

SERVICES PROVIDED

Services provided by the different department of this Institute are as follows :

Initially all patients coming to the Institute have to get themselves registered at the registration counter by filling the registration slips.

- New Registration for treatment is done on OPD days i.e. Monday, Wednesday, Friday & exclusively for Handicapped patient only on Tuesdays & Thursdays between - 9am to 11 am, Free of Cost at present (files are to be deposited in the Records Section after their treatment every day and Cards given to the Patients are to be produced to access the files on each visit to the Institute).
- Examination at the OPD level for the Diagnosis, if required for Investigations, prescription of medical Surgical therapies and aids & appliances, surgical Opinions, scheduling for Surgeries, Follow- up advice and Team Consultations.
- Investigations - Radiology / Pathology etc. if required (free of cost).
- Detailed Evaluation of Impairments and functions in the various Departments which could take more than one working day depending on the condition and its severity.
- Interventions in the respective departments and the duration and frequency are decided by the rehabilitation doctors.
- Various departments deliver the prescribed therapies and aids & appliances after relevant through clinical examination.

▪ **The different department offering their services are as follows :**

PMR DEPARTMENT :

- (a) OPD, Ward admission, prescription of rehab management & monitoring, major & minor operation procedure, P & O Clinic, Case Conference Clinic, Diabetic Foot Clinic, Obesity Clinic, CP Clinic, Disability Clinic.
- (b) Issuance of various disability related certificates.
- (c) CAMPS are also undertaken in collaboration with Non-Government Organisations and Government Organisations at District and Sub District Levels.

ANAESTHESIA DEPARTMENT :

- (a) Pre-anaesthetist check-up of the patients for fitness for Anaesthesia and Operation.
- (b) Required Operative procedure are done in the OT under the supervision and care of Anaesthetist.
- (c) Post-operative care of the patients.

RADIOLOGY DEPARTMENT :-

X RAYS, Ultrasound and Colour Doppler, by appointment or dates given, according to prescription form, for All OPD, IPD patients. Priority to Emergency and senior citizen are given.

PATHOLOGY DEPARTMENT :

Routine blood investigations and tests of the patients are performed in this department.

GENERAL MEDICINE :

Physician do the general check-up of the pre-operative patients and other indoor patients, provide treatment, ask for required investigations etc. and also, take care of the post-operative patients for their wellbeing.

NURSING DEPARTMENT :

Patients suffering from various muscular skeleton system, neuro rehabilitation, diabetic and obesity, comes to OPD for treatment, suggestion, various certificate, and for referral. patients requiring surgery are referred to the ward for admission form OPD who are admitted, and the procedure consent, Pre-operative preparations are done, patient are shifted to the operation theatre where nursing staff assists the operating surgeons, post operatively shift the patient to the recovery ward and after instruction for the Doctor to the ward.

The nursing staff coordinates with the different department for the wellbeing of the patient to the respective Department (Ward, X ray, Sonography, pathology, PT, OT, MSW, P&O, Speech & Pathology, VG, etc.

Health education/counselling/guidance to the patients is also provided.

Academic Services / Educational Visit for Nursing Staff (B.sc, GNM, RANM) of other hospitals are under taken at this Institute after permission from the Director.

P & O DEPARTMENT :

- (a) Providing (Fabrication & Fitting of Aids & Appliances) to Divyangjan who are suffering 1) Locomotor disabilities 2) Spinal deformities, pain etc.3) Metabolic disorders 4) Upper Extremity weakness & amputations 5) Specific disorders like C.P., G.B. Syndrome etc. as prescribed from the OPD.
- (b) Conducting B.P.O. & M.P.O. Courses for all candidates who have passed H.S.C. (Science) with P.C.B. & N.E.E.T. for the corresponding year. Students are admitted as per the directives of University.
- (c) Prescription of Appliances are attended to by the concerned staff of this department by taking Measurements, Trial, Fitting Training and Final Fitting and Delivery on nominal cost as per norms.

Time-Frame / Waiting Period for Delivery of Orthotic Appliances:			
Sr. No	Description of Appliance	Trial Period	Final Period
1	Ankle Foot Orthosis with Boots	6 Weeks	6 Weeks
2	Ankle Foot Orthosis with Supplied Boots	2 Weeks	2 Weeks
3	HKAFO / KAFO with Boots	6 Weeks	6 Weeks
4	HKAFO / KAFO /AFO with Footplate	3 Weeks	2 Weeks
5	Knee Cage/Knee Orthosis	2 Weeks	2 Weeks
6	TLSO/LSO/Body Jackets	2 Weeks	1 Weeks
7	Milwaukee Brace	4 Weeks	2 Weeks
8	Cervical Collars/ Belts	3 Weeks	3 Weeks
9	Specialized Appliances	6 Weeks	6 Weeks

In the event of Non-Availability of Pre-Fabricated Components, Appliances made from AIIPMR/forged Components will incur a further waiting period of 2 weeks in addition to the period mentioned against each category of appliance.

Average period for trial of Orthosis mentioned above is further subject to availability of Raw Material & Kits at that particular moment.

The above-mentioned period is exclusive of Sundays, Public Holidays and of the time required for Training the patient in the use of the appliance. This period may vary from 2 to 3 weeks depending on patient compliance.

