

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

No.HLA.74/2020/58

Dated Dispur the 7th April, 2020

Additional SoP for Refresher Training on COVID-19

In continuation of SOP for training on COVID-19, it is felt necessary that the Medical Officers including paramedics and other staff in each district need to be retrained on regular periodic intervals in order to upgrade their skills and to disseminate the latest information available.

A. RESPONSIBILITIES OF ALL PRINCIPALS OF MEDICAL COLLEGES -

Principals of Medical Colleges are required to form the Master Trainers teams with representatives from disciplines like Community Medicine, Medicine, Pulmonary Medicine, Microbiology, Anesthesia etc. in order to impart training to the Medical Teams of different districts.

There will be 3 nos. of such teams from GMCH, 2 teams each from SMCH, TMCH, JMCH and FAAMCH and 1 team from Diphu Medical College & Hospital. The composition of the teams is at Annexure-A.


The Principal of each college shall be responsible for providing any logistic support to the Master Training teams like vehicles, refreshment etc. and to ensure that the teams proceed for imparting training as per schedule.

Sub Regional Team Leader, WHO, Dr. Subhajit Bhattacharjee will direct the SMOs to attend the said training at district level and to provide necessary inputs to fill up the information gaps in every session as may be required.

Major Training Components for COVID19 at District Level

The training module shall consist of the following (prescribed by WHO) as per MoHFW guidelines and in consultation with GMCH.

1. Overview, Clinical Presentation, transmission & Prevention
2. Definition Case, Suspect and Contacts
3. Contact Tracing Strategy
4. Testing Guidelines
5. Universal Precaution
6. Hands on training on Hand Hygiene, Environmental Hygiene, Donning and Doffing of PPE
7. Triage in COVID-19
8. Guidelines for Quarantine.
9. Infection, Prevention in Isolation and Quarantine
10. Transportation of Suspects to Facility and Decontamination of the Vehicle
11. Preparation of Disinfectants
12. Waste Disposal
13. Disposal of PPE


7/4/20

14. Standard Protocol for Management in Isolation/ICU

15. Human Resource Management

Non-health care workers should be trained to minimize the specific risks related to their job, in particular cleaning area occupied by suspect or confirmed COVID-19 patient and disposal of wastes from those areas.

The above list is only indicative and not exhaustive.

It is proposed to hold the training of all Master Trainers teams of all Medical Colleges through VC with WHO/ GMCH team on 8th April,2020.

This is to be followed by a training programme in each district spread over 2 (two) days with both classroom training and hands on training with mock drill. All the districts shall be covered in two rounds.

A model routine of the training is enclosed at Annexure-B.

The detailed district wise schedule for training is enclosed at Annexure-C.

B. RESPONSIBILITIES OF ALL JOINT DIRECTORS OF HEALTH SERVICES OF DISTRICTS CONCERNED-

As per the SOP already issued, the Joint Director of Health Services including Superintendents of District Hospitals shall be responsible for organizing (in consultation with Deputy Commissioner concerned), conducting and assessing the training needs as per guidelines issued by concerned agencies like WHO, Ministry of Health & FW etc for all personnel at all levels in the hospitals. Courses shall be revised as and when required as per guidelines received from time to time and necessary training arranged accordingly.

There should also be hospital specific training regarding precautions to be taken in finalizing the layout and approach to the isolation & quarantine facilities so that infection spread can be prevented. This will include approving the layout and approach design and barricading with signage of the isolation facility at designated District Hospital for COVID-19.

TO WHOM TRAINING IS TO BE IMPARTED-

- Training shall be given to all personnel engaged in treatment, patient care, transportation, cleaning, supply, stores, food, security etc.
- The training needs of all the personnel shall be identified based on their activities/ assigned responsibilities.
- Further training is to be imparted to Joint Director of Health Services, Superintendent of Hospitals, all Medical Officers, Paramedics including Nursing staff, Supply and store persons, Ward boy/ girls, sweeper/ cleaners, 108 personnel etc.
- All employees of District hospitals, CHC/FRU (Medical Officer & Nurses)

K. K. K.
7/4/20

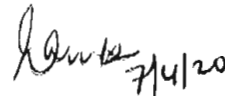
C. RESPONSIBILITIES OF ALL DEPUTY COMMISSIONERS-

The Deputy Commissioner of the district concerned shall be overall responsible for smooth & successful conduct of training in his district. He shall take steps to:

