



AARUPADAI VEEDU MEDICAL COLLEGE & HOSPITAL

Vinayaka Mission's Puducherry Campus

VINAYAKA MISSION'S RESEARCH FOUNDATION - Deemed to be University

(Recognized by : MCI, New Delhi; Ministry of Health & Family Welfare, Govt of India; NAAC & NABH Accredited)

📍 Pondy-Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403, India

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Ref. No./DEAN/PDY/COMM-18/2025

Date:05.09.2025

Operation Theatre Committee

The Operation Theatre Committee has been reconstituted with the following Members.

Committee Designation	Name	Academic Designation
Chairperson	Dr. R Mani	Dean
Vice Chairperson	Dr. K. Dhamodaran	Medical Superintendent
Convener	Dr. Ezhilrajan V	Prof. & HOD / Anaesthesia
Member Secretary	Dr. Deepa.S	Prof.& HOD, Obstetrics and Gynaecology
IPC Officer	Dr. Priyadharshini. R	Asst Professor, Microbiology
Members	Dr. Premkumar	DMS 1
	Dr. Ashwyn Anand Nelson	RMO
	Dr.Gurudatta S. Pawar	Prof.& HOD FMT NABH Co-Ordinator
	Dr. Sampath kumar poral	Prof.& HOD, General Surgery
	Dr.Boblee James	Prof & HOD, Orthopaedics
	Dr. Atul Mukul Bage	Prof & HOD, ENT
	Dr. Mishra.P	Prof.& HOD, Ophthalmology
	Dr. Vinoth Kumar.R	Asso. Prof, Urology
	Dr. Prasanna	Asst General Manager
	Mr. Thiyagarajan. R	Biomedical Engineer
	Ms. Justin Mary	Nursing Superintendent
	Ms. Sumathi	Assistant Nursing Superintendent
Quality Member	Ms. Ezhilarasi	Quality Executive

DEAN

Dr. R. MANI, M.D.,
DEAN

Aarupadai Veedu Medical College & Hospital
Kirumampakkam, Puducherry-607 403

📍 Corporate office: New No.213, Old No.160, Poonamallee High Road (Behind Doshi Towers),
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Continuation Sheet

ROLES AND RESPONSIBILITIES OF OT COMMITTEE MEMBERS

1. Convener (Head of Anaesthesia):

- Leads the committee and makes key decisions for OT operations.
- Ensures smooth coordination between departments.
- Oversees anaesthesia services and ensures patient safety.
- Manages anaesthesia equipment and staff.

2. OT In charge:

- Manages daily OT operations, scheduling, and staff coordination.
- Ensures availability of equipment and supplies.

3. Chief Nursing Officer (CNO)/OT Nursing Head:

- Manages the nursing team and ensures adherence to OT procedures.
- Supervises patient care and nursing practices in the OT.

4. Infection Control Officer:

- Ensures infection prevention protocols are followed.
- Monitors sterilization and investigates any infections.

5. Surgical Specialists:

- Represent their specialties and ensure their needs are met.
- Provide input on equipment and staffing for surgeries.

6. Biomedical Engineer

- Maintains and repairs OT equipment.
- Ensures equipment is functioning and up to date.

7. Quality Assurance (QA) Officer:

- Ensures OT practices meet quality standards.
- Conducts audits and implements improvements.

8. Hospital Administration Representative:

- Coordinates resources and ensures OT operations align with hospital policies.
- Helps resolve administrative issues.

9. Safety Officer:

- Monitors and ensures the OT environment is safe.
- Provides safety training and investigates incidents.



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Continuation Sheet

OPERATION THEATRE COMMITTEE TERMS OF REFERENCE

1. Objective:

- Ensure Maximum standard of safety
- Optimum utilization of OT and staff time
- Optimize working condition
- Provide a smoothing environment

2. Scope:

Applicable to all departments of the hospital.

3. Constitution of Committee

The convener shall have the authority to invite any non-member to attend the meeting if it is deemed fit in relation to any matter being/ or to be deliberated by the committee.

4. Quorum:

The minimum quorum for passing any resolution in the committee should be more than 50% of the members present with chairperson mandatory.

5. Frequency of meeting:

Members of the committee meets **three months once** and as when required.


DEAN

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DEAN

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