

प्रदत्त सेवाएँ / SERVICES PROVIDED

इस संस्थान के विभिन्न विभागों द्वारा प्रदान की जाने वाली सेवाएँ एवं इसकी लाभ उठाने की प्रक्रिया इस प्रकार हैं /

Services provided by the different department of this Institute and procedure to avail this are as follows :

- प्रारंभ में संस्थान में आने वाले सभी मरीजों को पंजीकरण पर्ची भरकर पंजीकरण काउंटर पर अपना पंजीकरण कराना होगा /Initially all patients coming to the Institute have to get themselves registered at the registration counter by filling the registration slips.
- इलाज के लिए नया पंजीकरण, ओ.पी.डी. के दिनों यानी सोमवार, बुधवार और शुक्रवार को एवं विशेष रूप से दिव्यांगजन के लिए केवल मंगलवार और गुरुवार को - सुबह 9:00 बजे से 11:00 बजे के बीच वर्तमान में निःशुल्क किया जाता है। हालाँकि, उपचार के बाद हर दिन फाइलों को रिकॉर्ड अनुभाग में जमा किया जाना चाहिए और संस्थान में प्रत्येक दौरे पर फाइलों तक पहुंचने के लिए मरीजों को दिए गए कार्ड प्रस्तुत किए जाने चाहिए / New Registration for treatment is done on OPD days i.e. Monday, Wednesday, and Friday & exclusively for Handicapped patient only on Tuesdays & Thursdays between - 9am to 11am, free of Cost at present. However, 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.
- निदान के लिए ओपीडी स्तर पर मरीजों की जांच की जाती है और यदि आवश्यक हो तो मरीजों को अन्य जाँचों के लिए भेजा जाता है। मरीजों को मेडिकल/सर्जिकल थेरेपी, सहायक सामग्री और उपकरण के लिए नुस्खे, सर्जिकल राय, सर्जरी के लिए शेड्यूल, अनुवर्ती सलाह और टीम परामर्श भी प्रदान किए जाते हैं / Examination of the patients at the OPD level for the Diagnosis & if required, the patients are sent for other Investigations. Prescription for medical surgical therapies and aids & appliances, surgical Opinions, scheduling for Surgeries, Follow- up advice and Team Consultations are also provided.
- यदि आवश्यक हो तो रेडियोलॉजी / पैथोलॉजी जांच आदि (निःशुल्क) किए जाते हैं / Radiology / Pathology Investigations etc - if required are done (free of cost).
- विभिन्न विभागों द्वारा दिव्यांगजनों की क्षीणता एवं कार्यों की स्थिति का विस्तृत मूल्यांकन, उनके गंभीरता के आधार पर, करने में एक से अधिक कार्य दिवस लग सकता है / Detailed Evaluation of Impairments and functions of Divyaangjan in the various Departments which could take more than one working day depending on the condition and its severity.
- संबंधित विभागों में हस्तक्षेप (उपचार) उसकी अवधि एवं आवृत्ति पुनर्वास डॉक्टरों द्वारा तय की जाती है / Interventions (treatment) in the respective departments and the duration and frequency are decided by the rehabilitation doctors.
- विभिन्न विभागों द्वारा नैदानिक परीक्षा के माध्यम से, प्रासंगिक उपचार और सहायक सामग्री एवं उपकरण वितरित करते हैं / Various departments deliver the prescribed therapies and aids & appliances after relevant through clinical examination.

