

महाराष्ट्र MAHARASHTRA

2015

NA 438353

पुरवठाचा दिनांक
उपकोषागारचे नांव-पन्थेल,
जि. रायगड

9 OCT 2015



उपकोषागार अधिकारी
पन्थेल - रायगड.

AGREEMENT

By and between

Maaya Foundation
(hereinafter called "MF")
#117, 13th Main Road, Sector 5, HSR Layout, Bangalore - 560102
Karnataka State (India)

and

MGM Institute of Health Sciences
(Deemed University under Section 3 of UGC Act, 1956)
(Hereinafter called 'MGM Institute')
MGM Educational Campus, Sector 1, Kamothe,
Navi Mumbai - 410 209, Maharashtra State (India)

Dean

MGM Medical College, Navi Mumbai

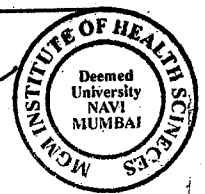
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MGM Medical College & Hospital
Navi Mumbai - 410209

Concerned

The Care of Children with Craniofacial Deformities and Cleft Lip and Palate

Signature



Received 2 sets
from MUMBAI
Craniofacial

18/11/15

प्रकार / अनुबंध का प्रकार
Nature of Document

Agreement

क्या नोटणी करणार आह्मता का
Whether it is to Register

नोटणी होणार असल्यास
द्वयम निबंधक कार्यालयचे नाव
(If Registrable Name of S.R.O.)

Kamofae

मालकीचे वर्णन
(Property description in brief)

प्रत्यक्षा रक्कम
(Consideration Amount)

पुढाक विक्रीत घेणाऱ्याचे नाव
(Stamp Purchaser Name)

M.G.M. Institute of Health Science

दुसरा घटक घेणाऱ्याचे नाव
(Name of other Party)

maayq foundation

दुसरे व्यक्तीसह घेणे किंवा घेतला
(through other person then Name & Add)

sushant shinde

पुढाक शुल्क रक्कम
(Stamp duty amount)

100/-

पुढाक विक्री नोद वही अनुक्रमांक / दिनांक
(Serial No. / Date)

12029

पुढाक विक्रीत घेणाऱ्याचे स्वाक्षरी
(Stamp Purchaser Sign.)

Shinde

सौ. धनश्री सुरेश बोडे

पुढाक घेणाऱ्याचा क्र. 10/1996-97

मार्किंग नं. १, साईशाळा कॉम्प्लेक्स, पहिला मजला

सेक्टर-८, खांदी कॉलनी, भवीन प्रमोवेल (प)

या कागदासाठी ज्यांना पुढाक खरेदी केला त्यांनी त्याच कागदावर
पुढाक खरेदी केलेल्यामुळे या कागदावर कोणताही बदल होऊ नये असे

dt. 17/11/2018



RECITALS

- A. 'MF' is a non-profit organization. The main objective of MF is to treat, with surgery of the highest standard, poor and needy persons throughout India who are suffering from congenital and facial deformities like Cleft Lip, Cleft Palate, Craniofacial deformities, etc., which affect then not only cosmetically but also functionally and psychologically.

For that purpose Maaya Institute for Skull and Facial Deformities intends to fund the Craniofacial and Cleft Surgeries at 'MGM Institute'.

- B. MGM Institute of Health Sciences, Kamothe, Navi Mumbai – 410 209 is established as Deemed to be University under Section '3' of UGC Act, 1956 vide Government Notification No. F.9-21/2005-U.3 (A) dated 30.08.2006 issued by the Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi. MGM Institute of Health Sciences is also registered under the Societies Registration Act, 1860 and BPT Act of 1952.

MGM Medical College & Hospital, Kamothe, Navi Mumbai is a well established constituent unit of 'MGM Institute' mainly catering to Health Care activities in Navi Mumbai and in the rural areas nearby.

MGM Hospital, Kamothe is well equipped with 750 bedded hospital with all in-house modern and latest facilities in Health Care.

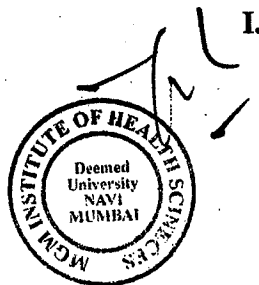
- C. The parties, therefore, to the extent feasible desire to enter into a co-operative, joint effort ('the Collaboration') to substantially increase the number of Craniofacial and Cleft reconstruction surgeries, through financial, technical and other support from 'MF'.

