS for office record

(Dr. R. Harsvardhan) HoD, Hospital Administration SGPGIMS, Lucknow

of Varun Bainai VSM Executive Registrar SGPGIMS, Lucknow



Date: 04.06.2020

CIRCULAR

5µb: To deliberate upon Procurement of Cleaning, Sanitation & Disinfection gervices through GeM, reg.

With regard to the subject mentioned as above, a meeting has been convened to deliberate upon Procurement of Cleaning, Sanitation & Disinfection Services through GeM. The detail of the said meeting is mentioned vide infra:

Date: 08.06.2020

• Time: 11:30 am onwards

 Venue: Office Chamber of HoD, Hospital Administration, 4th Floor, Central Library Complex, SGPGIMS

The committee members are requested to make it convenient to attend the meeting as per schedule mentioned vide supra. This is being issued with the approval of Director, SGPGIMS on Note Sheet Page No – 12 of the file bearing RSD No. 3833/20.

(Dr. R. Harsvardhan)

Nodal Officer, Housekeeping & Sanitation Services & HoD, Hospital Administration

Distribution:

- Prof. Amil Agarwal, HoD, Anaesthesia
- · Prof. Sushil Gupta, Deptt. of Endocrinology
- Dr. R. Harsvardhan, HoD, Hospital Administration
- Dr. Richa Mishra, Addl. Prof., Deptt. of Microbiology & Member HRF- Disinfectants
- Dr. Anant Mehrotra, Asst. Prof., Deptt. of Neurosurgery
- Shri Nikhil Chandra, SAO, Contract Cell
- Shri S.B. Singh, BME & Buyer on GeM
- Shri U.C. Tripathi, ASPO, JD(MM) Office
- Shri K.P. Srivastava, AAO, CRFC

Copy: For information

- Prof. R.K. Dhiman, Director
- Prof. Amit Agarwal, CMS
- Prof. A.K. Bhatt, MS
- Dr. R. Harsvardhan, HoD, Hospital Administration
- O/o HoD, Hospital Administration

Lt Col Varun Bajpai VSM

Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)

Nodal Officer, Housekeeping & Sanitation Services & HoD, Hospital Administration

Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raebareli Road, Lucknow, U.P.

Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

SGPGI/HA/QC/53 /2020

Date 3 / 6 /2020

pr. R. Harsvardhan, Member Secretary, IAC &HoD, Hospital Administration

Request to provide a copy of licence for CATH Lab & radiological equip. to Quality Cell,

neptt. of Hospital Administration, SGPGIMS reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the AERB licence of all the equipment. C Arm used in Cath Lab.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned, at the earliest.

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy: for information

Prof. R. K. Dhiman, Director -

- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A. K. Bhatt, Medical Superintendent
- Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

Dr. Saurabh Singh, SR. Deptt. Hosp. Admin. Juhand by Jky

- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD. Hospital Administration -- for record keeping
- O/o Quality Cell. Hospital Administration for record keeping

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Executive Registrar



Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raebareli Road, Lucknow, U.P.

Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

ON: SGPGI/HA/QC/336/2020

Date : 4 - 6 -2020

10N: 50.

From: Dr. R. Harsvardhan, Member Secretary, IAC &HoD, Hospital Administration

:Prof. Ujjala Ghoshal, Professor & HoD, Microbiology

Sub : Request to provide a copy of Microbiological Surveillance Culture report to Quality Cell,

peptt. of Hospital Administration, SGPGIMS reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the Microbiological Surveillance Culture report of the following critical areas mentioned below:

- OT (past 3 months)
- Labour room (past 3 months)
- ICU (past 3 months)
- NICU(past 3 months)

In view of the above, in order to expedite the process of Pre-Entry Level NABII Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned, at the earliest.

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy: for information

- Prof. R. K. Dhiman, Director
- Prof. Amit Agarwal. Chief Medical Superintendent
- Prof. A. K. Bhatt, Medical Superintendent
- Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration
- Dr. Saurabh Singh, SR. Deptt. Hosp. Admin. Durand by 5kg
- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration for record keeping
- O/o Quality Cell. Hospital Administration for record keeping

Executive Registrar



SGPGI/HA/QC/369/2020

From: Dr. R. Harsvardhan, Member Secretary, IAC &HoD, Hospital Administration

: Shri. U. C. Pandey, SAO (Hospital Accounts)

Sub: Request to provide copy of the mentioned MOUs to Quality Cell, Deptt. of Hospital

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the following MOUs (mentioned overleaf)

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned, at the earliest.

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy: for information

- Prof. R. K. Dhiman, Director
- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A. K. Bhatt, Medical Superintendent
- Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration
- Dr. Saurabh Singh, SR, Deptt. Hosp. Admin.
- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration for record keeping
- O/o Quality Cell, Hospital Administration for record keeping

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Page 1 of 2

Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow



SGPGI/HA/QC/370/2020

From: Dr. R. Harsvardhan, Member Secretary, IAC &HoD, Hospital Administration Date 25- %-2020

: Prof. Sonia Nityanand, Executive Register

Sub: Request to provide HR details of Senior Residents and Junior Residents to Quality Cell,

Deptt. of Hospital Administration, SGPGIMS reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require HR details of Senior Residents and Junior Residents of SGPGIMS in the format mentioned below:

- 1						The state of the s	* * * *		
	Sl.No.	Name of the Doctor	Designation	0 40					
		Doctor	Designation	Qualification	Council of	Registration	Date of	Department	-
		,			Registration	No.	Joining	1	

