



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवारक ल्याणमंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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O R D E R

HGEN/COM/SHAC/1/2025-Gen (Hosp): As per decision taken on 5th Standing Hospital Affairs Committee meeting on 12th May, 2026. In order to streamline emergency patient care, improve patient safety, ensure accountability, and reduce delays in diagnosis and treatment, the following Standardized Emergency/Casualty Workflow shall be implemented in the Casualty Department of RIMS Hospital with immediate effect. The detailed Standard Operating Procedure (SOP) on Streamlining Emergency/Casualty Services, shall form an integral part of this Order.

The emergency management of all patients shall be carried out as follows:

1. **Triage:** Every patient shall undergo immediate triage by the Casualty Medical Officer and be categorized according to the severity of illness to facilitate prompt assessment and management.
2. **Specialty Consultation:** Following initial assessment and stabilization, patients shall be referred to the appropriate specialty. All concerned departments shall ensure timely response to emergency referrals in accordance with the prescribed response times.
3. **Patient Responsibility:** One patient shall have one clearly identifiable responsible treating unit at all time. The doctor or clinical unit that examines the patient shall remain fully responsible for the patient's management until responsibility is formally transferred. Referral shall not be construed as transfer of responsibility. Responsibility shall be transferred only after the receiving department has physically examined the patient, formally accepted the case, and documented such acceptance in the patient's medical record.
4. **Observation & Admission:** Patients under observation shall remain under the responsibility of the concerned treating unit with appropriate clinical documentation. Observation shall ordinarily not exceed 24 hours. A timely decision regarding admission, transfer, discharge, or referral shall be made based on the patient's clinical condition.
5. **Critical Care Escalation:** Critically ill patients shall be immediately escalated to the concerned Senior Resident and Consultant for urgent intervention. Each major clinical department shall compulsorily ensure 24x7 Senior Resident coverage in the Casualty during emergency hours.

All Heads of Departments, Consultants, Senior Residents, Junior Residents, Casualty Medical Officers, Nursing Officers, and other concerned personnel shall ensure strict compliance with this Order.

This Order shall come into force with immediate effect.


(Prof. N. Sanjib Singh)
Medical superintendent

Copy to:-

1. The P.S. to Director - for kind information of the Director, RIMS, Imphal.
2. All Heads of Department/Section/Unit, RIMS, Imphal.
3. The Deputy Director (Admn.), RIMS, Imphal.
4. The Chief Accounts Officer Cum Financial Advisor, RIMS, Imphal.
5. The Casualty Medical Officer, RIMS Hospital, Imphal.
6. The Chief Nursing Officer i/c, RIMS Hospital, Imphal- for information.
7. The Steward, RIMS Hospital, Imphal.
8. System Administration, RIMS, Imphal - for uploading the notice on the website.
9. File concerned.

