

GOVERNMENT OF ASSAM  
HEALTH & FAMILY WELFARE (A) DEPARTMENT  
DISPUR ::: GUWAHATI - 6

**ORDERS BY THE GOVERNOR OF ASSAM**  
**NOTIFICATION**

No. HLA.497/2021/38:

Dated Dispur the 2<sup>nd</sup> July, 2021

Whereas there is still surge of COVID-19 patients in Assam; and

Whereas there is also increased number of serious patients being admitted in Medical College & Hospitals for intensive care and there is need for specialist care in the triage area, COVID wards and COVID ICUs; and

Whereas, there is persisting mortality amongst COVID patients in various hospitals including medical college & Hospitals, which are referral centres for COVID management,

Therefore, an SOP for COVID-19 patient Flow management at the Medical College & Hospital along with advised specialized medical team on duty at various places of COVID patient management is hereby notified (Annexure-A to A4).

Further all the Chief Superintendent/ Superintendent of Medical College & Hospitals are directed to strictly adhere to the SOP with immediate effect. The Chief Superintendent/ Superintendent shall notify 7 day duty list accordingly in advance and inform Director Medical Education and the in charge Guardian Ministers/ Secretaries as well as the district administration so that public can get best of the services.

**Enclose: Annexure-A to A4**

(Anurag Goel, IAS)

Principal Secretary to the Govt. of Assam,  
Health & FW Department

**Memo No. HLA.497/2021/38- A**

**Dated Dispur the 2<sup>nd</sup> July, 2021**

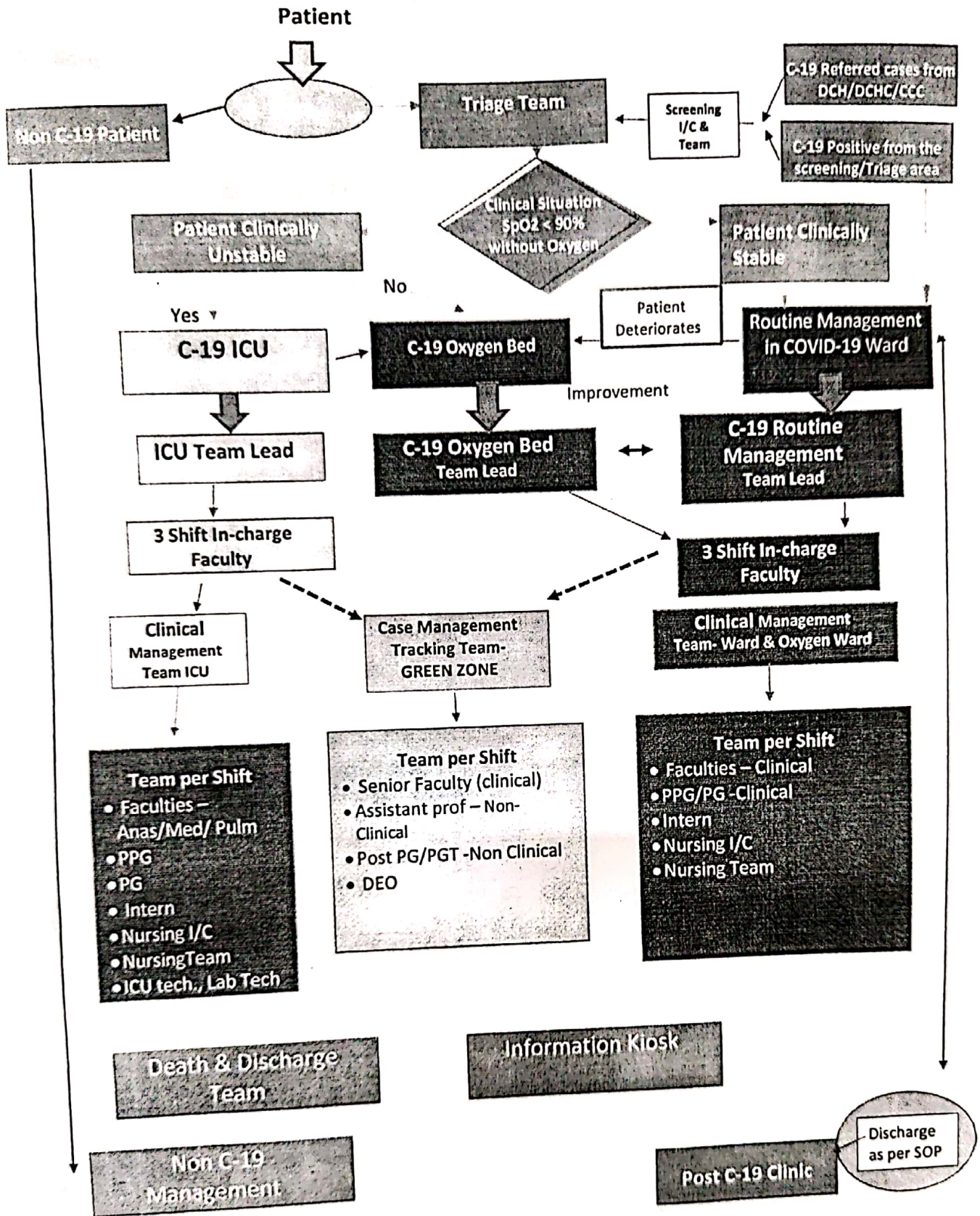
Copy to :