- To notify one nodal officer not below the rank of ADC to arrange, supervise and to remain present in the training.
- Deputy Commissioners along with Joint Director of Health Services and Superintendents of District Hospitals shall ensure invitation and attendance of all Stakeholders in the training programme.
- Deputy Commissioners shall ensure that a data base with name, designations and contact number of each trainee is maintained and shared with NHM in excel format after completion of the training.
- To identify suitable venue with a capacity of around 100 persons so that there is no issue of Power Point Presentation, Electricity etc.
- To provide one plastic folder containing 1(one) writing pad of good quality, 1(one) good quality ball pen and HBC materials if any to all the participants before the training.
- Suitable room in the Circuit House need to be reserved for the Master Trainers from Medical Colleges.
- Tea, snacks and lunch for the entire trainees, Master Trainers needs to be arranged.

After completion of the training, the team leader of the Trainers team shall issue a certificate stating the name of the trainee individually along with their designation that appropriate training has been imparted to them along with hands on experiences. On being satisfied, a consolidated statement of successful trainees will also be countersigned by the representative of Deputy Commissioner. This countersigned consolidated statement by the Deputy Commissioner has to be uploaded in the NHM portal.

The Deputy Commissioner of the districts are directed to make a visit to the District Hospital on daily basis in order to review preparation for COVID-19 management and to motivate the health personnel.



Principal Secretary to Govt of Assam
Health & Family Welfare Department

Copy to :

1. The Chief Secretary, Govt. of Assam.
2. Principal Secretary to Hon'ble Chief Minister, Assam.
3. Special Secretary to the Govt. of Assam, Health & FW (B) Department. **She is requested to ensure that the expert teams from the respective medical colleges are deputed to the designated districts as per schedule.**
4. All Deputy Commissioners / Sub-Divisional Officers for information. **They are requested to ensure conduct of this training and provide logistical support to the Master trainer team of Medical Colleges.**
5. Mission Director, National Health Mission, Assam.
6. DME/DHS/DHS (FW)/Director AYUSH, Assam for necessary action.
7. All Principal, Medical Colleges of Assam.
8. All Superintendents, Medical Colleges of Assam.
9. Dr. Subhajit Bhattacharjee, Sub Regional Team Leader,WHO with a request to issue direction to the SMOs.
10. All Joint Director of Health Services, Assam for necessary action. **They are directed to arrange the said training programme and make necessary expenditure for the said purpose out of funds released by NHM to district hospitals.**
11. All Superintendents of District Hospitals.
12. P.S. to Hon'ble Minister, Health & Family Welfare Department, Govt. of Assam.
13. P.S. to Hon'ble Ministers of State, Health & Family Welfare Department, Govt. of Assam.
14. Office Copy.

By order etc.


(Anurag Goel, IAS)