- D. The purpose and details of the collaboration are described in Attachment 'A'

I. OBJECT OF THE AGREEMENT

The object of this agreement is to spell out the conditions of the cooperation between the parties and of the support and assistance provided by 'MF'.

The contribution of MF to the cooperation consists in bearing the costs and expenses for the medical treatment and care of a certain number of persons suffering from congenital and facial deformities, who lack the means to pay these costs.



II. TERM AND EFFECTIVE DATE

Funding of the collaboration shall begin as on _____ (the 'Effective Date') and shall continue until _____ (the 'Funding Period'), unless extended or terminated as provided in the Renewal of Termination sections below.

III. OBLIGATIONS OF THE PARTIES

A. MGM INSTITUTE OF HEALTH SCIENCES ('MGM INSTITUTE')

1. 'MGM Institute' shall engage surgeons empanelled by 'MF' (Refer Attachment 'C') as panel consultants and provide in house anaesthetists. In the event of complex surgeries or in house anaesthetists are unavailable, 'MF' shall engage services of anaesthetists empanelled by 'MF' who shall be panel consultants of 'MGM Institute' with prior approval of 'MGM Institute'.
2. "MGM Institute" shall make a full and thorough review of available resources from all departments of MGM Medical College Hospital, Kamothe, Navi Mumbai – 410209 and MGM Dental College and Hospital, Kamothe, Navi Mumbai as promised to 'MF' at the time of preliminary medical inspection. A consultation room for the purpose of the use of 'MF' Consultants and Speech Therapist will be provided, subject to availability.
3. Care of patients 'MGM Institute' in collaboration with the surgical team, will follow guidelines & protocols (Attachment E) laid down by 'MF' in selecting patients for treatment, using methods of treatment & necessary documentation. ('SAFETY AND QUALITY IMPROVEMENT PROTOCOL INCLUDING INSURANCE').
4. 'MGM Institute' shall provide 'MF' with complete patient information for each surgical case conducted through funding of the collaboration. 'MGM Institute' shall provide these completed records to 'MF' on a continuous basis.
5. 'MGM Institute' will submit monthly statement signed and sealed by the concerned authority for the cases conducted for which complete information has been supplied by 'MGM Institute' in detail and format prescribed (Attachment F) by 'MF'.
6. Immediately following 'the Effective Date, 'MGM Institute' will implement credentialing and monitoring procedures in accordance with



'MF's Safety and Quality Improvement Protocol (Attachment G).

'MGM Institute' acknowledges that -

- (i) 'MF' has developed the Protocol for the express purpose of ensuring and maintaining high safety standards, quality improvement and quality control
 - (ii) The adoption and continued implementation of the Protocol by 'MGM Institute' is a condition to 'MF's obligations hereunder. In the event that any patient is harmed in any manner that is not in the ordinary course of cleft and craniofacial operations (Sentinel Event: death of the patients), 'MGM Institute' will immediately notify 'MF' of such event and
 - (iii) Implement the review process (Attachment G) set forth by 'MF' for Sentinel Event Protocol. As part of the Protocol, 'MGM Institute' specifically undertakes to report all sentinel events within 24 hours of the event's occurrence using 'MF's Reporting Form.
7. On a semi-annual basis, 'MGM Institute' shall meet with the representatives of 'MF' to evaluate the progress of the Project. At the time of each meeting, 'MGM Institute' will provide 'MF' with a narrative report, based on the case sheets and cases done by 'MF' surgeons documenting the progress of the collaboration. Included in this report should be a monthly breakdown of the number of surgeries performed, split up the categorization of surgical treatment. The parties will agree upon the date and time of each of the meetings.
8. 'MGM Institute' agrees to participate in 'MF' CLP Database (A free, global, cleft and craniofacial care database) by submitting the completed patient record information, which includes the patient consent form to share this information(which will be filed at the 'MF' office), besides the surgery.

At the conclusion of one year, 'MGM Institute' will submit a written report that includes progress of the Project to date and outlining the specific programs planned for the coming year.

At the end of one year, a duly authorized representative of 'MGM Institute' shall provide to 'MF' a certificate confirming the use of the Funded Amount.

B. MAAYA FOUNDATION ('MF')

1. 'MF' will contribute financial support as per Attachment 'B'.