1. The Principal Secretary to Hon'ble Chief Minister, Assam, Dispur.
2. The Principal Secretary to the Govt. of Assam, Health & Family Welfare Department.
3. The Additional Secretary to the Govt. of Assam, Health & Family Welfare Department..
4. The Mission Director, National Health Mission, Assam, Christianbasti, Guwahati-5.
5. The Deputy Commissioner (all District).
6. The Staff Officer to Chief Secretary, Assam, Dispur, Guwahati-6 for appraisal of Hon'ble Chief Secretary.
7. The Director of Medical Education, Assam, Khanapara, Guwahati-22 for information & necessary action.
8. The Director of Health Services, Assam, Hengerabari, Guwahati-36.
9. The Principal-Cum-Chief Superintendent /Superintendent, GMCH, Guwahati/ AMCH, Dibrugarh/ SMCH, Silchar/ JMCH, Jorhat/ FAAMCH, Barpeta/ TMCH, Tezpur/ LMCH, Lakhimpur.
10. PS to Hon'ble Chief Minister, Assam.
11. PS to Hon'ble Minister, Health & Family Welfare, Assam.
12. PS to Chief Secretary, Assam.
13. Office copy.

By Order etc.

Joint Secretary to the Govt. of Assam,  
Health & FW Department

Flow chart for C-19 Case management strategy at Medical College Hospitals of Assam



02-07-21

# SOP for Covid -19 Patient Flow Management at the Medical Colleges

## A. Screening Team – 3 shifts duty

### a. In-charge Screening

- Faculty (1 per shift) – Clinical & allied

#### TOR

- To ensure screening of suspected patients
- To Coordinate with the respective team leads & Hospital administration
- To Coordinate with the DCH/DCHC/CCC for referred patients
- Coordinate with IDSP

### b. Screening Members

- Registrar/Post PG (Clinical/Allied)
- PG (Clinical/Allied)
- Intern
- Lab tech
- Nurse

#### TOR

- To work under the instruction of Screening In Charge
- To screen patients and refer to Triaging team

## B. Triage Team – 3 shifts duty

### a. In-charge Triage

- Faculty (1 per shift) – Clinical/ Allied

- To review the clinical status & initiate management
- To refer the patient to the respective care facility
- To Coordinate with the respective team leads & Hospital administration

### b. Triaging Members

- Registrar/Post PG/Resident Physician (Clinical/Allied)
- PG (Clinical/Allied)
- Intern
- Nursing staff



