



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

स्थापना कार्यालय
Establishment Office

सं. No. – NITR/ES/2013/M/ 546

दिनांक Date – 02/04/2013
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CIRCULAR

In order to provide better health facility to the students, employees and dependants more conveniently, following arrangement is made in the functioning of the Institute Health Center for referrals and supply of medicines with immediate effect:-

1. Chief Warden, Security Officer and Pharmacist are authorized to sign the referral letters to IGH and CWSH under emergency circumstances and when none of the institute regular doctors are available in the campus (i.e. out of station on leave/duty). In such cases the referring officers are required to record the circumstances under which they issue the Referral Letters.
2. Pharmacist is permitted to prescribe medicines of general nature that does not contain the message “**to be sold by retail on prescription by a registered medical practitioner**” or any other equivalent message by the manufacturer. An indicative/inclusive list of such medicines will be prepared by institute doctors and made available to the Pharmacist. The list may be updated from time to time.
3. For prescriptions of IGH and CWSH doctors, entry in institute Medical Record Book for preparation of Medical Requisitions will be made by pharmacist to save time of institute doctors. However, Medicine requisitions will be signed by any of the institute doctors. Such Medicines requisitions may contain the name of Hospital and Department and if possible name of the treating physician. Necessary modification may be done in the software to incorporate the same.
4. For consultation with the Visiting Medicine Specialists, referral by any of the institute doctors will be mandatory. Such referral notes will be made by the institute doctors in the Institute Medical Record Book and will be valid for single visit within seven days. However, if the Visiting Medicine Specialist makes a specific advice, institute doctors may permit as many times as they think fit. Based on the referral notes, Pharmacist is authorized to regulate registration of the patients for consultation with the Visiting Medicine Specialist on respective day(s) of visit.
5. Visiting specialist doctors may write prescription directly in the Medical Record Book issued by the institute in place of loose slips/sheets. Then Medicine Requisitions may be prepared containing the name of prescribing visiting Doctor (Necessary modification may be done in the software to incorporate the same) and signed by any of the institute doctors.

This issues with approval of the competent authority.

REGISTRAR

Copy to –

1. All Deans/HODs/HOOs for information and wide circulation.
2. HOD (Health Center) for information and necessary action.
3. PIC (Automation Cell) for information and necessary action.
4. Chief Warden / Security Officer / Pharmacist (Through – HOD) for information.
5. Secretary to Director.