सेवाएँ प्रदान करने वाले विभिन्न विभाग इस प्रकार हैं / The different department offering their services are as follows :

पीएमआर विभाग / PMR DEPARTMENT :

- (क) ओपीडी, वार्ड एडमिशन , प्रमुख और लघु ऑपरेशन प्रक्रिया, सयुक्तांग एवं ऋज्वांग विभाग क्लिनिक, केस कॉन्फ्रेंस क्लिनिक, डायबिटिक फुट क्लिनिक, मोटापा क्लिनिक, सीपी क्लिनिक, विकलांगता क्लिनिक, पुनर्वसन प्रबंधन एवं निगरानी के नुस्खे इत्यादि / OPD, Ward admission, major & minor operation procedure, P & O Clinic, Case Conference Clinic, Diabetic Foot Clinic, Obesity Clinic, CP Clinic, Disability Clinic prescription of rehab management & monitoring etc.
- (ख) विभिन्न विकलांगता संबंधी प्रमाण पत्र जारी करना/ Issuance of various disability related certificates.
- (ग) जिला एवं उप जिला स्तर पर गैर-सरकारी/सरकारी संगठनों के सहयोग से शिविर आयोजित करना / Camps are organised in collaboration with Non-Government/Government Organisations at District and Sub District Levels.

निश्चेतना विभाग / ANAESTHESIA DEPARTMENT:

- (क) मरीजों के एनेस्थीसिया एवं ऑपरेशन के फिटनेस हेतु प्री - एनेस्थेटिस्ट जांच करना / Pre-anaesthetist check-up of the patients for fitness for Anaesthesia and Operation.
- (ख) एनेस्थेटिस्ट के पर्यवेक्षण एवं देखभाल में शल्यचिकित्सा गृह में जरूरी शल्यक्रिया की जाती हैं / Necessary surgeries are performed in the operating room under the supervision and care of anesthetists.
- (ग) मरीजों की ऑपरेशन के बाद की देखभाल / Post-operative care of the patients.

रेडियोलॉजी विभाग / RADIOLOGY DEPARTMENT:-

- (क) उपचार करने वाले विशेषज्ञों के निर्देशानुसार सभी ओपीडी, आईपीडी रोगियों के एक्स-रे किए जा रहे हैं। आपातकाल और प्रवर नागरिकों को प्राथमिकता दी गई है। (अपॉइंटमेंट एवं प्रिस्क्रिप्शन फॉर्म के अनुसार अल्ट्रासाउंड और कलर डॉपलर, किया जा रहा था – परंतु, रेडियोलॉजिस्ट का पद रिक्त होने के कारण इसे कुछ समय के लिए निलंबित कर दिया गया है।) / X RAYS, for All OPD, IPD patients are being done as per the instructions of the treating specialist. Priority to Emergency and senior citizen are given. (Ultrasound and Colour Doppler, by appointment, were being done, according to prescription form – However, the same has been suspended for time being as the post of radiologist is vacant)

पैथोलॉजी विभाग / PATHOLOGY DEPARTMENT:

- (क) इस विभाग में मरीजों की रक्त एवं अन्य जांच नियमित रूप से की जा रही है / Routine blood investigations and other tests of the patients are being performed in this department.

नर्सिंग विभाग / NURSING DEPARTMENT:

