

To

The Director
PGIMS, Rohtak16257
07/7/2022**Sub: Regarding Implementation of Prof-active disclosure under Section-4 of RTI Act-2005.**

In reference to letter No. SPIO/PGIMS/2022/3713-34 dated 06.06.2022. The detailed information regarding day to day work, no. of employees with , category & pay scale etc is as below.

WORKING OF CSSD DEPARTMENT

Sterilization by steam is the process to kill all microorganisms, including bacterial spores, which are highly resistant. The process of moist heat sterilization is carried out in CSSD for sterilization of Hospital articles like instruments, drums, linen packs etc. in autoclaves.

In Chemical method, Ethylene Oxide Sterilization is done to sterilize articles that cannot support conventional high temperature steam as required by various departments of this institute.

RESPONSIBLE PERSON FOR RUNNING OF CSSD DEPARTMENT

Supervisor, Asst. Supervisor, St. Technician, Store Keeper, Boiler Attendant, CSSD Attendant, Packer, Bearer & Sweeper

MAN POWER

Manpower is one of the important aspect of any department. The present Manpower of CSSD at hospital site, Trauma Care CSSD & CSSD at New Modular OT Complex is as follows:

Details of Permanent Staff:

Sr. No.	Designation	No. of Employee	Remarks	Pay Scale
1.	DMS I/C CSSD	Look after Administration		
2	Supervisor	1	Permanent	9300-34800+ GP 4200
3	St. Technician	3	Permanent	5200-20200+ GP 2400
4	Sr. Store Keeper	1	Permanent	9300-34800+ GP 4200
5	Clerk	1	Permanent	5200-20200+ GP 1900
6	Boiler Attendant	1	Permanent	5200-20200+ GP 2400
7	CSSD Attendant	3	Permanent	5200-20200+ GP 1900
8	Packer	1	Permanent	5200-20200+ GP 1800
9	Bearer	3	Permanent	4470-GP1400

Amended
SAID

Director
6/7/22

Yojath
Supervisor
CSSD
PGIMS, ROHTAK

Details of Staff on Outsource:

Sr. No.	Designation	No. of Employee	Remarks
1	Asst. Supervisor	4	Outsource
2	Boiler Mechanic	1	Outsource
2	Bearer	8	Outsource
3	Sweeper	4	Outsource

Currently Three branches of CSSD are functioning are in operation as detailed below.

Sr. No.	Details of Site of CSSD	Status of Shifts
1.	CSSD, Hospital Side	Two shifts
2.	CSSD, Trauma Care Centre	Three Shifts (24X7)
3.	CSSD New Modular OT cum-ICU Complex	Single shifts or as per requirement

Job Description of DMS & Supervisor CSSD:

DMS I/c CSSD look after the administrative work of department. Supervisor shall be In-charge of CSSD Deptt & is responsible for overall supervision and will report directly to the DMS I/C CSSD. Following duties are assigned to the Supervisor:

- Procurement process of all items, consumables, machines & to attend related meeting.
- Attend various meetings.
- Look after functioning of whole deptt.
- Planning regarding any new assignment
- Make duty roster of regular & outsource staff.
- Management and regulate staff as per requirement of deptt.
- To check various records time to time.
- To maintain & kept all records related with administrative correspondence, purchase, RTI etc.
- To teach the students of various courses i.e. MBSS, BSc OT etc about sterilization.
- Any other duties assigned by higher authority.

Job Description of Asst. Supervisor:

- Look after the various section i.e autoclave section, ETO section, instrument section, issuing and receiving section, packing section.
- Inform to supervisor regarding day to day working/any deficiency.
- Operate ETO sterilizer as per SOP.
- To arrange for Fumigation of sterile store time to time as per SOP.
- To perform Culture examination for various autoclave sterilizers as per SOP.
- Any other duties assigned by higher authorities.

Job Description of Sterilization Technician/Boiler Attendant:

- Monitoring of autoclave sterilizers installed in various CSSD operated by Boiler staff.
- Maintain log book for every sterilization cycle.
- To check the operation of sterilizers and quality of articles after sterilization.
- Operation of ETO sterilizers.
- To perform Culture examination for various autoclave sterilizers as per SOP.
- Any other duties assigned by higher authorities.

Y. J. Joshi
Supervisor
CSSD
GIMS, ROHTAK.

Job Description of Store Keeper:

- a) To maintain the stock of consumables, machines etc.
- b) To do entries of indents & maintain the stock register of consumables, M&S M&E items.
- c) To bring indents from central store.

Job Description of CSSD Attendant:

- a) To loading and unloading of sterilizers.
- b) To assist sterilization technician.
- c) To receive and issuing of articles.
- d) To assist in fumigation and carbolization.

Job Description of Packer:

- a) Packing of surgical instruments in different trays.
- b) Packing of Gauge and cottons in drums.
- c) Packing of Linen for OTs.

Job Description of Bearer:

- a) Dusting of whole deptt.
- b) Carbolization of walls, trolleys etc.
- c) Moping of walls.
- d) Cleaning of sterilizers installed in CSSD.

Job Description of Sweeper:

Cleaning and moping of floor & to maintain the hygiene condition of department.

NOTE: Assigned duties may be shifted to employees as per manpower availability.

TYPES OF ARTICLES RECEIVED IN CSSD

Articles received in CSSD for Sterilization are of three types

1. Ready Packs.
2. Articles that needs to be processed in CSSD before sterilization
3. Articles for ETO Sterilization

1. READY PACKS

Various types of packs are sent by different departments of Hospital and these packs are ready for sterilization. No further process is required for these packs in CSSD.

2. ARTICLES THAT NEEDS TO BE PROCESSED IN CSSD BEFORE STEAM STERILIZATION

Basically Instrument Treys and Drums from Surgery Wards are received from various departments of Hospital that needs to be processed before sterilization as per in house SOP of Instrument Trays and Surgical Drums & after that heat resistant articles are sterilized by Steam Sterilizers (Autoclave).

3. Articles Sterilization by Ethylene Oxide Sterilizer (ETO)


ETO sterilization is Chemical type of Sterilization. Articles are received from various departments of Hospital that can't be sterilized by Autoclave Sterilizer due to heating effect for example Plastic Items as per SOP of ETO.

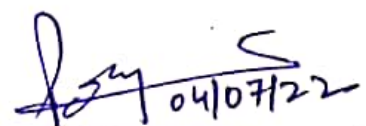
Y. J. S.
Supervisor
CSSD

FUMIGATION OF STERILE STORE

Fumigation is often the quickest way of controlling an infection. Fumigants can reach where sprays, dusts, aerosols etc cannot reach I.e deep penetration. Reduced residue problems in treated areas as per in house SOP of Fumigation.

It is submitted for your kind approval so that the report may further be send to the Telemedicine department for further necessary action.


Supervisor
CSSD
PGIMS, ROHTAK


PIO-cum-DMS I/c CSSD
PGIMS, Rohtak