



Standard Operating Procedures for District Women Hospitals- Uttar Pradesh

SOP- Maternity Ward



Quality Assurance Division
SPMU, NHM, Uttar Pradesh

District Women Hospital, Lucknow	Standard Operating Procedure
Maternity Ward	SOP/NQAS/DWH/MW - 1.0

Objectives of Maternity Ward

1. To ensure proper signages, directional arrows and proper IEC.
2. To ensure adequate stock and supply of drugs in the Maternity ward.
3. To ensure proper and prompt drug distribution.
4. To improve hygiene and cleanliness in ward as per IP & BMW management protocols
5. To ensure use of Personal Protection Equipments during all procedures
6. To maintain privacy confidentiality & dignity of client/ patient and empathetic & courteous behavior of the staff

Prepared by : Department In-charge	Approved by : Name :	Issue Date	Version No. : 1.0
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SOP : Maternity Ward

1. Purpose:

- To establish, implement & maintain a system for patient admission in order to provide IPD services under JSY and JSSK offered by the hospital.
- To provide guidelines for General Nursing care with the aim that needs and expectations of patients are honoured.
- To provide guideline instructions for In Patient Medical Care Related Process with the aims that
 - ❖ Needs and expectations of patients are established,
 - ❖ Patient satisfaction is enhanced on continual basis, and
 - ❖ Feedback loop is established for continuous improvements.

2. Scope:

It covers all indoor patients under JSY & JSSK.

3. Responsibility:

Doctor, Matron, Nursing In-charge and Ward In-Charge, Housekeeping supervisor.

4. Procedure:

Sl. No.	Activity	Responsibility	Reference Document/ Record
4.1	Admission		
4.1.1	<p>Admission Advice Patient visits the OPD/emergency for doctor's consultation.</p> <p>Depending upon the assessment, the doctor on duty advises admission (in writing on the OPD Slip)</p>	Treating Doctor	<p>OPD Slip, Patient Registration no.</p> <p>Doctor's Instruction for admission</p>
4.1.2	<p>In-patient Registration- Inpatient registration and allocation of beds is done as per the procedure. Orientation of patient and patient's attendants about hospital policy on visitors, visiting time and etc.</p>	Registration Clerk	SOP for Patient Registration, Admission & Discharge Management, Bed Head Ticket.
	<p>Receiving the patient in ward: Stable Patient is shifted to the maternity ward accompanied by an attendant.</p> <p>Stretcher/wheel chair/Trolley are used for shifting of patient as required.</p>	Ward nurse	Registration slip Admission & Discharge register

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