Commissioner & Secretary to Govt of Assam
Health & Family Welfare Department

DETAILS OF TRAINER TEAMS FOR COVID-19

NAME OF MEDICAL COLLEGE: AMCH

TEAM-1	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
	NAME	Dr. Bhupendra Narayan Mahanta, Assoc. Professor of Medicine	Dr. Bhupendra Narayan Mahanta, Assoc. Professor of Medicine	(1) Dr. Rashmi Ahmed, Asstt. Prof. (2) Dr. Raj Kr. Dutta, Asstt. Prof. (3) Dr. Pranjal Sonowal, Asstt. Prof. (4) Dr. Kaushik Talukdar, Registrar (5) Dr. Milgom Doley, Registrar	(1) Dr. Altaf Uddin Ahmed, Assoc. Professor (2) Dr. Karuna Das, Assoc. Prof. (3) Dr. Anjana Hazarika, Assoc. Prof.	(1) Dr. P. Goswami, Assoc. Prof. (2) Dr. B. C. Kalita, Assoc. Prof. (3) Dr. S. Ch. Hazarika, Assoc. Prof. (4) Dr. Diganta Das, Asstt. Prof. (5) Dr. R. R. Marak, Asstt. Prof. (6) Dr. Anupam Dutta, Asstt. Prof. (7) Dr. T. K. Das, Asstt. Prof. (8) Dr. J. Das, Asstt. Prof.	(1) Dr. Amrit Kr. Bora (2) Dr. Jasbeer Singh
	MOBILE	9435030599	9435030599	(1) 9435130341 (2) 9435747314 (3) 9435735838 (4) 9706044265 (5) 8373965769	(1) 9435032380 (2) 9435030571 (3) 9435131518	(1) 9435533531 (2) 9435030504 (3) 9435034927 (4) 9431056204 (5) 9435669595 (6) 9435130009 (7) 9854093792 (8) 9435037672	(1) 7002953295 (2) 9854758211
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TEAM-2	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
	NAME	Dr. Jenita Baruah, Assoc. Professor of Community Medicine	Dr. Dibyajyoti Bora, Asstt. Prof. of Medicine	(1) Dr. Jenita Baruah, Assoc. Prof. (2) Dr. Ajanta Deuri, Asstt. Prof. (3) Dr. Manjit Baruah, Asstt. Professor (4) Dr. Progyan P. Gogoi, Demonstrator (5) Dr. Debarshi Paul, Registrar	(1) Dr. Abhijit Tarat, Assoc. Professor (2) Dr. Arunima Saikia, Assoc. Prof. (3) Dr. Dhruvajyoti Borgohain, Asstt. Prof.	(1) Dr. S. L. Das, Assoc. Prof. (2) Dr. R. Dhanowar, Assoc. Prof. (3) Dr. M. Handique, Asstt. Prof. (4) Dr. G. C. Deka, Asstt. Prof. (5) Dr. C. Milli, Asstt. Prof. (6) Dr. P. K. Dutta, Asstt. Prof. (7) Dr. K. Rajkhowa, Res. Physician	(1) Dr. Jayanta Kr. Das (2) Dr. Partha Pratim Das
	MOBILE	9435474863	9435360277	(1) 9435474863 (2) 9435475339 (3) 9435474165 (4) 9954621093 (5) 9954526895	(1) 9435074029 (2) 9435112897 (3) 9435031489	(1) 9435130114 (2) 9435530643 (3) 9859059250 (4) 9435476782 (5) 9435702077 (6) 9435094268 (7) 9435031782	(1) 9401433813 (2) 9864323948
	EMAIL	jenita_19baruah@rediffmail.com	dbva@rediffmail.com	(1) jenita_19baruah@rediffmail.com (2) deuri.drajanta@gmail.com (3) drmanjitboruah@gmail.com (4) pgogoi411@gmail.com (5) _____	(1) dr.abhijittarat@yahoo.com (2) arunimadr@yahoo.co.in (3) dhruva_borgohain@yahoo.com	(1) drsubhalakshmidas@gmail.com (2) rdhanowar@yahoo.com (3) handiquemridusmita@gmail.com (4) gobinced@rediffmail.com (5) dr.mili77@gmail.com (6) drpranjaldutta@rediffmail.com (7) drkamarajkhowa@gmail.com	(1) jayanta2009das@gmail.com (2) drpd83@gmail.com

12/11/2018

DETAILS OF TRAINER TEAMS FOR COVID-19

ANNEXURE A

NAME OF MEDICAL COLLEGE: GMCH

TEAM-1	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
	NAME	Dr. (Mrs) Ankumoni Saikia	Dr. Jogesh Sarma.	Dr. (Mrs) Ankumoni Saikia	Dr. Priyam Saikia.	Dr. Swaroop Kumar Baruah.	Dr. Lahari Saikia
	MOBILE	9435016507	9435011172	9435016507	9706067392	9435015668	9435032051
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TEAM-2	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
	NAME	Dr. (Mrs) Ankumoni Saikia	Dr Manas Jt Saikia/ Dr Biswajit Bhuyan	Dr. (Mrs) Jutika Ojah	Dr. Aldiona Bhattacharyya	Dr Raj Pratim Das	Dr Dipak Das
	MOBILE	9435016507	9401282715/763693901	9101019581	9101813237	9954366090	8638216933
	EMAIL	drankumonisaikia@rediffmail.com		jutikaajah@gmail.com	draldionasb@gmail.com	rajpratimdas14@gmail.com	drdipakdas606@gmail.com

TEAM-3	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
	NAME	Dr. Mausumi Krishnatreya	Dr Jaydip Medhi/Dr P Niranjan Pravakar	Dr. Mausumi Krishnatreya	Dr. Chandita Konwar	Dr. Rintu Barman	Dr Dina Raja
	MOBILE	9435145695	8254819511/944266993	9435145695	9864063213	9508987515	9864039629
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- Annexure
01/11/2020

