**SOP for running General Surgery OPD during COVID 19 pandemic**

**(1)** Pre anaesthetic check up (PAC) clinic presently in the Surgery OPD complex should be shifted to other suitable place.

**(2)** Number of OPD patients per day not to exceed 30 (not more than 10 OPD tickets to be generated per hour).

**(3)**  Patients and attendants will be triaged at FLU corner (to be ensured at the time of registration only).

**(4)** OPD timing from 9.30 AM to 1.30 PM daily (registration counters to close at 12.30 PM).

**(5)** All the unit in charges will prepare the OPD roster for their respective units.

**(6)** One consultant, 1 senior resident and 2 junior residents will examine the patients maintaining social distancing and frequent hand hygiene.

**(7)** Two examination rooms/ counters will be made functional in OPD premises with availability of separate examination tables.

**(8)** Attending staff (Consultant, SR, JR, Staff nurse) should wear appropriate PPE, maintain social distance while working and do frequent hand hygiene.

**(9)** Specified Donning and Doffing area in the OPD premises itself.

**(10)**  Separate area for Minor OT, dressing etc (room Number 110 in Surgery OPD complex)

**(11)** Patients will be accompanied by a single attendant and both wearing masks.

**(12)** Social distancing norms to be strictly followed during stay in hospital premises.

**(13)** Patient and attendant waiting for their turn will sit in waiting area maintaining adequate distance.

**(14)** The patient who has been examined will vacate the OPD maintaining social distancing and next patient in queue will enter the OPD.

**(15)** Movement of the patients to controlled and overseen by designated security personnel (at least 2).

**(16)** Minimum X Ray / Investigations to be advised to the patient in OPD.

**(17)** Inter departmental referrals should be avoided as for as possible.

**(18)** Minimal follow-up except in cases of emergency/ post operative patients.

**(19)** Average follow-up period ranging from 1-3 weeks (preferably at a local health facility)

**(20)** Admissions to done under specific orders of the consultant with a documented treatment plan.

**(21)** Minor OT/ Dressing/ Proctoscopy timing will be from 10.30 AM to 1.30 PM. (designated resident will be provided for the same).

**Logistic requirement**

**(1)** PPE-10/ day

**(2)** Hand sanitizer-6/day

**(3)** N95 mask/ Face Shield-10/day

**(4)** Non sterile surgical gloves- 3 boxes/day

**(5)** Sterile surgical gloves-50/day