- (क) मस्क्युलर स्केलेटन सिस्टम, न्यूरो रिहैबिलिटेशन, मधुमेह और मोटापे से पीड़ित मरीज, उपचार/सुझाव, विभिन्न प्रमाण पत्र एवं रेफरल के लिए ओपीडी में आते हैं। सर्जरी की आवश्यकता वाले मरीजों को ओपीडी से एडमिशन के लिए वार्ड में भेजा जाता है। एडमिशन के पश्चात आवश्यकतानुसार उनके शल्यचिकित्सा हेतु प्रक्रियात्मक सहमति ली जाती है एवं प्री-ऑपरेटिव तैयारी की जाती है। ऑपरेशन प्रक्रिया के लिए मरीज को ऑपरेशन थिएटर में स्थानांतरण किया जाता है, जहां नर्सिंग अधिकारी, शल्यचिकित्सकों की सहायता करती है। ऑपरेशन के बाद मरीजों को रिकवरी वार्ड में स्थानांतरित कर दिया जाता है और उसके बाद डॉक्टर के निर्देश पर, उन्हें अंततः वार्ड में स्थानांतरित कर दिया जाता है / 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 surgeries are referred to the ward for admission from OPD who are admitted, and the procedural consent, Pre-operative preparations are done. Patient are shifted to the operation theatre for Operative procedure, where nursing staff assists the operating surgeons. Post operatively patients are shifted the to the recovery ward and thereafter on the instruction from the Doctor, they are finally shifted to the ward.
- (ख) मरीजों की भलाई के लिए, नर्सिंग स्टाफ विभिन्न संबंधित विभागों यानी वार्ड, एक्स रे, सोनोग्राफी विभाग, पैथोलॉजी, पीटी, ओटी, एमएसडब्ल्यू, पी एंड ओ, स्पीच और पैथोलॉजी और वीजी आदि के साथ समन्वय करता है / For the wellbeing of the patients, the nursing staff coordinates with the different respective department i.e. Ward, X ray, Sonography Department, Pathology, PT, OT, MSW, P&O, Speech & Pathology and VG, etc.
- (ग) स्वास्थ्य शिक्षा: रोगियों को परामर्श/मार्गदर्शन भी प्रदान किया जाता है/ Health education: Counselling/guidance to the patients is also provided.
- (घ) निदेशक की अनुमति के बाद इस संस्थान में अन्य अस्पतालों के नर्सिंग स्टाफ (बीएससी, जीएनएम, आरएनएम) के लिए शैक्षिक दौरा किया जाता है / Educational Visit for Nursing Staff (B.sc, GNM, RANM) of other hospitals are undertaken at this Institute after permission from the Director.

सयुक्तांग एवं ऋज्वांग / P & O DEPARTMENT:

- 1) Providing (Fabrication & Fitting of Aids & Appliances) to Divyangjan who are suffering from 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.
- 2) Conducting B.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. Also MPO Courses are being conducted at this institute. Students are admitted as per the directives of University & Regulatory Bodies.
- 3) 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.

<u>Time-Frame / Waiting Period for Delivery of Orthotic Appliances:</u>			
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 Boots	2 Weeks	2 Weeks
3	HKAFO / KAFO with Boots	6 Weeks	6 Weeks
4	HKAFO / KAFO /AFO with Footplate 3 Weeks or P.S.I	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 are made from AIIPMR/forged Components which may incur a further waiting period of 2 weeks in addition to the period mentioned against each category of the 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 (i.e. Manmade 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 being referred 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 being referred from 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 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 Divyangjan 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, divyangjan patients are provided Information /Training in the Vocational Training Workshop and referred for Employment.

Enrolment for Disability Certificate:- This is done through the site www.swavalambancard.gov.in (UDID) and after generation of the slip for this Institute, the patient has to visit early morning to the Institute on Tuesday, Thursday with the original slip, Aadhar Card, all the documents uploaded in original, along with all the necessary documents/previous test/investigation & treatment reports. 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. For those who could not be accommodated on the same day an appointment will be given for the next working day.

Library:

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

- Library is open from 10.00 am to 07.00 pm on Monday to Friday & from 10.00 am to 03.00 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.

हिंदी विभाग :

हिंदी विभाग राजभाषा हिंदी का, केंद्र सरकार के नियमों के अनुसार, संस्थान में प्रचार-प्रसार का कार्य करती हैं एवं यह सुनिश्चित किया जाता है कि अधिकाधिक कार्यालीन कार्य हिंदी में हो। हिन्दी विभाग की सेवाएँ संस्थान के कर्मचारियों एवं छात्रों के लिए हमेशा उपलब्ध रहती है, इस प्रकार यह विभाग अप्रत्यक्ष रूप से लोगों के सेवार्थ कार्यरत है। इस विभाग के द्वारा संस्थान के विभिन्न विभागों द्वारा प्रेषित अनुवाद का कार्य किया जाता है एवं हिन्दी के प्रयोग को बढ़ावा देने का कार्य किया जाता है।

Institute working hours:-

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 1:00 pm on Saturday.