



MANGALORE INSTITUTE OF ONCOLOGY

**MIO GUIDELINES FOLLOWED AT THE HOSPITAL TO PREVENT
TRANSMISSION OF CORONAVIRUS INFECTION**

In the past three months the world has been going through severe apprehension due to the pandemic of Coronavirus (2019-nCoV) or the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus that emerged during November end last year at Wuhan City of Hubei Province of China causes respiratory disease. The disease is highly infectious and within a short period of nearly three months it has rapidly spread from China to the rest of the world. From a clinical perspective, COVID 19 infections are indistinguishable from other respiratory infections like the common flu. The only way it can be distinguished from flu and other seasonal respiratory ailments is by use of RT-PCR, Ig M and Ig G tests.

Mangalore Institute of Oncology (MIO), a super specialty hospital in coastal Karnataka, has been taking validated and well planned preventive mechanisms to protect the patients and staff. At MIO we believe that prevention is better than cure and conscious attempts are made to see that the safety norms are in place. The processes adopted by us against the Coronavirus infection are in agreement to the guidelines set by India's premier medical advisory institution the Indian Council for Medical Research (ICMR) and by the World Health Organization (WHO).

Dr. Suresh Rao, Director - Mangalore Institute of Oncology

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Before arrival at MIO:

1. Patient or their family caregiver is requested to give a call to the MIO reception.
2. The name of the patient, place of domicile/stay will be noted.
3. If it is an individual who has completed his treatment and is on follow up care, the reception staff will bring this to the notice of the treating doctor.
4. The treating doctor will look in to the concerned patient file and only if it is necessary, will request the patient to come with one bystander.
5. If the follow up screening and evaluation is not urgent the doctor may postpone their follow up investigations by 2 months and request to continue the prescribed medication or suggest alternatives.
6. Telemedicine will be used wherever possible and if required.
7. If there is an urgent need for follow up/medical care or when an individual has recently been diagnosed with cancer, the doctor will recommend an earliest possible appointment.
8. The duty doctor at the hospital with the supporting staff at reception will process the necessary appointment schedule.
9. Using the Arogya setu app of the Government of India the details on hot spot of the patient's stay/ domicile will be verified.
10. Depending on whether the patient is from the Covid 19 hot spot or not, an appointment will be given.
11. The patient and the family care giver will be requested to come with valid identification card (Adhar/Election/ driving licence ID proof). **This is a must.**
12. It will be clearly informed that only one healthy family caregiver is allowed to accompany the patient.
13. Elderly family caregiver (above 55), pregnant women and children below the age of 15 will not be permitted.
14. The patient and care giver will be requested to come 15 minutes prior to the scheduled appointment.

Important aspect for patients from the state of Kerala:

The patient **has to** visit the Kerala government approved fever clinic and bring the following documents:

1. Authorization letter from the Govt. hospital with seal and signature of the concerned doctor.
2. COVID-19 negative certificate
3. Permission letter from the government of Kerala to be treated at MIO hospital.
4. Valid Govt. ID proof
5. Ambulance details (No private vehicles from Kerala will be permitted)

If patients are coming from **hot spot regions of Karnataka**, the following rules will apply:

1. Permission letter from Govt. of Karnataka to be treated at MIO hospital.
2. Valid Government of India identity proof (Adhar/Election) and also the ration card.

