



GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER  
KAMRUP METROPOLITAN DISTRICT, GUWAHATI

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No. NHM/KM/Quality/

Dated : 25/07/2023

**MINUTES OF THE 1<sup>st</sup> QUARTER MEETING ON DISTRICT QUALITY ASSURANCE  
COMMITTEE/ DISTRICT INDEMNITY SUB COMMITTEE**

The District Quality Assurance Committee (DQAC)/ District Indemnity Sub Committee(DISC) meeting was held on 30/06/2023 in the O/o Deputy Commissioner, Kamrup Metropolitan District under the chairmanship of Additional Deputy Commissioner, (Health), Kamrup Metropolitan District. The meeting was attended by the following members-

**Members Present-**

1. Smti Jharna Patgiri , ACS , ADC (Health) , Kamrup Metropolitan
2. Dr Anuradha Barthakur , Superintendent , DH Sonapur , Kamrup Metropolitan
3. Dr B.K. Das, DIO , Kamrup Metropolitan
4. Dr Mridul B. Nath , DTO , Kamrup Metropolitan
5. Dr Mukuta Medhi , Sr M&HO , Nodal Officer (Quality) , Kamrup Metropolitan
6. Dr Geetima Deka , Sr M&HO , Nodal Officer (CH) , Kamrup Metropolitan
7. Dr ND Sarma , SDM&HO , Empanelled Surgeon , DH Sonapur , Kamrup Metropolitan
8. Dr. A.K. Bora , Sr M&HO , Empanelled Surgeon (O&G) DH Sonapur , Kamrup Metropolitan
9. Geetanjali Kalita , I/C Matron , DH Sonapur , Kamrup Metropolitan
10. Sharmistha Phukan, Hospital Administrator cum Addl. District Consultant (Quality), Kamrup M
11. Pallabi Lahkar , District Community Mobilizer cum I/C DFPC , Kamrup Metropolitan

The meeting started with a welcome note by ADC(H) , Kamrup Metropolitan District and a round of introductions.

The following points were discussed in the meeting .

**1. Overall performance of Quality Programs of Health Institutions :**

- (i) As **Swasthya Sewa Utsav (SSU)** results were declared for 50 Health Institutions of Kamrup Metropolitan , only 7 hospitals were placed in Grade A , 28 hospitals in Grade B and 15 hospitals in Grade C . Therefore the Committee has decided that for Grade B & C hospitals the scores should be improved ( minimum 70% ) and gap fillings to be done according to the SSU Checklist within 31<sup>st</sup> August'2023. The Internal Assessment is to be done by the health institutions and the revised scores to be submitted in mail to District Quality Cell , Kamrup Metropolitan by 7<sup>th</sup> Sept'2023.
- (ii) **National Quality Assurance Standards (NQAS)** : DH Sonapur , Khetri CHC , Sarabbhatti UPHC and Bonda HWC has to qualify for external NQAS Assessment with minimum 70 % scores within 30<sup>th</sup> Sept'2023 . In this regard State Mentoring Team and Development partners have to coordinate and trainings to all staffs of these 4 hospitals to be imparted . Addl DQC is directed to write a letter for the same .
- (iii) **LAQSHYA** : Pandu FRU & Dhirenpara FRU has to qualify for external assessment of Laqshya within 31<sup>st</sup> August'2023. In this regard State Mentoring Team and Development partners have to coordinate and trainings to all staffs of these 2 hospitals to be imparted . Addl DQC is directed to write a letter for the same .
- (iv) **MusQan** : Committee has decided that GMCH has to plan and do the gap filling of the 4 departments according to the MusQan Checklist . In this regard State Mentoring Team and Development partners have to coordinate and trainings to all staffs of these 4 departments has to be imparted . Addl DQC is directed to write a letter for the same .

