

DEPARTMENT OF BURNS & PLASTIC SURGERY PT. B.D.SHARMA, PGIMS ROHTAK

No. BPS/2020/416

Dated:28.10.2020

To


The Director,
Pt. B.D.Sharma PGIMS, Rohtak

Sub: Request for approval for the information to be sent to the department of Telemedicine with ref. to letter No.SPIO/PGIMS/20/7641-7711 dated 21.10.2020.

Sir,

In reference to your office letter No. SPIO/PGIMS/2020/7641-7711 dated 22.10.2020, Point wise information pertaining to the Department of Burns & Plastic Surgery is as under:-

- i) Burns & Plastic Surgery department is a single unit and is involved in patient care, teaching, research (Annexure-I & II attached).
- ii) The administrative powers rest with the Director, Medical Superintendent and Head of Department:-
 - Staff Nurses are involved in Nursing care and record maintenance.
 - Office staff maintains office and record.
 - Dressers/OT Assistants help in dressing of patients.
 - Class-IV employees assist officers in above mentioned work.
 - House Surgeons are responsible for patient care, maintaining and deposition of the patient files in Medical Record Department.
 - Patients are seen and evaluated in OPD by consultants. Decision regarding admission and surgery are taken by consultants in consultation with Head of Department (HOD).
 - Emergency patient care is provided by consultants on call duty in the Department.
 - Teaching of MS students or of other disciplines is done in collaboration of HOD of that department.
- iii) Regarding admission- Patient is admitted by the consultants in consultation of HOD:-


Senior Professor & Head
Burns & Plastic Surgery Deptt.
PGIMS, Rohtak

- Regarding Surgery:- Patient is operated by on duty Consultant and full responsibility regarding surgery point of view lies with that Consultant.
- Patient is seen, records prepared and care is provided by the House Surgeons in consultation with the Consultant in the ward.
- iv) As above i.e. point No. III.
- v) The duties are discharged as per the circulars issued from the office of Director, Dean, Medical Superintendent (M.S.), HOD.
- vi) Record of student (M.Ch.) is maintained by HOD office.
- Record and duties of Consultants/House Surgeons is done by HOD office.
- Duties of Nursing Sisters/Staff is decided and done by office of Nursing Superintendent under office of Medical Superintendent (M.S.Office).
- Duties of other Staff like OTA/Dresser is decided and done by HOD in consultation of M.S.Office.
- Patient records are maintained by House Surgeons and Nursing Staff.
- vii) None.
- viii) None.
- ix) Directory of Officers is maintained by Director's Office.
- x) This information is maintained by Director's Office.
- xi) This information is maintained by Director's Office.
- xii) Details of subsidiary programme or schemes like Ayushman Bharat are kept by M.S.Office.
- xiii) None.
- xiv) None.
- xv) None.
- xvi) Lies with Director's office.
- xvii) Done by Incharge I.T. department.

23755
29/10/2020

Approved
P. Singh I.T
29.10.2020
Director

Singh
29/10/2020
Sr. Professor & Head
Burns & Plastic Surgery Deptt.
PGIMS, Rohtak

ANNEXURE-I

Information pertaining to the Department of Burns & Plastic Surgery is as under:-

FACULTY

1. Dr. Kuldeep Singh
Sr. Prof. & HOD
2. Dr. Akhil Garg
Asstt. Professor
3. Dr. Kritika Aggarwal
Asstt. Professor

HOUSE SURGEON

Dr. Gourav
Post-05
Present-01

OPD

1. Room No. 208 -211 (Ch. Ranbir Singh OPD block)
2. Tuesday/Thursday/Saturday (Pre-Covid time)
3. Tuesday (Present Covid Time)

OT (Main SOT)

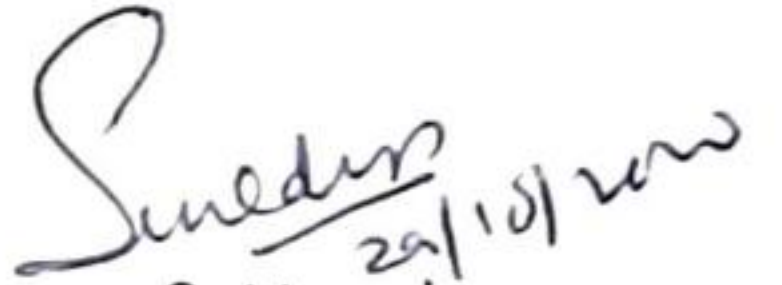
1. Monday/Thursday/Friday (Pre-Covid time)
2. Monday/Wednesday (Present Covid time)

EMERGENCY DUTY

Annexure-II attached

WARD (During Covid time)

1. Monday (Dr. Akhil Garg)
2. Tuesday (Dr. Akhil Garg/Dr. Kritika Aggarwal)
3. Wednesday (Dr. Kritika Aggarwal)
4. Rest of the days (All Faculty Members)
5. Sunday/Holidays (As per Emergency duty roster)


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ANNEXURE-II

On Call (Emergency) Duty Roster of Consultants in the department of Burns & Plastic Surgery

Sr. No.	Duty Days	Name of Consultant Ist on call	Name of consultant 2 nd call
1	Monday/Thursday with 5 th Sunday of Month	Dr. Kuldeep Singh (Sr. Prof. & Head)	-----
2	Tuesday/Friday with 1 st and 3 rd Sunday of Month	Dr. Akhil Garg (Assistant Professor)	Dr. Kuldeep Singh
3	Wednesday/Saturday with 2 nd and 4 th Sunday of Month	Dr. Kritika Aggarwal (Assistant Professor)	Dr. Kuldeep Singh


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