DETAILS OF TRAINER TEAMS FOR COVID-19

NAME OF MEDICAL COLLEGE: SILCHAR MEDICAL COLLEGE, SILCHAR

	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
TEAM-1	NAME	Dr. Pritwiraj Bhattacharjee	Dr. S K Biswas, Professor	Dr. Ajit Kr Dey	Dr. Rupankar Nath, Asstt. Prof.	Dr. Pritwiraj Bhattacharjee, HOD	Dr. Bashab Datta Choudhury, Asstt. Prof.
	MOBILE	9435072176	9435170856	9435378146	9401294057	9435072176	9435199614
	EMAIL	dr.pritwibhatta@gmail.com	sujitkumar1957@gmail.com	drajit.smc@gmail.com	rupankarnath05@gmail.com	dr.pritwibhatta@gmail.com	basabdattachoudhury@gmail.com

	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
TEAM-2	NAME	Dr. Dwijen Das	Dr. R Das, Resident Physician	Dr. Jayanta Bhattacharjee , Asstt. Prof.	Dr. Anindam Bhattacharjee, Asstt. Prof.	Dr. Dwijen Das, Assoc. Prof.	Dr. Priyanka Mukharjee
	MOBILE	9435181953	9954168094	9435724447	9435115474	9435181953	9957272789
	EMAIL	drdwijendas@yahoo.co.in	rupamdas4848@gmail.com	jayanta_dr1998@yahoo.co.in	arindamb08@gmail.com	drdwijendas@yahoo.co.in	pmdib51@gmail.com

9435181953

NAME OF MEDICAL COLLEGE: JMCH

TEAM-1	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
	NAME	Dr Mihir Kr Goswami	Dr Mihir Kr Goswami	Dr Amarjit Borgohain	Dr Dilip Saloi	Dr Rajib Borah	Dr Atanu Chakravarty
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TEAM-2	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
	NAME	Dr Pallav Borah	Dr Sankar Jyoti Parashar	Dr Chandana Deka	Dr Pallav Borah	Dr Uttam Kr Nath	Dr Angshurekha Das
	MOBILE	9435030948	9435091027	9401700873	9435030948	9435331733	9435110402
	EMAIL	drpollov@gmail.com	shankariyoti@yahoo.co.in	cdeka29@gmail.com	drpollov@gmail.com	utm08@gmail.com	angshurekha_das@yahoo.co.in

20/11/2016

DETAILS OF TRAINER TEAMS FOR COVID-19

NAME OF MEDICAL COLLEGE:FAAMCH

	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
TEAM-1	NAME	DR Gaurav Singh	Already he is the NODAL OFFICER of COVID 19 at FAAMCH	Dr Sapna D Kakoty	Prof Nilutpal Das	Dr Nekibuddin Ahmed	Prof Elrry E Rasool
	MOBILE	9864286050		9435030551	9864094749	7002705609	8638726625
	EMAIL						

	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
TEAM-2	NAME	DR Sadikul Islam	Already he is the NODAL OFFICER of COVID 19 at FAAMCH	Dr Debadip Kalita	Dr Bobita Lahkar	Dr Hillol Sarkar	Dr Liza Goswami
	MOBILE	8638105361		9864064699	9101327195	9864443199	9401587573
	EMAIL						

11/11/2020

NAME OF MEDICAL COLLEGE: TMCH

	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
TEAM-1	NAME	Dr Chitralekha Boruah		Dr Tulika G Mahanta	Dr Bandana Mahanta	Dr Chitralekha Boruah	Dr Kalpana Bezborah
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	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
TEAM-2	NAME	Dr Jayanta Kr Choudhury		Dr. Chinmoyee Borthakur	Dr Jayanta Kr Choudhury	Dr Tribeni Sarma	Dr Samrat Biswas
	MOBILE	9864065262		9957568286	9864065262	9101500844	8638118770
	EMAIL	drike2008@gmail.com		borthakurec2014@gmail.com	drike2008@gmail.com	tribenisarma@yahoo.com	dr.samrat.jw@gmail.com

- 01/11/2016

DETAILS OF TRAINER TEAMS FOR COVID-19

ANNEXURE A

NAME OF MEDICAL COLLEGE: Diphu MCH

TEAM-1	DETAILS	TEAM LEADER	OTHER FACULTY MEMBER DETAILS				
			PULMONARY MEDICINE	COMMUNITY MEDICINE	ANAESTHESIOLOGY	MEDICINE	MICROBIOLOGY
	NAME	Dr Alpona Priya Rabha	Dr Biplob Nath	Dr Alpona Priya Rabha	Dr Prabir Pranjal Das	Dr Kallol Bhattacharjee	Dr. Rika Engtipi
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06/11/2020