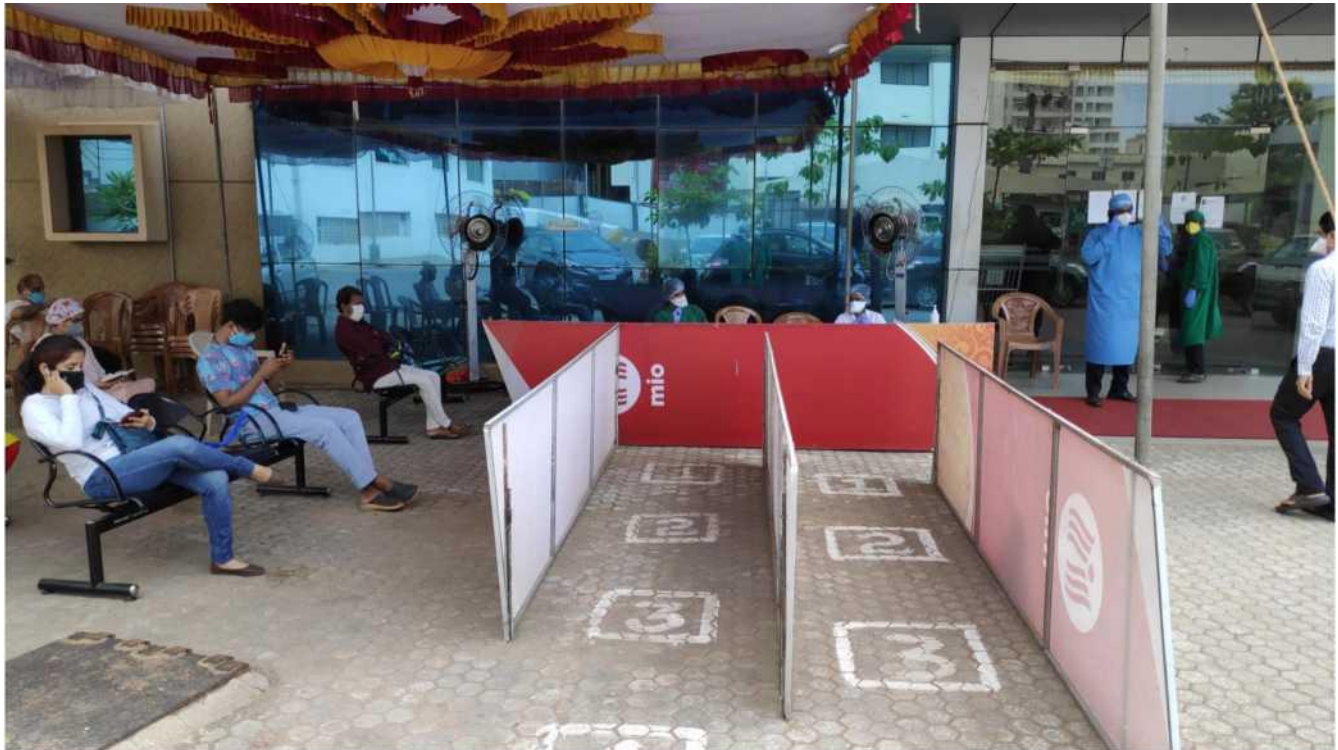


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After arrival to MIO

I. At the help desk area:



1. The patient and family caregiver have to come to the MIO campus at Pumpwell 15 minutes before the appointment time.
2. The assistance desk member will check the information/details and the valid proof (identity proof Adhar/Election/ ration card) provided by the patient and the caregiver to confirm the name, age, gender, contact number, vehicle/ambulance details, bystander details, contact number and address proof for verification and signature of the patient/ bystander.
3. With the help of the Arogya Setu app, the Government of India the details on hot spot of the patients stay/domicile will be verified.
4. They will have to sit in the designated place maintaining and following social distancing of atleast 1 meter from each other and all the personal safety guidelines (especially wearing of mask) as stipulated by the government of India.
5. People will strictly have to be seated and not talk to others.
6. The patients and the family bystander whose details match and are from a Covid safe zone will be permitted to enter the hospital but only after wearing head cap, gloves, face mask and shoe cover.

II. At the main reception desk on the ground floor at MIO:



1. The help desk staff will coordinate with reception staff and allow entry of the patient whose details are checked and are found correct and safe.
2. Only the patient will be allowed inside the hospital during chemotherapy session.
3. The patient caregiver will have to sit outside the hospital. However in emergency situation, like when the patient is on a wheel chair or a child below the age of 16, one family care giver will be allowed with the patients.
4. The reception staff will guide them to the concerned section (radiation facility/ chemotherapy ward/OPD services) depending on the appointment criteria listed by the treating doctor.
5. The reception staff will call those patients who are on regular treatment, like chemotherapy and radiotherapy after checking patient files.
6. For patients who are at high risk, it is mandatory to wear PPE kits during chemotherapy and will be seated in a separate area and cared for by trained nursing staff.
7. The reception staff, nursing staff and medical social workers will provide necessary assistance and adopt all the safety protocols for the patients and healthcare workers during COVID-19 pandemic as stipulated by WHO.

