

43770/DGAFMS/DG-1C

27 Aug 2013

Commandant
Artificial Limb Sub Centre
CH (WC) Chandimandir

Commandant
Artificial Limb Sub Centre
CH (AF) Bangalore

Commandant
Artificial Limb Sub Centre
BH Delhi Cantt

Commandant
Artificial Limb Sub Centre
BH Lucknow

Commandant
Artificial Limb Sub Centre
151 Base Hosp
C/o 99 APO

med 81



FWD OF SOP FOR FUNCTIONING OF ARTIFICIAL LIMB SUB CENTRES

1. A copy of SOP duly approved by DGAFMS regarding functioning of the Artificial Limb Sub Centres is forwarded herewith for your further necessary action please.
2. Commandants of hospitals where the Artificial Limb Sub Centre are situated are requested to forward addl demand for funds to ADG (E&S) to cater for provisioning of rehabilitation aids at their ALSC.

(Signature)
(Bipin Puri)
Brig
Dy DGAFMS(Coord)

Encls : SOP

DGMS (Army)/Dir MS (T&C)
DGMS (Navy)/ PDMS (P&M)
DGMS (Air)/ PDMS (P)

} A copy of SOP is forwarded herewith for further dissemination to all concerned medical units under your jurisdiction please.

MD ECHS - For info alongwith a copy of above SOP.

Copy to :-

AG's Branch (Budget)- For info alongwith a copy of SOP for allotment of fund please.

ALC Pune - For info wrt your letter No ALC/MFW/SOP/ALC-ALSCs/2013 dt 29 Jul 13. A copy of of SOP on the above subject is enclosed herewith.

Internal

PS to ADG (E&S) - for info alongwith a copy of SOP and Note No 1 to 10 recorded on file No 43770/DGAFMS/DG-1C.

SOP FOR FUNCTIONING OF ARTIFICIAL LIMB SUB-CENTRES

1. The aim of this SOP is to lay down procedures for smooth functioning of the Artificial Limb Sub Centres at various hospitals. This SOP supercedes all SOPs issued prior to this date.
2. The Sub-centres will function under the administrative command and control of the Commandant of the hospital the Sub Centre is loc at.
3. Technical control of the ALSCs will rest with Addl DGAFMS (HR). ALC Pune will provide guidelines for all technical issues including but not limited to the prescription protocols and policies, training of manpower, introduction of new technology, eqpt and components, and disposal of amputees.
4. A Prosthetic surgeon where available/ Orthopaedic surgeon/ Surgeon will be designated as Officer-in-charge ALSC. A rehab team will be constituted to be led by O i/c ALSC and comprising of Senior Prosthetist, Physiotherapist, Psychiatrist, Occupational therapist, and Nursing JCO/ Senior Nursing asst. Oi/c ALSCs will be responsible for coordinating the team activity, and day-to-day administration and functioning of the Sub-Centre. The Oi/c sub centre will also make prescriptions, ensure correct manufacture, fitting, training and issue of the limbs and appliances, and maintain standardization and quality assurance in respect of all devices manufactured/ issued by ALSCs.
5. **The Sub- Centres will only :**
 - (a) Replace and repair Second/ renewal fittings of Endoskeletal prostheses for all levels of lower limb amputations (including above, through and below knee) in uncomplicated cases. There will be no deviation from the prior prescription unless auth by ALC Pune. Cases of difficult/ failed/ complicated fittings will be transferred/ referred to ALC Pune.

(b) Manufacture and repair ALC design Exoskeletal lower limb prostheses once upgraded to the full recommended complement of staff and eqpt. No other designs of Exo prosthesis will be manufactured/ repaired.

(c) Manufacture prosthetic and orthotic footwear and insoles, and lower limb and upper limb orthotics as per protocols defined by ALC Pune.

(d) Provide physiotherapy, gait and balance trg, psychological intervention, and occupational therapy to all clientele as appropriate.

