



SOCIAL OUTREACH CELL AIIMS JODHPUR

STANDARD OPERATING PROCEDURE (SOP) VER-01

Creation date: 30th July 2019

Process Approver: Director, AIIMS Jodhpur

INTRODUCTION:

AIIMS Jodhpur has a mandate of providing quality medical care to the community at large. The Institution ensures equitable access to these health care services. Besides providing facilitybased medical care, the Institution promotes participation of all Departments to actively engage in providing outreach health care services. These services include Promotive, Preventive as well as Curative care.

These outreach programs play a critical role in improving and extending the reach of health care through activities such as health education, case management, basic health screening, and facilitating access to services. These activities can, directly and indirectly, improve health outcomes of individuals and communities.

To facilitate the seamless coordination among various departments for organizing outreach activities, the Social Outreach Cell was originally established on July 25, 2019 (as per Order No. 4678). Subsequently, on September 9, 2023, the Social Outreach Cell underwent a reconstitution with the addition of new members, as outlined in Order No. 946. The current roster of members is as follows:

| S.No. | Name & Department | Social Outreach Cell |
|--------------|---|-----------------------------|
| 1. | Dr. M. K. Garg Medical Superintendent, Professor & Head Department of General Medicine | Convener |
| 2. | Dr. Pankaj Bhardwaj Academic Head School of Public Health (SPH) Professor, Department of Community Medicine & Family Medicine | Coordinator |
| 3. | Mr. Manumanish Gupta Deputy Director (Admin.) | Member |
| 4. | Dr. Ramkaran Choudhary Professor, Department of General Surgery | Member |

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| 5. | Dr. Jagdish Prasad Goyal Professor, Department of Pediatrics | Member |
| 6. | Dr. Manoj Kumar Gupta Coordinator MPH Program School of Public Health, Additional Professor, Department of Community Medicine & Family Medicine | Member |
| 7. | Dr. Dharmveer Yadav Additional Professor, Department of Biochemistry | Member |
| 8. | Dr. Jeewan Ram Vishnoi Additional Professor, Department of Surgical Oncology | Member |
| 9. | Dr. Deepak Kumar Associate Professor, Department of General Medicine | Member |
| 10 | Dr. Mukesh Chandra Sharma Associate Professor, College of Nursing | Member |
| 11. | Dr. Ruchi Garg Assistant Professor, Department of Hospital Administration | Member |

SCOPE:

The **Social Outreach Cell** will coordinate between all the Departments for the organization of such activities. The cell will facilitate such activities by arranging necessary resources and support from the organization. Any proposal for an outreach activity received in any Specialty/Department should be routed through this cell to the Director. The Cell will maintain all the record of such activities and will take necessary permissions for conducting these Outreach camps.

ROLES AND RESPONSIBILITIES:

Outreach activities under AIIMS Jodhpur would be conducted either as an activity initiated from the individual departments or as a request received from different organizations outside AIIMS, which are intending to organize screening, diagnostics, treatment or any related health activity in collaboration with AIIMS Jodhpur.

Initiation by Departments from AIIMS Jodhpur:

- 1) It is desirable that all the departments take active participation in social outreach program to promote community health. All the departments/specialties are requested to fix a date/day at least once in a year to hold a social outreach activity at their convenience. These activities can be combined and proposed by 2-3 departments after in-house discussion. The request should reach the social outreach cell, which will maintain monthly calendar of such activities. The prescribed proforma – B is available on the Institution website. It is expected that at least one such camp should be organized every month. So, the compiled list of these proposed activities would be forwarded by the convener of the Social Outreach Cell to the Director for necessary permissions.

2) The place for organizing these camps may be proposed from the individual departments or a meeting can be convened between Social Outreach Cell and administration AIIMS Jodhpur, CMHO, Administrative authorities of the district, or municipal corporations, local school and educational authorities to fix the site for conduction of such activities. Such activity should preferably be conducted in the places where medical resources are either poor or are underprivileged like old age homes, orphanages etc.

Where request is received from the organizations outside AIIMS: All such activities should be communicated via e-mail/ hard copy to Social Outreach Cell. The prescribed proforma- A, is available on the Institution website. Any other department from AIIMS Jodhpur receiving such request should forward the request to Social Outreach Cell, in the prescribed proforma-B. It is recommended that representative from requesting organizations may be invited for a meeting with Social Outreach Cell. Social Outreach Cell will assess the authenticity of request, population involved and infrastructure. What is expected and support from the AIIMS required? After assessing such request, it is expected that a meeting would be convened by Social Outreach Cell with the concerned specialties to assess the feasibility as well as finalizing the dates for such task. This may be followed by forwarding the proposed schedule to the Director AIIMS for necessary permissions.

In all such activities, the necessary manpower, support in form of travel, food, stay etc. may be sought from the administration, once the permission is received from the Director's office. After the conduction of such activity, activity report should be prepared and submitted to social outreach cell by the respective department within seven days of conducting the activity. The same would be forwarded to the office of Director by the Social Outreach Cell.

It is to be noted that any research related work or data collection during these Social Outreach activities for the purpose of Research should be intimated well in advance to the Research Section with necessary approvals from the Research Section as well as IEC.