Training on COVID 19 given by the faculties of GMCH

1. Procedure : Training is to be conducted as

1. classroom training
2. Hands on Training
3. Mock Drill
4. Online classes (Zoom)

2. Topic to be Covered

For Doctors

- Overview of COVID19 including source of infection , modes of transmission , infectious periods, clinical symptoms, prevention of community transmission, identification of suspect , Identification of contacts
 - Contact tracing in view of confirmed case
 - Case management
 - Infection control practices
 - Testing guideline
 - Use of PPE
 - ICU and basic management (with practical demonstration)
 - Waste Disposal
 - Myth and facts
 - Coping strategy
 - Counselling
- (above topics include both classroom as well as hands on)**

For Nurses

- Overview of COVID19
 - Infection control practices
 - Use of PPE
 - Waste Disposal
 - Myth and facts
 - Coping strategy
 - Counselling
 - Hand hygiene
 - Environmental hygiene
 - Proper use and disposal of mask
 - how to deal with suspect
 - how to deal with confirmed cases
- (above topics include both classroom as well as hands on)**

- 01/11/2020

For cleaner

(Hands on Training)

- Personal cleanliness
- Hand hygiene
- Environmental hygiene
- PPE (donning and doffing)
- Precaution with suspect and confirmed cases
- Coping strategy
- Counselling
- Proper use and disposal of mask
- Waste Disposal

For technician

(Hands on Training)

- Personal cleanliness
- Hand hygiene
- PPE (donning and doffing)
- Precaution with suspect and confirmed cases
- Coping strategy
- Counselling
- Waste Disposal
- Environmental hygiene
- Proper use and disposal of mask
- PPE (donning and doffing)
- Infection control practices

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02/19/2016

SL NO	Topic	Timing	Departments
1	Overview of COVID19 (What is COVID19 Sources of infection Modes of transmission Incubation period Stages of Transmission Community Transmission Prevention: Hand Hygiene, Respiratory Hygiene, Environmental Hygiene, Social Distancing	9:00- 9:30am	Community Medicine
2	Definition of case, suspect and Contacts Contact Tracing & Containment Strategy, Quarantine	9:30- 10:00am	Community Medicine
3	Disinfection and Waste Disposal (Hospital, Isolation, Quarantine Facility, Ambulance, Equipment) Practical Demonstration	10:30- 11:30am	Microbiology
4	Testing Guidelines, Sample collection and Transportation	11:30- 12:00noon	Microbiology
5	Hand Washing, Use of PPE at different levels, Donning & Doffing of PPE In Small Groups(Hands ON & Video Demonstration), Preparation of Hypochlorite Solution	12:00-2:00	ALL
LUNCH(2:00-2:30 PM)			
6	Ambulance Transportation & Pre Hospital Care	2:30-3:00 PM	Microbiology/Medicine
7	Triage & Screening Management Protocol in Isolation/ICU	3:00- 4:00Pm	Medicine
8	Counselling & Coping Stress	4:00-4:30	Psychiatry
9	Dead Body Management	4:30- 5:00Pm	Medicine/Community Medicine

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ANNEXURE-C**1st Round of Training:**

Sl. No.	Date of Training	Master Trainers from	Name of the Team	District assigned
1.	09-10 th April, 2020	AMCH, Dibrugarh	Team 1	Tinsukia
			Team 2	Lakhimpur
2.		GMCH, Guwahati	Team 1	Nagaon
			Team 2	Nalbari
			Team 3	Goalpara
3.		SMCH, Silchar	Team 1	Karimganj
			Team 2	Hailakandi
4.		JMCH	Team 1	Golaghat
			Team 2	Sivasagar & Charaideo
5.		FAAMCH	Team 1	Dhubri
			Team 2	Bongaigaon & Chirang
6.		TMCH	Team 1	Udalguri
			Team 2	Darrang
7.		Diphu	Team 1	Dima Hasao

2nd Round of Training:

Sl. No.	Date of Training	Master Trainers from	Name of the Team	District assigned
8.	12-13 th April, 2020	AMCH, Dibrugarh	Team 1	Dhemaji
			Team 2	Dibrugarh
9.		GMCH, Guwahati	Team 1	Morigaon
			Team 2	Baska
			Team 3	Hojai
10.		SMCH, Silchar	Team 1	Cachar
			Team 2	Cachar
11.		JMCH	Team 1	Jorhat
			Team 2	Majuli
12.		FAAMCH	Team 1	Kokrajhar
			Team 2	South Salmara
13.		TMCH	Team 1	Sonitpur
			Team 2	Biswanath
14.		Diphu	Team 1	Karbi Anglong East West

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02/4/2020

TRAINING GUIDELINE

(For handling COVID -19 cases in Government Hospitals/facilities in Assam)

For management of COVID -19 patients all doctors, nurses and support staff in different specialities, including pre and para clinical departments, shall be intensively trained in prevention and control practices. A record of names and contact number of all persons trained shall be maintained category wise. The training shall include Mock Drill for handling patients. Assessment of knowledge along with skill of Doctors, Nurses, and Technicians should be done after each training and requisite additional training provided to fill the gaps.

The training should include the following.

1. **Setting of the hospital**
 - b. Isolation / quarantine facilities with proper signage.
 - c. Setting up of Patient facilities /Initial Triage.
 - d. Emergency/ in patient /isolation and Duty rooms.
 - e. Donning and doffing areas.
 - f. Waiting rooms
 - g. Waste disposal facilities
2. **Standard Precautions:** Training on standard precautions based on the principle that all blood, body fluids, secretions, excretions (except sweat), non-intact skin, and mucous membranes may contain transmissible infectious agents which shall include:
 - i) Hand hygiene
 - ii) Use of barrier precautions and use of personal protective equipment.
 - iii) Safe injection practices
 - iv) Waste Management
3. **Equipment disinfection:** Equipment and surfaces are contaminated if they have come in contact with patient's skin, blood or body fluids. These can spread infection. Patient care items and surfaces that can contribute to the spread of infection include: Stethoscopes, Blood pressure cuff, mobiles, Shelves, Door handles, Other items and surfaces in ambulance or transport vehicle.
4. **Training of ambulance drivers and technicians:** Ambulance drivers and EMTs engaged in transporting COVID-19 patients including the fleet in - charge or person in charge of Ambulances designated by JDHS shall be trained,
 - i) That the EMT ensures whether, the patient is a suspect case of COVID-19, that the EMT wears the appropriate PPE, that the EMT assess the condition of the patient etc.
 - ii) On management of the patient on board.
 - iii) On the procedure of handing over the patient on reaching the receiving hospital.
 - iv) Disposal of the biomedical waste generated (including PPE).
 - v) Decontamination of ambulance every time a suspect/confirmed case is transported in the ambulance. Drivers and i/c of the hospital must be trained on the procedure.

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5. **Donning and doffing of PPE:** The training will strictly adhere to the rational use of PPE as recommended by WHO and recommended by Joint Monitoring Group under DGHS available at www.mohfw.gov.in. Practical training on how to put on and remove full PPE for COVID-19 should be given with the help of spare PPEs. To avoid contamination the need for performing hand hygiene before putting on and after removing PPE in presence of a health worker and discarding it in an appropriate waste container after use should be given
6. The staff of the Govt. hospital should also be trained in segregation, isolation and management of COVID-19 patients and that they are not be mixed with other patients.
7. Medicines, laboratory kit and equipment required for treating handling COVID-19 patients.
8. Indicative activity and hands on skills on which the health care workers are to be specifically and intensively trained is given below.

	Personnel	Training to be given
1	Doctors , Nurses, OT Technician	Physical examination of patients with respiratory symptoms, patients without respiratory symptoms but based on self-declaration, use of judicious and appropriate PPE for COVID-19, use of medicine as per treatment protocol, use of Oxygen apparatus, suction machine, monitor, defibrillators, ventilators etc. personal and hand hygiene, cough etiquette to be taught by health care workers to patients.
2	Lab technicians	Proper method of sample collection and transportation of samples to designated Laboratories under appropriate condition, use of appropriate PPE, Personal and Hand hygiene etc.
3	Cleaners	Cleaning and disinfection after and between consultation with patients with symptoms, disposal of wastes, use of appropriate PPE, Personal and Hand hygiene etc.
4	EMT and Ambulance drivers	Management of patient while on board, Cleaning and disinfection after transportation of patients with symptoms, disposal of wastes, use of appropriate PPE , Personal and Hand hygiene etc.
5	All administrative staff including other health care workers and support staff	Personal and Hand hygiene, cough etiquette, use of appropriate PPE, maintenance of distance etc.

- (Signature)
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