Though every care is taken to stick to the time schedule mentioned above, the Institute is not responsible for delays caused by events (Manmade and or Natural Calamities), which are beyond its control.

It may be pertinent to note that these norms may be relaxed at the discretion of the Competent Authority in cases of children and patients having medical priority.

Those patients requiring Reconstructive Surgeries are given a date on a case to case basis (normally not exceeding 3 months) which is Co-ordinated with the trial date of the appliances and the entire procedure is completed within the shortest possible time.

Time-Frame / Waiting Period for Delivery of prosthesis :			
Sr. No.	Description of Appliance	Trial Period	Final Period
1	Below/Knee Conventional With Foot Piece	6 Weeks	2 Weeks
2	PTB/PTB-SC-SP – Endo Skeletal Assembly	2 Weeks	1 Week
3	PTB/PTB-SC-SP – Wooden Type	4 Weeks	2 Weeks
4	Above-Knee/ Knee Disartic with Total Contact Plastic Socket – Exoskeletal	6 Weeks	3 Weeks
5	Symes / Extension Prosthesis	6 Weeks	2 Weeks
6	Below – Elbow Prosthesis (ALIMCO)	3 Weeks	2 Weeks
7	Above – Elbow Prosthesis (ALIMCO)	4 Weeks	2 Weeks

PHYSIOTHERAPY DEPARTMENT :

- (a) Patient care services : Citizens can avail Physiotherapy services after referral from OPD.
- (b) Academic Services : Postgraduate & Fellowship courses are conducted as per eligibility criteria prescribed by MUHS, Nashik.
- (c) Research : research studies related to Physiotherapy approved by Internal Ethics Committee are under taken.

OCCUPATIONAL THERAPY DEPARTMENT :-

- (a) Patient care services : Citizens can avail Occupational Therapy services after referral from Medical OPD.
- (b) Academic Services : Postgraduate & Fellowship courses are conducted as per eligibility criteria prescribed by MUHS, Nashik. Training workshops are also held for National and International delegates.
- (c) Research : research studies related to Occupational Therapy to approved by Internal Ethics Committee are under taken.
- (d) Specialized Assessment (Driving for disabled drivers) : Are conducted for Divyangjan with locomotor disability who wish to undertake driving fitness for a motor vehicle.

SPEECH THERAPY DEPARTMENT :-

- (a) Evaluation of communication disorders for People with Speech and Hearing Disorders.
- (b) Therapy for communication disorders for Children with cerebral Palsy, Mental retardation, Autism and for Adult with acquired and degenerative speech problems.
- (c) Evaluation of hearing Disorder & Advice on hearing aid fitting for Children and Adult with hearing impairment & loss.
- (d) Counselling regarding management & Home exercise programs & Referral to other organizations, hospitals, school etc. if required, whenever for all.

VOCATIONAL GUIDANCE DEPARTMENT :-

- (a) Assessing differently abled children with IQ testing & giving proper schooling decision
- (b) Vocational guidance for differently abled above 18 years.
- (c) Counselling for differently abled who are depressed & stressed
- (d) Motivating and encouraging patients

VOCATIONAL TRAINING DEPARTMENT & ISSUANCE OF DISABILITY CERTIFICATE

After the Medical, Surgical, Rehabilitative, Social and Family Interventions are completed, patients are provided Information /Training in the Vocational Training Workshop and referred for Employment.

Enrolment for Disability Certificate is done through the site www.swavalambancard.gov.in (UDID) and after generation of the slip, the patient has to visit early morning to the Institute on Tuesday, Thursday with the original slip, Aadhar Card and all the documents uploaded in original along with all necessary documents/previous test/investigation & treatment report. Patients are taken for evaluation on first come first serve basis and Certificates are issued on the same Afternoon after

thorough evaluation by different departments between 3 to 4 pm. Those who could not be accommodated on the same day an appointment will be given for the next working day.

हिंदी विभाग

हिंदी विभाग की सेवाएँ संस्थान के कर्मचारियों एवं छात्रों के लिए उपलब्ध हैं और इस प्रकार यह विभाग अप्रत्यक्ष रूप से लोगों के सेवार्थ कार्यरत है । इस विभाग द्वारा अनुवाद कार्य किया जाता है एवं राजभाषा हिंदी का, केंद्र सरकार के नियमों के अनुसार, संस्थान में प्रचार-प्रसार करना एवं उसके प्रयोग को बढ़ाने का कार्य किया जाता है एवं यह सुनिश्चित किया जाता है कि अधिकाधिक कार्यालीन कार्य हिंदी में हो ।

The Particulars of Facilities available to Citizens for obtaining information, including the Working Hours of a Library or Reading Room, if maintained for public use: -

- Library is open from 11.00 am to 07.00 pm on Monday to Friday & from 11.00 am to 06.00 pm on Saturday for Institute staff and student. Outside students or staff of other colleges/institutes are allowed to read books of the Institute Library in the Library itself & borrow books after taking permission from the Director of this Institute.
- Information about Procedure & Facilities at this Institute can be availed from the registration counter, located on the ground floor of the Institute, on any working days, from 9.00 am to 4.00 pm (Monday to Friday) and 9.00 am to 12.30 pm on Saturday.