



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069
Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050
E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com
Website : www.smmchri.res.in

HOSPITAL INFECTION CONTROL COMMITTEE

STANDARD OPERATING PROCEDURE

Chairperson: Dr Jayanthi.R, Dean

Co-ordinator: Dr Sowmya. N, Professor, Microbiology

Role of Co-ordinator: To conduct periodic committee meeting and to maintain committee related documents including Minutes of Meeting (MOM).

Terms for Reference: The members are appointed for a period of 4 years from date of 1st committee meeting. Members will be rotated or replaced after the completion of 4 years or any other members retire or resign during their tenure. This committee will function on monthly basis under the Chairperson and Coordinator. The Co-Ordinator will be responsible for organizing the committee meeting and minutes recorded.

Quorum: 50% of the members should be present for the Committee meeting

Function and Responsibilities:

- To develop a programme for the implementation of good infection control practices
- To facilitate training of staff in prevention and control of Hospital acquired infections (HAI)
- To form an infection control team for monitoring of hospital HAI
- To designate Infection control nurse (ICN) for liaison between all departments for detection and control of HAI
- Infection control audit including inspection of waste disposal, laundry and kitchen
- Monitoring and advise on the safe use of antibiotics- antibiotic policy
- To send budget proposals and get approval from top management for HIC programme, for training as well as practice.
- To regulate and monitor the vaccination protocol for health care workers.



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Functions of the Committee:

- a. Disseminate, implement and monitor compliance to policies / procedures related to infection control
- b. Review and recommend policies change if any related to infection control.
- c. Develop strategies and implement best practices to minimize hospital acquired infections.
- d. Monitor hospital acquired infection rates and investigate outbreaks.
- e. Disseminate hospital acquired infection rates to the care providers and develop a culture of good practices.
- f. Review results and identify areas of improvement and training needs by regularly auditing different areas.

Responsibilities of the Infection Control Team:

- Infection prevention and control on a day-to-day basis.
- Advise staff on all aspects of infection control and maintain a safe environment for patients and staff.
- Support surveillance process and act upon data obtained e.g. investigates clusters of infection above expected levels.
- Provide a manual of policies and procedures for aseptic, isolation and antiseptic techniques.
- Investigate outbreaks of infection and take corrective measures.
- Participate in audit activities.
- Provide relevant information on infection problems to management.
- Assist in training of all new employees as to the importance of infection control and the relevant policies and procedures
- Waste management
- Supervision of isolation procedures.
- Addresses all requirements of infection control and employee health as specified by NABH, state and local laws.

Responsibility of Infection Control Nurse:

The ICN is primarily associated with-

- a. Ensuring the practice of infection control measures by healthcare workers, including doctors, nursing, housekeeping staff and paramedical.



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- b. Is a link between the HICC and the OTs/Critical Care Units/Wards/CSSD/Kitchen/House keeping.etc. in identifying problems and implementing solutions.
- c. Conducts Infection control rounds and maintains the registers.
- d. Involved in education of paramedical staff, including nurses and housekeeping staff.
- e. Maintain HIC surveillance data and analysis of the HIC indicators.





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COMMITTEE MEMBERS:

S.No	Name of the members	Designation and Department	Position Held
1.	Dr Jayanthi.R,	Dean	Chairperson
2.	Dr Sowmya N	Professor, Microbiology	Co-ordinator
3.	Dr Dorairajan	Vice Principal (Academics) Professor and HOD Pharmacology	Member
4.	Dr.Muthukumar	Vice Principal (Admin) Professor, Physiology	Member
5.	Dr.Uganth Subhash	Dy. Medical Superintendent	Member
6.	Dr. Gnanam	RMO	Member
7.	Dr Ramanujam	Professor & HOD, General Surgery	Member
8.	Dr. B. Kiran Madhusudhan	Professor & HOD, Microbiology	Member
9.	Dr. Reyasudeen	Professor & HOD, Anaesthesia	Member
10.	Dr.Muralitharan	Professor & HOD, Paediatrics	Member
11.	Dr. Rajalakshmi	Professor & HOD, General Medicine	Member
12.	Dr.Sunitha M	Professor & HOD, ENT	Member
13.	Dr.Mani Ramesh	Professor& HOD, Orthopaedics	Member
14.	Dr.Malarvizhi	Professor & HOD, Ophthalmology	Member
15.	Dr. Saraswathi	Professor & HOD Pathology	Member
16.	Dr. Timsi Jain	Professor & HOD (I/c) Community Medicine	Member
17.	Dr. Sampath Kumari	Professor and HOD OBG	Member
18.	Dr Mohanalakshmi	Professor and HOD Biochemistry	Member
19.	Dr.Hammed Fathima	Associate Professor, Dental Medicine	Member
20.	Dr. Lakshmi Mani	NABH Coordinator	Member
21.	Mrs. Thanga Mariyammal	NS	Member
22.	Mrs Lalitha	ANS	Member
23.	Mrs Gayathri	ANS – HIC -ICN	Member
24.	Mrs Durga Devi	CSSD	Member
25.	Ms. Karpagavalli	Pharmacy Incharge	Member
26.	Ms. Pushparani	Dietician	Member
27.	Mr. Barathraj. GB,	Health Inspector, Community Medicine	Member



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DOCUMENTATION AND RECORD KEEPING

MAINTENANCE RECORDS

Maintain accurate and up-to-date records of all activities.

MANUALS AND GUIDELINES

Develop and update manuals and guidelines for staff.

Ensure that all staff are familiar with hospital infection control

REVIEW AND REVISION

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes

APPROVAL

This SOP is approved by the Dean and will be reviewed annually or as needed.

IQAC COORDINATOR

DEAN

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