2. The funded Amount will be for the exclusive services provided by 'MGM Hospital', such as infrastructure & clinical support services. 'MGM Hospital' shall prefer invoice on a monthly basis, by 5th of the succeeding month. All payment of the month in concern will be made at the end of the succeeding month. The payments shall be made in the name of 'MGM Hospital', Kamothe, Navi Mumbai – 410209.
3. 'MF' will provide 'MGM Institute' with a team of empanelled surgeons to conduct surgeries after accreditation by 'MGM Institute'.
4. 'MF' will provide guidelines and protocols (Attachment H) for treatment & management of patients & patient services.
5. 'MF' shall ensure that patients are operated at the earliest.

C. DISPUTES

All disputes relating to this agreement shall be subject to the jurisdiction of Courts at Mumbai only.

IV. REPRESENTATIONS OF THE PARTIES

A. 'MGM INSTITUTE'

'MGM Institute' is validly existing and in good standing duly registered under Societies & Trust Act, and has the requisite authority to carry on its activities as of now being conducted. Any changes to this status shall be reported immediately to 'MF'.

B. 'MF'

'MF' is not-for-profit Trust, as defined by Indian Societies and Trusts Act, duly registered, validly existing and in good standing under the laws of India and has the requisite corporate authority to carry on its business as of now being conducted. Any change to this status shall be reported immediately to 'MGM Institute'.

V. RENEWAL

At the review at the end of the financial year, which will be on a yearly basis, representatives from 'MGM Institute' and 'MF' will meet to assess the progress of funding efforts. The decision to continue the project will be in consultation with both the said organizations involved – 'MF' and 'MGM Institute'. A minimum of 90 days notice is to be issued if either 'MF' or 'MGM Institute' wishes to terminate the agreement.



VI. INFRASTRUCTURE REQUIREMENTS

Services to be provided by 'MGM Institute' for each patient at Charitable Ward Rates:-

1. Admission / Case Sheet
2. All routine investigations (As necessary) – Blood tests, ECG, Electrolytes, Serology, Chest X-Rays
3. Paediatric review (as required)
4. Physician review (as required)
5. ENT review (as required)
6. O.T. procedure
7. Available ICU facilities
8. Concessional / Charitable Ward stay as required
9. Suture removal / Sedation / O.T.
10. Medicines

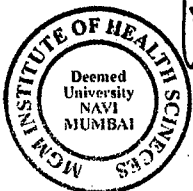
VII. PUBLIC RELATIONS

'MF' reserves the right to publicize the cooperative efforts between the two parties through the use of literature, photographs, video film production and other media. 'MF' will also issue press releases and have the option to hold press conferences to announce the project and its progress only over the duration of the funding period. Both parties agree to be receptive to assisting in each other's efforts for publicity and / or additional fund raising. 'MGM Institute' acknowledges that the words 'Maaya' and the logo of 'MF' are the exclusive intellectual property of 'MF'.

The parties agree that all rights of and for publication of every kind and nature concerning the co-operation between them lie with both 'MF' and 'MGM Institute' (e.g. Photographs, Press, TV, Radio, Internet, Video). They will aid one another in its efforts to publish its mutual activities. They grant each another, without prior consent, authority to use its name and / or corporate logo when publishing their co-operation only during the funding period or the duration of the project.

'MGM Institute' agrees to refer in its own publications to the cooperation with 'MF'.

'MGM Institute' will affix or display at an appropriate place a name plate at a place and of a size considered appropriate by 'MGM Institute' with the following inscription:-





MAAYA FOUNDATION

Looking good. Seriously



MGM INSTITUTE OF HEALTH SCIENCES

India's first and only charity for skill & facial deformities

Conducted By

MGM Institute of Health Sciences, Navi Mumbai

in collaboration with

Maaya Foundation's

"Maaya Institute for Skull and Facial Deformities"

VIII. PROJECT MANAGEMENT & ADMINISTRATION

'MGM Institute' will report all clinical & administrative matters to the Centre Director of the Craniofacial Project. Dr. Krishna Shama Rao who will work with Dr. Gaurav Shekhar Deshpande from 'MGM Institute' who will be responsible for services provided, management of the centre, for communication and collaboration with MF.

Similarly, Dr. Rasika R. Jagtap from 'MGM Institute' who will be complete responsible for services provided, management of the centre for communication and collaboration with 'MF' will report all clinical and administrative matters to the Centre Director of the Cleft Project – Dr. Chetana.