*Jahni*

Commissioner  
Kamrup Metropolitan District  
Guwahati





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- (v) **KAYAKALP** : In FY 2022-23 , only DH Sonapur , 3 nos of CHC , 3 nos of MPHC and 18 nos of UPHC ( total – 25 hospitals) have qualified. Therefore decision was taken that all hospitals have to qualify with 70 % minimum scores in KAYAKALP for the FY 2023-24 .
2. **BMW Authorization** : Committee has decided that all Health Institutions of Kamrup Metropolitan will have to apply for BMW Authorization with proper documents to be submitted online within 31<sup>st</sup> August'2023. In this regard , District Quality Consultant , Kamrup Metropolitan will coordinate and impart training to the concerned persons before applying for the same.
3. **Fire NOC** : Committee has decided that all Health Institutions of Kamrup Metropolitan has to apply for Fire NOC within 31<sup>st</sup> August'2023 . In this regard , Addl. District Quality Consultant and JE ( Civil) , Kamrup Metropolitan will coordinate for the same .
4. **BMW & Disposal Management System** : .For proper waste disposal system in all health facilities , construction of Sharp pit , Deep pit, BMW storage Area according to BMW guidelines 2018 has to be followed. For liquid waste management , the hospitals will have to construct liquid waste management system ( Karnataka Model) where necessary and applicable for liquid waste disposal . In this regard , AE / JE (Civil) , Kamrup Metro will have to coordinate with the same and a report to be submitted to JtDHS , Kamrup Metropolitan within 31<sup>st</sup> August'2023.  
BMW Annual report (Form IV) submission to PCB every year in the month of June is to be done by all the Health Institutions .
5. **Swab culture of LR/ OTs/SNCU/NBSUs** : As per MD , NHM letter no NHM/28012/1/32021-QA-NHM/155 dtd 5/2022 , all delivery points and where applicable has to submit the reports monthly( by 5<sup>th</sup> of every month) in mail to District Quality Cell , Kamrup (M) for onward submission to Quality Cell , NHM , Assam . Letter to Superintendent , GMCH is to be written in this regard for sending samples for swab culture of the hospitals of Kamrup Metropolitan district to GMCH .
6. **Water testing of all hospitals** : As per MD , NHM Letter no : NHM/28011/3/2023-QA-NHM/7297 dtd 28/06/2023 , all hospitals have to send water samples to PHED Laboratories for necessary testing accordingly. The reports are to be submitted in the Google link provided by Quality Cell , NHM , Assam .
7. **Infection Control Practices / ICN of Hospitals** : Committee has suggested for minimizing of Infections in the hospitals and for following infection control protocols by hospital staffs , Infection Control Nurse has to be designated in each and every hospital for the same. Hands on trainings to be conducted on regular basis by ICNs.  
Letter to DHS , Assam is to be written for releasing the 2 nos of ICNs of DH Sonapur , Kamrup Metropolitan attached to other Health Institutions immediately.
8. **Tie up of hospitals with CBMWTP (Fresh Air)** : Compiled report by each block duly signed by Block I/C regarding the waste disposal system followed in the hospitals is to be submitted within 7 days ( by 31<sup>st</sup> July'2023) to JtDHS , Kamrup Metro and also by mail to Addl. District Quality Consultant , Kamrup Metropolitan .
9. **Disaster Management Plan** : All hospitals should have a specific plan for Disaster Management at the hospitals with their teams ready to tackle any natural disaster or any untoward incident. Display of the Disaster Management Plan at the hospital is to be done along with the names and phone nos. of hospital employees in the DMT.

*Jalini*  
Addl. District Commissioner  
Kamrup Metropolitan District  
Guwahati





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The meeting started with a welcome note by ADC(H) , Kamrup Metropolitan District and a round of introductions.

1. During the meeting District Indemnity Committee has empanelled 6 Nos Medical officer, 12 nos GNM, and 5 nos ANM as Integrated IUCD service providers in the District.
2. DFPC I/c has informed the Committee that 3 nos of Female Sterilization failure cases have been reported in the District. But the documents of the concerned cases have not submitted by the concerned beneficiaries. DISC asked DFPC I/c to collect the documents and submit to state authority for further process.
3. As there is no functional Female Sterilization machine in the District, DSIC asked DFPC I/c to write a letter to concerned authority for information of the same as well as placed the requirement for new machine.
4. DSIC asked to write a letter to concerned authority for training of the SN and OT Technician for Female Sterilization from Sonapur DH, so that Service delivery of the District Hospital is uninterrupted as well as District Hospital can be developed as Static point for Female Sterilization service
5. DSIC asked DFPC I/c for ensuring availability of the 3 /4 NSV set in the District Hospital.

The meeting ended with the vote of thanks.

Additional Deputy Commissioner(Health)  
Kamrup Metropolitan District.





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10. **Electrical Audit of all health institutions :** Letter to PWD ( Electrical) is to be written for audit at the hospitals. AE / JE (C) is to coordinate with the same.
11. **Prescription Audits of all health Institutions :** All hospitals will have to do Prescription Audit at the hospital monthly with at least 10% of total OPD cases to be audited. One pharmacist has to be designated in each hospital to keep randomly 10 % of total OPD prescription slips (Xerox) for audit monthly.
12. **Beyond hospital boundary activities (KAYAKALP Checklist) :** Letter is to be written to the Incharge of the hospitals for the activities to be done . Photographs of the activities along with banner and attendance is to be documented for Record Review.
13. Letter to MD , NHM is to be written for release of District Quality Consultant , Kamrup Metropolitan attached to State HQ, NHM for monitoring of Quality Assurance related works of the Health Institutions of Kamrup Metropolitan District .

The meeting ended with the vote of thanks.

**Additional Deputy Commissioner(Health)  
Kamrup Metropolitan District.**  
Addl. District Commissioner  
Kamrup Metropolitan District  
Guwahati

Copy for information to -

1. The Mission Director, NHM, Assam.
2. The Deputy Commissioner , Kamrup Metropolitan .
3. The State Consultant (Quality) , NHM , Assam .
4. Person Concerned
5. Office Copy

**Additional Deputy Commissioner(Health)  
Kamrup Metropolitan District**