III. Consultations:



1. The appointment time will be strictly adhered to and the help desk staffs present outside the hospital will coordinate with the reception staff and allow entry of the patient whose details are checked and found correct and safe.
2. The patient and the family caregiver will have to wear the mandatory head mask, face mask, shoe cover and proceed to the ground floor reception.
3. The ground floor receptionist will coordinate with the OPD receptionist and have a medical social worker escort the patient and the caregiver to the OPD.
4. The patient and the caregiver will sit in the reception lounge following the requisite social distance and personal hygiene guidelines.
5. The receptionist will allow the patient and family caregiver to the consultation chamber when their turn is due.
6. The consultant will evaluate the patient in accordance to the good practice guidelines taking all adequate permission.
7. On completion of the evaluation and consultation the patient will be escorted by the family caregiver.
8. The medication to be taken and instructions on care to be taken will all be provided.

IV. Medical Oncology:



1. The ward in charge nurse will receive the patient for chemotherapy.
2. Separate face mask/cap/bed covers will be provided to the patient
3. Patients from hot spot will be isolated in a separate room (next to the Rapid Arc)
4. The nurse with the help staff will be wearing the recommended PPE and following the safe treatment practices advised by WHO.
5. Only the patient will be allowed in to the chemotherapy ward.
6. For patients who are at high risk, it is mandatory to wear PPE kits during chemotherapy and will be seated in a separate area and cared for by a trained nursing staff.
7. The nurse will check for vitals and the mandatory hematological and biochemical parameters.
8. The treatment will be initiated only if the vitals, hematological and biochemical parameters are within the normal range.
9. Care of patients during chemotherapy will be followed as per the standard guidelines with the treating doctor, duty doctors and nurses monitoring the patient.
10. On completion of the treatment the patient will be escorted out of the ward by the nurse/hospital aide.
11. The discharge summary, medication to be taken and instructions on care to be taken will be provided.

V. Radiation Oncology:



1. For patients who are on radiotherapy a streamlined process has been adopted for the convenience and safety of both patients and health care workers.
2. Every patient is given a time slot and asked to come only 10 minutes before that time.
3. The help desk staff will call the patient and check whether they have worn the mask and gloves properly.

4. Only the patient will be allowed to enter the hospital lobby. The caregiver will have to be in the sitting area maintaining social distance.
5. Inside the lobby, the circulation of the treatment card is restricted.
6. A medical social worker will accompany the patient to the radiation facility if the patient is on wheel chair or needs assistance.
7. To facilitate better air circulation and prevent patients from touching the door, the entrance to the radiation facility is kept open.
8. The patient's privacy during the treatment process is maintained using a partition between the TV monitor and the open door.
9. The patient will be escorted into the radiation treatment unit by the radiotherapy technologists.
10. The radiotherapy technologists will all be wearing PPE as recommended by WHO and use hand sanitizers before and after placing and fastening the patient on to the treatment couch.
11. The treatment couch is cleaned and disinfected using 70% alcohol solution before and after each patient.
12. Each mould sheet used is disinfected with alcohol wipes and stored individually in cupboards without contact with the other mould.
13. On completion of the treatment the patient will be escorted out of the hospital.
14. The medication to be taken and instructions on care to be taken will be provided.