IX. LIABILITY

Surgeons of MF', Anaesthetists of 'MF' and 'MGM Institute' and other medical professions working for the 'MF' project from 'MGM Institute' will assume liability for all medical treatment, interventions.

'MGM Institute' agrees, during and after termination to indemnify 'MF', its affiliates, members, officers, directors, employees, agents and representatives (each such person, an "indemnified Party") against all losses, damage, liability and expenses incurred as a result of a violation of this agreement and from all claims, damages, causes of action or suits of any persons arising from medical treatment, intervention and care and from all acts and omissions in connection with the performance of this agreement, except to the extent 'MF' surgeons / anaesthetists are legally liable for the operation done and treatment given by them.



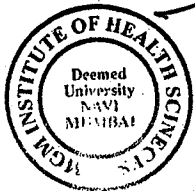
"MGM Institute" shall be solely responsible for compliance with all laws, statutes, ordinances, orders or codes of any public or governmental authority pertaining to this agreement, and for payment of all taxes, permits, license and registration fees and other charges or assessments arising out of the establishment and operation of the co-operation. Both 'MF' and 'MGM Institute' are indemnified from the said responsibilities.

X. TERMINATION

- A. This agreement may be terminated by either party without assigning any reasons, by giving 90 days notice of its intention to do so, in writing to the other or at the end of the period of this agreement, if not renewed.
- B. Notwithstanding the above, either party reserves the right to terminate this agreement by giving one month's notice (30 days), at its sole discretion, in the event of fraud, gross violation of medical standards or willful and malafide misrepresentations of facts.
- C. This agreement shall also stand terminated forthwith if so directed by any statutory body or government department acting within the framework of the law.
- D. On the termination of this agreement, 'MGM Institute' shall return all records, publicity material, brochures, etc., pertaining to the Project, and furnish to 'MF' a full accounting of the disbursement of funds and expenditures incurred under the grant up to the effective date of termination.
- E. All equipments that may be funded by MF for the Maaya Institute for Skull and Facial Deformities at 'MGM Institute' shall remain the property of 'MF'. In the event that the collaboration stands terminated, 'MF' reserves complete rights to repossess the said equipments & instruments and re-deploy it to another Centre.
- F. On termination 'MF' shall pay the unpaid balance of all expenses incurred by 'MGM Institute' as agreed by 'MF' for funding.

XI. AMENDMENT

This Agreement may not be amended or modified except by an instrument in writing signed by, or on behalf of, 'MGM Institute' and 'MF'.

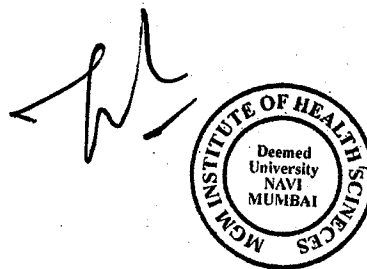


XII. NON DISCLOSURE

The contents of this agreement are privileged and confidential, and both parties undertake not to divulge the same to any third party without the prior, express written permission of the other. The only exceptions to this will be their duly appointed legal attorneys and advisors, or duly empowered statutory bodies and government agencies acting within the requirements of the law. Both parties also undertake to institute all reasonable steps to ensure that the confidentiality is maintained within their respective organizations.

XIII. OTHERS

- A. This agreement is on a 'principal-to-principal' basis and it does not confer any right to either party to represent the other, act on its behalf as its agent or authorized representative, issue public statements, make commitments of any kind or claim any relationship beyond the one provided in the agreement. It is explicitly acknowledged by both parties that the collaboration does not constitute a partnership.
- B. In the event of any dispute arising out of this agreement, both parties accept and acknowledge that the laws of India shall apply, and the same shall be resolved by arbitration as per the Arbitration and Reconciliation Act 1996.



IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the dates written below:

FOR MAAYA FOUNDATION

FOR MGM INSTITUTE OF HEALTH SCIENCES

MR. SHIVA GANESH
CHAIRMAN

DR. SUDHIRCHANDRA N. KADAM
VICE CHANCELLOR

MRS. RASHMI K. RAO
COO

Prof. Z. G. Badade
Registrar,
MGM Institute of Health Sciences
Seal : Kamothe, Navi Mumbai-401209



Seal:

Dated: _____

Place: _____

Witness No. 1

Witness No. 2

Full Name: _____

Full Name: _____

Signature: _____

Signature: _____

ATTACHMENT: "A"

PROJECT SUMMARY

Title of Project: MF – Craniofacial and Cleft Programme at 'MGM INSTITUTE'.

