

### **3. SOPs of Otorhinolaryngology department**

Otorhinolaryngology department has sops for early diagnosis, treatment, rehabilitation of needy patients in stipulated period.

#### **1) OPD:-**

- OPD hours are 9 am to 1pm & 2pm to 5 pm daily
- Central Registration at MRD
- Registration at reception centre at ENT Department after arrival.
- Referral of patient to ENT specialist
- Examination by specialist
- Referral to respective department for investigation as per advised by specialist if needed
- Arrival of conclusion of diagnosis after investigations
- Treatment of disease with written & verbal instructions.
- Dates are given for surgical procedures if needed
- Appointment register for surgical procedure in maintained in ENT department.
- Advice for follow up.

#### **2) IPD -**

- Central Registration at MRD
- Registration and preparation of care paper in ENT department
- Referral of patient to respective F/M ENT wards for admission
- Daily round by specialists
- After completion of treatment discharge protocol is followed by giving specific advice as per nature of disease

### **3) Operation theatre -**

- Central Registration at MRD
- Preparation of case paper in ENT dept.
- Referral of patient to respective ENT wards
- Review of investigation
- Referral to anaesthesiologist for fitness
- Preparation of OT list after anaesthesiologist fitness one day prior of operative procedures
- Approved OT lists are sent to OT and anaesthesia department
- Operative instruction to patient in verbal and in writing
- Written consent of patient with witness of relatives
- Patient is shifted to OT for operative procedure
- Operative Procedure in OT
- Post Operative observation in post observation ward
- Shifting of patient to respective ward after examination by anaesthesiologist
- Examination of patient in ward by specialist
- After completion of treatment discharge protocol is followed by giving specific instructions
- Advise for follow up

#### **4) Sops for teaching**

- Regular theory lectures as per muhs curriculum to UG student as per time table
- Otorhinolaryngology clinical training to UG students in ENT dept. daily clinical posting
- Demonstration of major or minor surgical procedures to UG students
- Regular internal assessment as per muhs guideline