6. **Sub-Centres will NOT (r) NOT :**

(a) Deviate from the prescription protocol defined by ALC Pune. To ensure standardization across all centres, only the components specified in the protocol will be fitted.

(b) Carry out the first time prosthetic (Artificial Limb) fittings for any case. All new amputees including cases of revision amputations will be referred/ transferred to ALC Pune directly from the respective treating hospital/ ECHS Centre. There will be no such restriction for first-time orthotic fittings.

(c) Provide Upper Limb functional prostheses, Silicone Cosmetic prostheses, special components, sports prostheses. Clientele requiring such prostheses are rec to be transferred/ referred to ALC Pune. Cases requiring both upper and lower limb prostheses will be directly referred/ transferred to ALC Pune by the ALSC/ treating/ nearest hospital/ ECHS Centre.

(d) Treat civilians and non-entitled clientele.

7. Raw materials available from mil sources will be indented from ALC Pune. All materials and components not available from mil sources will

be procured by the parent hospital out of DGLP and ECHS funds allotted. ALC Pune will provide the details of vendors registered for the same. Accounting for inventory and store will be carried out as per existing instructions for any stores.

8. Equipment will be covered and maint under warranty and Annual Maint Contract as per existing instructions applicable to electromedical and non-electromedical eqpt. Emergent repairs may be carried out as per the designated financial powers of Comdt of the hospitals.

9. All new patients fitted first time with orthotics and other appliances will be allotted a unique Disability number and a Disability file will be opened and maint for the client. As all new amputees are to be referred to ALC Pune vide para 6 (b) above, no disability number need be allotted to such clientele. ECHS members will be allotted Disability no prefixed with "E-" as allotted. Block disability numbers allotted to ALC Pune and various Sub-centres are as under:

(a) **ALC Pune:**

- (i) Serving : 1- 5000, 30001-50000
- (ii) Dependent families : 50001-60000
- (iii) Officers families : 70000 – 80000
- (iv) Civilians and non-entitled : 5001- 30000, 80001-90000
- (v) ECHS : E-1 – E-30000

(b) **Base Hospital Delhi Cantt :**

- (i) Entitled : 60001-65000, 90001-95000
- (ii) ECHS : E-30001 – E-40000

(c) **Base Hospital Lucknow :**

- (i) Entitled : 65000-70000, 95001-100000
- (ii) ECHS : E-40001 – E-50000

(d) **CH (WC) Chandimandir :**

- (i) Entitled : 100001-110000 .
- (ii) ECHS : E-50001 – E-60000

(e) **151 BH :**

- (i) Entitled : 110001-120000
- (ii) ECHS : E-60001 – E-70000

(f) **CH (AF) Bangalore :**

- (i) Entitled : 120001-130000
- (ii) ECHS : E-70001 – E-80000

10. Records of all fittings of artificial limbs and orthotics, and issue of ready-made off the shelf items will be maintained in the individual file as per the allotted disability no. Workorder/ job card will be completed in full and signed by the appropriate persons and OI/c. ALSCs will forward a quarterly summary of workload to ALC Pune by 15th of Jan, Apr, Jul, and Oct each year. This will include copy of workorder/ job card and expense of materials, new clientele registered pertaining to the preceding quarter.

11. Officer in-charge of the Sub-Centre will ensure that the staff at ALSC remain up to date with the current processes and technology approved for the Armed Forces. Liaison will be maintained with ALC Pune for this purpose. The staff may be sent to ALC for initial and refresher training if required after obtaining permission of the DGAFMS.

12. An advisory council consisting of Comdt ALC as chairperson, Dy Comdt ALC, Prosthetic Surgeon ALC, OC EME Wksp ALC, and officers i/c ALSCs will be convened to meet on a half-yearly basis to review the policies, activities undertaken during the last quarter and to address issues if any. Comdt ALC/ his representative will make periodic visits to the subcentres and evaluate the functioning thereof.

13. This SOP has the approval of the DGAFMS.