



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

CLINICAL SOCIETY/PATHOLOGICAL MEETING COMMITTEE STANDARD OPERATIVE PROCEDURE

Chairperson: Dr Jayanthi, Dean

Co – Chairperson: Dr Sampath Kumari, Professor & Head, Obstetrics & Gynaecology

Co-ordinator: Dr.Nikita, Assistant Professor, Obstetrics & Gynaecology

Role of Coordinator: To conduct periodic committee meetings and to maintain committee related documents including MOM.

Objective- To present the clinical cases and/or preliminary research activities of the institution.

Time and frequency- Clinical society meeting will be held monthly once.

Agenda of the meeting

- To facilitate the exchange of knowledge, research findings, and clinical experiences among members
- Fostering professional development and collaboration in the field of medical science
- The agenda should include presentations on recent research, case studies, discussions on clinical protocols, and any relevant topics suggested by the members.
- The finalized agenda should be circulated among members at least before the scheduled meeting date.

Meeting conduct

- Meetings should commence promptly at the designated time.
- Presenters shall adhere to the allocated time slots to ensure the smooth conduct of the meeting.
- Active participation and engagement from all members are encouraged during discussions



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- Respectful communication and professional conduct should be maintained throughout the meeting.

Presentation guidelines

- Presenters are required to submit their presentation slides or materials to the organizing committee at least three days prior to the meeting for technical review and compilation.
- Presentations should be concise, clear, and focused on key points.
- All presentations must adhere to ethical guidelines and patient confidentiality standards.

Attendance

- Members are expected to attend meetings regularly to contribute to the society's objectives and benefit from knowledge sharing.
- In the event of unavoidable absence, members are encouraged to inform the organizing committee in advance.

Minutes of meeting

- Detailed minutes of each meeting should be recorded by the designated secretary.
- Minutes should include a summary of discussions, decisions made, action items assigned, and any other relevant information.
- Minutes should be circulated among members for review and approval.

Feedback and evaluation

- Feedback on meeting content, organization, and suggestions for improvement should be solicited from members periodically.



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- The organizing committee should review feedback and make necessary adjustments to enhance the effectiveness of future meetings.

COMMITTEE MEMBERS:

S.NO	NAME	DESIGNATION	POSITION HELD
1.	Dr. Jayanthi.R	Dean	Chairperson
2.	Dr. Sampath Kumari	Professor & Head, OBG	Co – Chairperson
3.	Dr. Sarawathi M	HOD, Pathology	Member, Central diagnostic lab incharge
4.	Dr. Nikita	Assistant Professor, OBG	Co-ordinator
5.	Dr. Ramanujam	HOD, General Surgery	Member
6.	Dr. Rajalakshmi	HOD, General Medicine	Member
7.	Dr. E. Reyasudeen	HOD Anesthesiology	Member
8.	Dr. Sunitha M	HOD, ENT	Member
9.	Dr. R. Malarvizhi	HOD, Ophthalmology	Member
10.	Dr. T. V. Asokan	HOD, Psychiatry	Member
11.	Dr. Timsi Jain	HOD, Community Medicine	Member
12.	Dr.Gnanam	Resident Medical Officer	Member
13.	Dr. Lakshmi Mani	CCMO & NABH coordinator	Member
14.	Mrs. Thangamariammal	NS	Member



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DOCUMENTATION AND RECORD KEEPING

MAINTENANCE RECORDS

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

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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Chennai-600 069