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VI. Surgical Oncology:

During the prevalence of Covid 19 pandemic, the process for surgical admission at MIO and the procedure to be followed is as advised by the WHO:

1. People from the orange and green zone of Covid -19 prevalence and risk will be admitted.
2. The Arogya setu app will be used to understand the feasibility for surgical process
3. Only the patient and two family care givers will be allowed.
4. Covid 19 testing for the patient and the caregivers will be performed after admission. They will be restricted from leaving the hospital premises.
5. If the patient and the family caregivers are Covid negative surgery will be undertaken with all the necessary precautions.
6. After surgery, the patient will be in the ICU for a duration of 1 to 3 days
7. Post operative care will be for 7 to 10 days
8. Caregivers will not be allowed to go out of the hospital during these days.
9. The costs for Covid testing, PPE and disposables will all be borne by the patient.
10. A separate protocol / SOP will be followed for surgical care from ward/OT/post-op/ \pm ICU and back to ward.

Note: Presently the non availability of testing facility like RT-PCR, Ig M and Ig G is causing delay in surgical section.

VII. Pharmacy:



1. The order for pharmacy is being managed in a methodical way considering all safety guidelines.
2. The system is based on a token basis and the pharmacy staff, who wearing PPE, will dispense the drugs prescribed in an envelope through the glass counter.
3. Whenever a call is received from a patient for follow-up, the patient is advised to continue taking the prescribed medicine after checking the patient file.
4. Drug prescriptions are given directly to the pharmacy by the OP nurse to avoid patient/ caregivers contact with the prescription.

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VIII. Canteen:



1. The MIO canteen prepares fresh and hot food for breakfast, lunch, and dinner in a hygienic manner considering all safety guidelines.
2. The system is based on a token basis to maintain adequate social distance in place.
3. People will have to take their food standing in a line and maintaining personal hygiene and social distancing.



4. Two chairs with two tables and a minimum of 1 meter distance between the two to maintain social distance.

5. Single use plates and cups have been implemented for safety purposes.
6. Only one person serves food for the safety of patients and staff.



Informed consent for Covid 19 testing for Chemotherapy

In the past three months the world has been going through severe apprehension due to the pandemic of coronavirus (2019-nCoV) or the severe acute respiratory syndrome corona virus 2 (SARS-CoV-2). The virus that emerged during November end last year at Wuhan City of Hubei Province of China has now spread to the rest of the world. In India as on April 6th 2020, 4067 cases have been detected of which 110 have succumbed to the infection. Corona infection has been detected in people living in the state of Karnataka as well as Kerala.

Why do I need to be tested for Covid 19: Coronavirus induced disease is transmitted by inhalation or contact with infected droplets and the incubation period (time from inhalation to symptoms of illness) ranges from 2 to 14 days. Reports from India and other parts of the world affirm that healthcare staff especially the doctors and nurses are also affected and some have died due to the infection. Corona infected individual can spread infection to other patients and health care staff at the hospital. Therefore considering your and your family members, other patients, the health care staff, and your health it is mandatory that you are tested for Covid 19 status before the treatment.

Consent for covid 19 testing and care during the corona pandemic

I have been informed by doctor.....of the corona pandemic about the testing for Covid 19 infection and care to be taken by the patient and the family caregiver. They are

1. The patient will be tested for Covid 19. The cost of the Covid 19 testing and personal protective equipments (mask, gown, head cap) will be borne by the patient.
2. The family caregiver will not be allowed to come inside the hospital beyond the main door. If he insists then he has to wear PPE before entering hospital.
3. The caregiver will wait till the chemotherapy is completed outside the building where arrangements have been made.
4. Once admitted the patient will be under the supervision and care of hospital staff.
5. If the patient or the caregiver is tested positive chemotherapy will not be provided.
6. The matter will be brought to the notice of the concerned designated district health officer at Wenlock Hospital as per the directions set by the Government of India.
7. If patient requires admission IP guidelines will be followed.

Declaration:

Patient is literate: I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction.

Print Name of Patient

Signature of Patient

Date

Patient Caregiver: I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction.

