

F.3 (5-3116)-FWPM/SHFWS/2016-17

Dated: \_\_\_ November'2016

**MEMORANDUM**

In order to develop mechanism to supervise infection control measures in all phases of hospital activities a **Hospital Infection Control Committee (HICC)** is required to be formed at all levels of hospitals. Medical Superintendent, Sub-Divisional Medical Officer and Medical officer in charge of PHC & CHC are requested to constitute the **Hospital Infection Control Committee** at each level of Health Facilities.

The composition of the **Hospital Infection Control Committee (HICC)** for different levels of the Health as follows:

- State/ District Hospital** :
- |  |   |             |
|--|---|-------------|
| 1. Medical Superintendent                                | - | Chairman    |
| 2. Dy. Medical Superintendent /RMO /DDO                  | - | Member      |
| 3. One Specialist Medical Officer from each Department   | - | Member      |
| 4. Medical Officer (AYUSH)                               | - | Member      |
| 5. Matron  | - | Member      |
| 6. Sister in charge of Operation Theatre                 | - | Member      |
| 7. One Lab Technician                                    | - | Member      |
| 8. One Pharmacist  | - | Member      |
| 9. One Staff from Sweeping & Cleaning Unit               | - | Member      |
| 10. Hospital Administrator /Asst. Hospital Administrator | - | Coordinator |
- Sub-division Hospital** :
- |   |   |             |
|---|---|-------------|
| 1. Sub-Divisional Medical Officer                       | - | Chairman    |
| 2. One Specialist MO from each Department               | - | Member      |
| 3. Medical Officer (AYUSH)                              | - | Member      |
| 4. Sister In charge                                     | - | Member      |
| 5. One Lab Technician                                   | - | Member      |
| 6. One Pharmacist                                       | - | Member      |
| 7. One Staff from Sweeping & Cleaning Unit              | - | Member      |
| 8. Hospital Administrator /Asst. Hospital Administrator | - | Coordinator |
- Primary Health Centre & Community Health Centre**
- |  |   |             |
|--|---|-------------|
| 1. Medical Officer in-charge                         | - | Chairman    |
| 2. 2 <sup>nd</sup> / 3 <sup>rd</sup> Medical Officer | - | Member      |
| 3. Dental Medical Officer                            | - | Member      |
| 4. Siter I/c   | - | Member      |
| 5. One Lab Technician                                | - | Member      |
| 6. Pharmacist  | - | Member      |
| 7. One Staff from Sweeping & Cleaning Unit           | - | Member      |
| 8. Medical Officer (AYUSH)                           | - | Coordinator |


The Hospital Infection Control Committee should be conduct review meeting at facility level on monthly basis. Minutes and action taken report of the said meeting to be sent to the office of undersigned and soft copy should be mailed to the email ID to [shfws\\_tripura@yahoo.co.in](mailto:shfws_tripura@yahoo.co.in) [shfws\\_tripura\\_anirban@yahoo.in](mailto:shfws_tripura_anirban@yahoo.in). Roles and Responsibilities of HICC are enclosed in Annexure.

**Copy to:**

1. All concern
2. The Chief Medical Officer of all Districts for necessary steps as early.

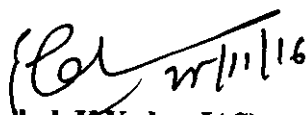
**Copy also forwarded to:**

1. The Director-RRC-NE, Govt of India for kind information
2. The Director of Health Services, Govt of Tripura for kind information.
3. The Director of Family Welfare and Preventive Medicine, Govt of Tripura for kind information.

  
**(Dr. Shallesh K Yadav, IAS)**  
Mission Director, NHM  
Government of Tripura

**Roles and Responsibilities of Hospital Infection Control Committee (HICC):**

- To ensure the proper conduct of sterilization and disinfection practices.
- Ensure that the Bio Medical waste management is being carried out as per BMW rules 2016
- Conduct Internal Surveillance of Hospital acquired infections.
- Develop and implement preventive and corrective Programmes Specific situations where infection hazards exist.
- Advice the Medical Officers on matters related to the proper use of antibiotics, to develop antibiotic policies and to recommend remedial measures when antibiotic resistant strains are detected.
- Review and update hospital infection control procedures from time to time.
- Help provide employee training regarding matters related to hospital acquired infections.
- To act on recommendations related to infection control, received from the administration, departments, services and other hospital committees
- To analyze and interpret data arising out of surveillance and reporting
- To recommend remedial measures and to ensure follow up action.

  
**(Dr. Shalish K Yadav, IAS)**  
Mission Director, NHM  
Government of Tripura