

**Government of West Bengal  
Health & family Welfare Department  
Swasthya Bhawan, Block GN-29, Sector V  
Salt Lake City, Kolkata – 91**

**Memo No: HPH/10P-03/2018/556**

**Dated: 19.07.2020**

**To**

**The Principal, Medical College and Hospital, Kolkata / Murshidabad Medical College and Hospital  
The Chief Medical officer of Health (All District and Health District, West Bengal)  
The Superintendents (All Covid Hospitals, West Bengal)  
The Director / CEO / Medical superintendent (All Private COVID Hospitals, West Bengal)**

**Sub: Advisory on Protocol Management for COVID – 19 Patients**

A team of experts from Department of Health and Family Welfare, Government of West Bengal visited some private COVID hospitals and noted certain irregularities in practice which need urgent rectification. On the basis of their observations, following recommendations are made:

1. Top sheet, provided by Govt of WB, must be maintained properly and time to time for all patients.
2. Meticulous round notes should be given by visiting consultant and time to time clinical notes be recorded.
3. Oxygen prescription mentioning device, flow and target SpO2 is mandatory.
4. Ventilation strategy should be displayed and properly followed. The indication of mechanical ventilation along with ABG reports should be clearly mentioned in BHT. HFNC or NIV trial should be given before invasive ventilation under close monitoring.
5. Judicious use of antibiotics is necessary as per hospital antibiotic policy and standard guideline.
6. Cultures need to be done routinely and before initiation and change of antibiotics.
7. Any investigational drug to be used as per specific indications mentioned in guideline with proper monitoring for side effects.

These recommendations, if properly implemented, will improve patient outcome. During subsequent visits teams will specifically check if these suggestions are being followed in practice.



**Director of Medical Education  
Government of West Bengal  
Memo No: HPH/10P-03/2018/556(7)/1**



**Director of Health Services  
Government of West Bengal  
Dated: 19.07.2020**

Copy forwarded for kind information and necessary action:

1. The Mission Director, NHM, Department of Health & Family Welfare, Govt of West Bengal
2. The Medical Superintendent cum Vice Principal (All)
3. The DDHS (Admin), Department of Health & Family Welfare, Govt of West Bengal (He is requested to inform the Clinical establishments).
4. DDHS (PH), Department of Health & Family Welfare, Govt of West Bengal
5. The Dy Chief Medical Officer of Health – II (All Districts and Health Districts)
6. The Senior PA to the Secretary, Department of Health & Family Welfare, Govt of West Bengal
7. Office Copy



**Director of Medical Education  
Government of West Bengal**



**Director of Health Services  
Government of West Bengal**