Name of Caregiver

Signature

Relationship to patient

Date

If patient is illiterate: I have witnessed the accurate reading of the consent form and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

Print Name of Patient

Thumb impression

Date (Day/month/year)

Print name of witness

Signature of Patient

Date (Day/month/year)

Statement by the Doctor/person taking consent: I have accurately read out the information sheet to the patient and the family caregiver, and to the best of my ability made sure that both patient and family caregiver understood about the Covid 19 testing and the precautions to be taken during treatment at the hospital. I also confirm that the participant was given an opportunity to ask questions about Covid 19 testing and care, and all the questions asked by the patient and or caregiver have been answered correctly and to the best of my ability. I confirm that the patient has not been coerced into giving consent, and the consent has been given freely and voluntarily.

Print Name of Doctor/person taking the consent

Signature

Date

Informed consent for Covid 19 testing for Radiotherapy

In the past three months the world has been going through severe apprehension due to the pandemic of coronavirus (2019-nCoV) or the severe acute respiratory syndrome corona virus 2 (SARS-CoV-2). The virus that emerged during November end last year at Wuhan City of Hubei Province of China has now spread to the rest of the world. In India as on April 6th 2020, 4067 cases have been detected of which 110 have succumbed to the infection. Corona infection has been detected in people living in the state of Karnataka as well as Kerala.

Why do I need to be tested for Covid 19: Coronavirus induced disease is transmitted by inhalation or contact with infected droplets and the incubation period (time from inhalation to symptoms of illness) ranges from 2 to 14 days. Reports from India and other parts of the world affirm that healthcare staff especially the doctors and nurses are also affected and some have died due to the infection. Corona infected individual can spread infection to other patients and health care staff in hospital. Therefore considering your and your family members, other patient, the health care staff, and your health it is mandatory that you are tested for Covid 19 status before the treatment.

Consent for covid 19 testing and care during the corona pandemic

I have been informed by doctor.....of the corona pandemic about the testing for Covid 19 infection and care to be taken by the patient and the family caregiver. They are

1. The patient will be tested for Covid 19. The cost of the Covid 19 testing and personal protective equipments (mask, gown, head cap) will be borne by the patient.
2. The family caregiver will not be allowed to come inside the hospital beyond the main door.
3. The caregiver will wait till the radiotherapy is completed outside the building where arrangements have been made.
4. Once admitted the patient will be under the supervision and care of hospital staff.
5. If the patient or the caregiver is tested positive radiotherapy will not be provided.
6. The matter will be brought to the notice of the concerned designated district health officer at Wenlock Hospital as per the directions set by the Government of India.
7. If patient requires admission IP guidelines will be followed

Declaration:

Patient is literate: I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction.

Print Name of Patient

Signature of Patient

Date

Patient Caregiver: I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction.

Name of Caregiver

Signature

Relationship to patient

Date

If patient is illiterate: I have witnessed the accurate reading of the consent form and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

Print Name of Patient

Thumb impression

Date (Day/month/year)

Print name of witness

Signature of Patient

Date (Day/month/year)

Statement by the Doctor/person taking consent: I have accurately read out the information sheet to the patient and the family caregiver, and to the best of my ability made sure that both patient and family caregiver understood about the Covid 19 testing and the precautions to be taken during treatment in hospital. I also confirm that the participant was given an opportunity to ask questions about Covid 19 testing and care, and all the questions asked by the patient and or caregiver have been answered correctly and to the best of my ability. I confirm that the patient has not been coerced into giving consent, and the consent has been given freely and voluntarily.

Print Name of Doctor/person taking the consent

Signature Date

Informed consent for Covid 19 testing for Surgery

In the past three months the world has been going through severe apprehension due to the pandemic of coronavirus (2019-nCoV) or the severe acute respiratory syndrome corona virus 2 (SARS-CoV-2). The virus that emerged during November end last year at Wuhan City of Hubei Province of China has now spread to the rest of the world. In India as on April 6th 2020, 4067 cases have been detected of which 110 have succumbed to the infection. Corona infection has been detected in people living in the state of Karnataka as well as Kerala.