- To work under the instruction of Triaging In Charge
- To evaluate the patients and refer to the respective care facilities within 01 (one) hour
- To start the management as per SOP

### C. Isolation Ward Team (Routine Management) – 3 shifts duty

#### a. In-charge Ward Management

- Faculty (1 per shift) – Clinical  
[GREEN/RED Zone]

- To visit each patient at least once, review & guide the team members
- To track each patient condition
- To Coordinate with the respective team leads for referral to ICU

#### b. Ward Management Members [In the RED Zone]

- Registrar/Resident physician (Clinical)
- Post PG/PG (Clinical/Allied)
- Intern
- Nursing staff

#### TOR

- To review the clinical status & initiate management under the guidance of Team I/C
- To track the patient condition every 4 hourly ( 2 hourly for oxygen dependent patient)
- To update the patient tracking to the Tracking Team at Green Zone
- To identify early warning signs and inform to the Incharge
- Patient not improving or deteriorating, Patient should be moved to ICU within 02 hours

### D. ICU Team (ICU Management) – 3 shifts duty

#### a. In-charge ICU Management ( all ICU beds under same premises)

- Faculty (1 per shift) – Clinical (Anesthesiology/General Medicine/Pulmonary)  
[GREEN/RED Zone]

- To visit each patient at least twice, review & guide the team members
- To track each patient condition & intervene



**b. Complimented by**

- Registrar / PPG/Senior P.G (1 per shift) – Clinical( Anaes/Med/Pulmo)  
[RED Zone]
- To support the ICU In-charge
- To visit each patient at least twice, review & guide the team members
- To track each patient condition & intervene

**c. ICU Management Members [In the RED Zone] for each 15 beds**

- Registrar/Resident physician/Post PG (Anaes/Med/Pulm Med)
- PG (Anaes/Med/Pulm Med)
- Intern
- Nursing incharge & staff
- ICU technician, Lab. Tech.

**TOR**

- To review the clinical status & initiate management under the guidance of Team I/C
- To track the patient condition every 1 hourly/ as & when required
- To update the patient tracking to the Tracking Team at Green Zone
- To identify early warning signs and inform to the Incharge

**E. Case Management Tracking Team – 2 shifts duty  
[ GREEN ZONE]****a. Faculty (Clinical/Allied)****b. Team Members**

- i. Register/Demonstrator (Allied)
- ii. Post PGT (Allied)
- iii. PGT (Allied)
- iv. Data Entry Operators

**TOR**

- To update the patient tracking in the computer/software
- To track the patient condition by reviewing the situation in the database
- To inform the Clinical team regarding Early Warning Signs
- To inform the authorities (Principal & Superintendent) regarding patient status
- To update the Death & Discharge Team
- To update the Patient Information Kiosk Team
- To Draft Bulletins & share



**F. Death & Discharge Team  
[ GREEN ZONE]**

**a. Incharge**

**1 Faculty from Non-Clinical Department**

**b. Team Members**

- i. Register/Demonstrator (Allied)
- ii. Post PGT (Allied)
- iii. PGT (Allied)
- iv. Interns
- v. Data Entry Operators

**TOR**

- To update the data from the Clinical Team & Case Tracking Team
- To track the Death & Discharge & draft the formalities
- To inform the authorities (Principal & Superintendent) regarding Death & Discharge status
- To update the Patient information Kiosk
- To Draft Bulletins on Death & Discharge
- To support the data to state level death & discharge Audit board

**G. Information Kiosk ( 3 shifts duty)**

**a. PRO Incharge**

**1 Faculty from Non-Clinical Department**

**b. Team Member**

- i. Demonstrator
- ii. Others
- iii. Data Entry Operators

**TOR**

- To track the patient information form Case Management Tracking Team
- To inform the care givers/patient's relatives
- To inform the authorities (Principal & Superintendent) regarding the status
- To deal with the Media as per protocol

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*dean*  
02.07.21