

24291  
05/11/2020

**DEPARTMENT OF MEDICAL GASTROENTEROLOGY, LSL, PT. B.D.S., PGIMS ROHTAK**

No. Gastro/2020/883

Dated: 05.11.2020

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,

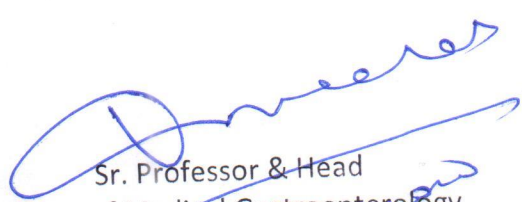
In reference to your office letter No. SPIO/PGIMS/2020/7641-7711 dated 22.10.2020, Point wise information pertaining to the Department of Medical Gastroenterology is as under:-

- i) Medical Gastroenterology 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.
  - OT Assistants help in Endoscopy & Colonoscopy 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 along with Nursing Staff.
  - Patients are seen and evaluated in OPD by consultants. Decision regarding admission and Endoscopy are taken by Head of the Department (HOD).
  - Emergency patient care is provided by Head of the Department.
  - Teaching of MS/M.D. students or of other disciplines is done in collaboration of HOD of that department.
- iii) Regarding admission- Patient is admitted by the HOD:-
  - Regarding Endoscopic procedure:- Patients undergo endoscopy by Consultant and full responsibility it lies with that Consultant.

*Approved*  
*Recd: 9/c I.T.*  
*5.11.2020*  
**Director**

**Dr. Parveen Malhotra**  
H.O.D.  
Deptt. of Medical Gastroenterology  
PGIMS, ROHTAK

- 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 House Surgeons is maintained in Departmental 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 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.

  
Sr. Professor & Head  
Deptt. of Medical Gastroenterology  
PGIMS, Rohtak

## ANNEXURE-I

Information pertaining to the Department of Medical Gastroenterology is as under:-

### FACULTY

1. Dr. Parveen Malohtra  
Sr. Prof. & HOD

### SENIOR RESIDENT

1. Dr. Yogesh Kumar

### HOUSE SURGEON

1. Dr. Jatin Nehra
2. Dr. Nisha Balhara
3. Dr. Jasmine

Post-04  
Present-03

### OPD

1. Room No. 142 (Ch. Ranbir Singh OPD block)
2. Monday/Wednesday/Thursday/Friday (Pre-Covid time)
3. Tuesday (Present Covid Time)

### ENDOSCOPIC PROCEDURES

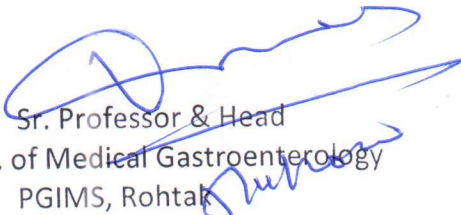
1. On daily basis along with emergency procedures.

### EMERGENCY DUTY

Annexure-II attached

### WARD (During Covid time)

Ward Round on daily basis by Head of the Department.

  
Sr. Professor & Head  
Deptt. of Medical Gastroenterology  
PGIMS, Rohtak

## ANNEXURE-II

### On Call (Emergency) Duty Roster of Consultant in the department of Medical Gastroenterology

Sr. No.	Duty Days	Name of Consultant 1st on call	Name of consultant 2 <sup>nd</sup> call
1	Tuesday/Thursday & 1 <sup>st</sup> Sunday of every Month	Dr. Parveen Malhotra (Sr. Prof. & Head)	-----

Sr. Professor & Head  
Deptt. of Medical Gastroenterology  
PGIMS, Rohtak