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned, at the earliest

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy: for information

- Prof. R. K. Dhiman, Director
- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A. K. Bhatt. Medical Superintendent
- Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration
- Dr. Saurabh Singh, SR, Deptt. Hosp. Admin.
- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration for record keeping
- O/o Quality Cell, Hospital Administration for record keeping

(vardhan) Member Secretary, IAC & HoD, Hospital Administration

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of Varun Bajpai VSM xecutive Registrar SGPGIMS, Lucknow





ION: SGPGI/HA/QC/ 407/2020

Date :02 b 742020

101

From: Dr. R. Harsvardhan, Member Secretary, IAC &HoD, Hospital Administration

: Prof. K. J. Maria Das, Medical Physicist, Radiotherapy

Sub : Request to provide a copy of licence for CATH Lab & radiological equip. to Quality Cell, Deptt. of Hospital Administration, SGPGIMS reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the AERB licence of all the equipment, C - Arm used in Cath Lab.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned, at the earliest.

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy: for information

- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A. K. Bhatt, Medical Superintendent
- Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration
- Dr. Saurabh Singh, SR, Deptt. Hosp. Admin.
- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp, Admin.
- O/o HoD, Hospital Administration for record keeping
- O/o Quality Cell, Hospital Administration for record keeping

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Page 1 of 1

Col Varun Bajpai vsM Executive Registrar SGPGIMS, Lucknow



Department of Hospital Administration Sanjay Gandhi Post Graduate Institute of Medical Sciences Raebareli Road, Lucknow, U.P.

Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

ION: SGPGI/II/VQC/422 11/2020

Date:

/ /2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

: Prof. V.A. Saraswat, Professor & HoD, Gastroenterology

Sub : Request to provide a copy of equipment list to Quality Cell, Deptt. of Hospital Administration, SGPGIMS reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the copy of documents of equipment used in Gastroenterology.

In view of the above, in order to expedite the process of Pre-Entry-Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned at the earliest.

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy: for information

- Prof. R.K. Dhiman, Director
- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A.K.Bhatt, Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow



ION: SGPGI/HA/OC/4

/ /2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

: Prof. Rajan Saxena, Professor & HoD, Surgical Gastroenterology

Sub: Request to provide a copy of equipment list to Quality Cell, Deptt. of Hospital Administration,

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the copy of documents of equipment used in Surgical Gastroenterology.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned at the earliest.

> (Dr. R. Harsvardhan) Member Secrétary, IAC & HoD, Hospital Administration

Copy: for information

- Prof. R.K. Dhiman, Director
- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A.K.Bhatt, Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Page 1 of 1



Department of Hospital Administration Medical Sciences Raebareli Road, Lucknow, U.P. 0522Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

ION: SGPGI/HA/QC/ 42 2 /2020

Date: /0-9/-/2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

: Prof. Eesh Bhatia, Professor & HoD, Endocrinology

Sub: Request to provide a copy of equipment list to Quality Cell, Deptt. of Hospital Administration,

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the copy of documents of

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned at the earliest.

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Copy: for information

- Prof. R.K. Dhiman, Director
- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A.K.Bhatt, Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

Col Varun Bajpai VSM Executive Registrar

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Page 1 of 1 -

ION: SGPGI/HA/QC/4/4 /2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration Date: /7 /7/2020

: Prof. R.K. Singh, Professor & Head, Emergency Medicine

Sub : Request to provide a copy of equipment list to Quality Cell, Deptt. of Hospital Administration,

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the copy of documents of equipment used in Emergency Medicine.

In view of the above, in order to expedite the process of Pre-Entry-Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned at the earliest.

> (Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Enclosure: Performa for the List of Ed

Copy: for information

Prof. R.K. Dhiman, Director

16. Amit Agarwal, Chief Medical Suffering Prof. A.K.Bhatt, Medical Superintendent

-Dr. Saurabh Singh, SR Deptt. Hosp. Admin.

Dr. Tanyi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.

O/o HoD, Hospital Administration

O/o Quality Cell, Hospital Administration

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

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Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow



ION: SGPGI/HA/QC/44/ /2020

Date: 17 /7/2020

From: Dr. R. Harsvardhan, Member Secretary, IAC & HoD, Hospital Administration

To: Prof. R.K. Singh, Professor & Head, Emergency Medicine

Sub: Request to provide a copy of equipment list to Quality Cell, Deptt. of Hospital Administration, SGPGIMS reg.

With regard to the subject mentioned as above, we would like to appreciate your kind support and cooperation towards the application process for Pre-Entry Level NABH Accreditation. We have completed the initial phase of application process and for further steps we require the copy of documents of equipment used in Emergency Medicine.

In view of the above, in order to expedite the process of Pre-Entry Level NABH Accreditation application process, you are requested to provide a copy of above mentioned document maintained by your good office to the undersigned at the earliest.

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Enclosure: Performa for the List of Equipment

Copy: for information

- Prof. R.K. Dhiman, Director
- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A.K.Bhatt, Medical Superintendent
- Dr. Saurabh Singh, SR Deptt. Hosp. Admin.
- Dr. Tanvi Arora, Dr. Arushi Jaiswal, Dr. Sanjula Srivastava, PG-HA, Deptt. of Hosp. Admin.
- O/o HoD, Hospital Administration
- O/o Quality Cell, Hospital Administration

(Dr. R. Harsvardhan) Member Secretary, IAC & HoD, Hospital Administration

Page 1 of 1

Lt Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow