



SAIDEEP HOSPITAL

Doc No.

SHRPL/CTR/OT/01

Committee's TOR

Rev No.
Rev Date

01
01/01/2024



OT Committee Terms of Reference

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Recommended By	Signature	Approved By	Signature
Dr.Hrishikesh kalgaonkar		Dr.S.S.Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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HEALTHCARE & RESEARCH PVT. LTD.

Annual Documents adequacy & Change Requirements Review

Sr.No	TOR/Doc No	Documents Name	Issue No	Rev.No	Review Date	Change	Rev No	Revision Date	Reason for Change	Amendment
1	SHRPL/CTR/OT/1	Committee TOR	1	1	01-Jan-23	NA	1	02-Jan-24	NA	NO
Original Date			Effective Date			Next date of revision			Issue NO	
01-03-2019			02-01-2024			01-01-2025			1	
Reviewed & Prepared By			Recommended By				Approved By			
Mrs.Shraddha suryavanshi			Dr.H.Kalgaonkar				Dr.S.S.Deepak			
Quality Co-ordinator			Chief Medical Administrator				Chairman & Managing Director			

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01-03-2019			02-01-2022			01-01-2023			1	
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OT Committee

1. Objective:

- Ensure Maximum standard of safety
- Optimum utilization of OT and staff time
- Optimize working condition
- Provide a smoothing environment

2. Scope:

Applicable to all departments of the hospital.

3. Constitution of Committee

The convener shall have the authority to invite any non-member to attend the meeting if it is deemed fit in relation to any matter being/ or to be deliberated by the committee.

4. Quorum:

1	Chief Managing Director	Chairman	Dr. S. S. Deepak
2	Chief Administrator	Member	Dr. H. Kalgaonkar
3	Quality Co-ordinator	Member	Ms. Shraddha Suryavanshi
4	Medical Superintendent	Member	Dr. Sunil Darandale Dr. Vikas Labade
5	General Manager	Member	Mr. Vilas Kalbhor
6	MRD In-charge	Member	Dr. Monali Gore
7	Nursing Superintendent	Member	Mr. Santosh Sangale Ms. Supriya Kamble
8	Cardiologist	Member	Dr. Kiran Deepak
9	PSO	Member	Ms. Shivani Kamble
10	OT HOD	Convener	Dr. Sangita Kulkarni
11	Orthopaedic	Member	Dr. V. N. Deshpande
12	Gynaecologists	Member	Dr. Vaishali Kiran Dr. Kasturi Kurhade
13	Neurosurgeon	Member	Dr. Bhushan Kharche
14	Neurologist	Member	Dr. Rahul Dhoot
15	ICO	Member	Dr. Narendra Patil
16	OT In charge	Member	Mr. John Waghmare Mr. Vipul Magar
17	BME In charge	Member	Ms. Sharda Nimbalkar
18	CVTS HOD	Member	Dr. Deepak Munot
19	CVTS OT Staff	Member	Mr. Kiran Mahagade

Recommended By	Signature	Approved By	Signature
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Chief Medical Administrator		Chairman & Managing Director	



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The minimum quorum for passing any resolution in the committee should be more than **50%** of the members present with chairperson mandatory.

5. Frequency of meeting:

Members of the committee meets **once in three month** and as and when required.

6. Roles & Responsibilities:

OT committee should be responsible for:

- Recommends and approves policy and procedures that are specific to the pre operative area OT And post Operative
- Governs allocations of resources between department and where appropriate surgeons
- Addresses efficiency and costs associated with OT operations.
- Provides institutional oversight and direction for staff and faculty education related to operative and invasive procedures and care of the surgical patients.
- Ensure an effective process for patients and family education related to surgical care and informed consent.
- Monitors adherence to policies and procedures.
-

7. Common minimum agenda:


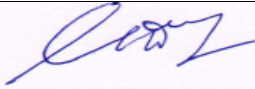
- Review previous meeting agenda
- Discussion on Quality Indicators related to MRD.
- Any other related issues

8. Terms of office for appointment:

The committee will be appointed for the period of one year. The management of the hospital will have the right to reappoint all or any of the said members and appoint new members to fill any vacancy. Minutes of the meeting would be recorded by the convener and circulated to all representatives including Director & Quality Dept.

9. Records to be maintained and period of retention

- Minutes of the meeting and the related document
- Analysis of RCA, CAPA
- **The record shall be maintained for minimum three years**

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