Why do I need to be tested for Covid 19: Coronavirus induced disease is transmitted by inhalation or contact with infected droplets and the incubation period (time from inhalation to symptoms of illness) ranges from 2 to 14 days. Reports from India and other parts of the world affirm that healthcare staff especially the doctors, nurses are also affected and some have died due to the infection. Corona infected individual can spread infection to other patients and health care staff of the hospital. Therefore considering your health, the health of your family members, other patients, and the hospital staff and it is mandatory that you are tested for Covid 19 status before the treatment.

Consent for covid 19 testing and care during the corona pandemic

I have been informed by doctor.....of the corona pandemic about the testing for Covid 19 infection and care to be taken by the patient and the family caregiver. They are

1. Both patient and the family caregiver will be tested for Covid 19 subject to availability of the kit.
2. Only one/two caregivers will be allowed to stay with the patient in the hospital. The caregiver staying with the patient will also undergo Covid 19 testing.
3. Once admitted the patient (before operation) and the caregiver will not be allowed to go out as long as the surgery is over and the patient is discharged.
4. No other family members will be allowed to visit or stay with the patient.
5. The family care giver will stay with the patient throughout and not go outside when the patient is in the hospital.
6. The cost of the Covid 19 testing and personal protective equipments (mask, gown, head cap) will be borne by the patient.
7. The surgery maybe performed one week after admission.
8. If the patient or the caregiver is tested positive the matter will be brought to the notice of the concerned designated district health officer at Wenlock Hospital as per the directions set by the Government of India.

Declaration:

Patient is literate: I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction.

Print Name of Patient

Signature of Patient

Date

Patient Caregiver: I have read the foregoing information, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction.

Name of Caregiver

Signature

Relationship to patient

Date

If patient is illiterate: I have witnessed the accurate reading of the consent form and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

Print Name of Patient

Thumb impression

Date (Day/month/year)

Print name of witness

Signature of Patient

Date (Day/month/year)

Statement by the Doctor/person taking consent: I have accurately read out the information sheet to the patient and the family caregiver, and to the best of my ability made sure that both the patient and family caregiver understood about the Covid 19 testing and the precautions to be taken during treatment at the hospital. I also confirm that the patient was given an opportunity to ask questions about Covid 19 testing and care, and all the questions asked by the participant and or caregiver have been answered correctly and to the best of my ability. I confirm that the patient has not been coerced into giving consent, and the consent has been given freely and voluntarily.

Print Name of Doctor/person taking the consent

Signature

Date

SUPPORT STAFF



FIRST FLOOR RECEPTION



OUT-PATIENT DEPARTMENT



NURSING



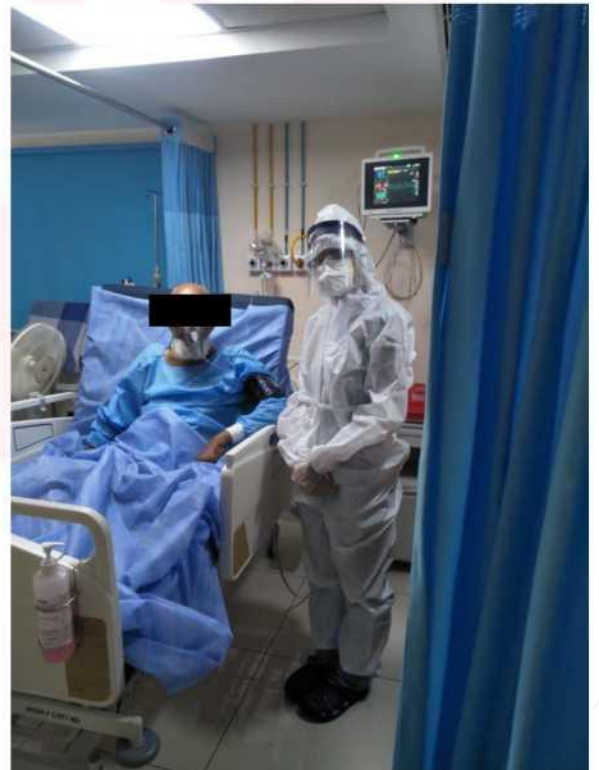
PHARMACY



HOUSEKEEPING



O.T



I.C.U



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