

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

**Memo No: HPH/10P-03/2018/551**

**Dated: 15.07.2020**

**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 Case Management for COVID – 19 Patients**

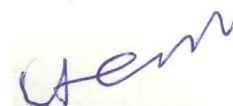
The experts from the Protocol Monitoring Team as deputed by the Department of Health and Family Welfare, Government of West Bengal visited some COVID hospitals and noted certain anomalies in practice which need urgent rectification. On the basis of their observations, following recommendations are made :

1. Top sheet, provided by Govt of WB, should be maintained properly and from time to time for all patients.
2. Meticulous round notes by visiting consultant to be recorded in time bound manner.
3. Patient should be stabilized before transferring out to another hospital and case report should be attached while transferring the patient.
4. Oxygen prescription mentioning device, flow and target SpO2 is mandatory.
5. 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.
6. Judicious use of antibiotics is necessary as per hospital antibiotic policy and standard guideline. Cultures needs to be sent routinely before initiation and change of antibiotics.
7. Newer drugs which are described in protocol can be used, but it is institution's responsibility to arrange those medicines for patients. Only those drugs should be prescribed which can be arranged by institution itself instead of giving the burden on the patient party.

These recommendations, if properly practiced, will improve patient outcome. During subsequent visits teams will specifically monitor if these are being implemented.



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



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

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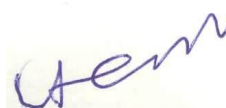
**Dated: 15.07.2020**

Copy forwarded for kind information and necessary action:

1. The Mission Director, NHM, Department of Health & Family Welfare, Govt of West Bengal
2. The MSVP (All Medical Colleges)
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**