Project Description / Objectives:

It is estimated that approximately 60,000 children are born with this birth defect in India each year. A large majority of these children (estimated at 80%) grow into adulthood without receiving any reconstructive surgery for want of money. The goal of the MF Cleft Programme at 'MGM Institute' is to perform significant number of cleft reconstructive surgeries and craniofacial surgeries by providing a full and comprehensive rehabilitation package of services to as many affected children as possible.

Funding support to achieve this objective will be provided by MF as part of its global commitment to helping children born with cleft lip and cleft palate. Surgeries will be conducted through the 'MGM Institute'

It is estimated that as a result of this funding, at least 300 reconstructive surgeries that include cleft / craniofacial surgeries will be performed per financial year. The financial support for surgeries is further outlined in Attachment 'B'. If it is anticipated that the actual number of cases is likely to exceed these projections, a prior written request for additional funding based on the same formula and on the same terms will be favorably considered, but approval shall be at the sole discretion of MF.

FOR MAAYA FOUNDATION

MR. SHIVA GANESH
CHAIRMAN

MRS. RASHMI K. RAO
COO

SEAL:

FOR MGM INSTITUTE OF HEALTH
SCIENCES

Dr. SUDHIRCHANDRA N. KADAM
VICE CHANCELLOR

DR. Z.G. BADADE
REGISTRAR

Prof. Z. G. Badade
Registrar,
MGM Institute of Health Sciences
Kamothe, Navi Mumbai-401209

SEAL :



ATTACHMENT: "B"

SCHEDULE OF FUNDING SUPPORT BY CATEGORY OF SURGERY

FINANCIAL SUPPORT STRUCTURE:

Category	INTERVENTION / TYPE OF SURGERY PAYMENT IN INDIAN RUPEES / PER SURGERY			
	CLP (SIN)	CLP (DIN)	MAXILLO- FACIAL	CRANIO- FACIAL
Hospital	14,000.00	17,000.00	30,000.00	
Orthodontics / Dental	1,000.00	3,000.00	3,000.00	
Speech Therapy	200.00	200.00	200.00	
Patient Transport	600.00	600.00	600.00	
Patient Welfare	500.00	500.00	500.00	
Project Manager	1,000.00	1,000.00	1,000.00	
Search & Awareness	1,200.00	1,200.00	1,200.00	
Total	18,500.00	23,500.00	36,600.00	95,000.00

FOR MAAYA FOUNDATION

**MR. SHIVA GANESH
CHAIRMAN**

**MRS. RASHMI K. RAO
COO**

SEAL:

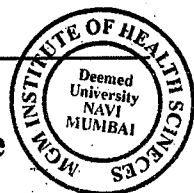
**FOR MGM INSTITUTE OF HEALTH
SCIENCES**

**Dr. SUDHIRCHANDRA N. KADAM
VICE CHANCELLOR**

**DR. Z.G. BADADE
REGISTRAR**

**Prof. Z. G. Badade
Registrar,
MGM Institute of Health Sciences
Kamothe, Navi Mumbai-401209**

SEAL :



EMPANELMENT OF SURGEONS

The following surgeons have been empanelled by the Medical Advisory Board of MF.

Prof. Dr. Krishna Shama Rao – Craniofacial Surgeon
 Dr. Chetana K – Maxillofacial Surgeon
 Dr. Gaurav Shekhar Deshpande- Maxillofacial Surgeon
 Dr. Rolson Sandeep Kumar – Maxillofacial Surgeon
 Dr. Arvind Bhateja –Neuro Surgeon
 Dr. Banu Prakash – Neuro Surgeon
 Dr. Kiran Prasad - Anaesthetist
 Dr. Bhagyashree - Anaesthetist
 Dr. Suhas Prabhakar - Surgical Fellow
 Mrs. Rashmi K Rao – Speech Therapist

The additions of care providers for each specialty from 'MGM Institute' shall be updated in subsequent agreement, once nominated by 'MGM Institute'.

FOR MAAYA FOUNDATION

MR. SHIVA GANESH
CHAIRMAN

MRS. RASHMI K. RAO
COO

SEAL:

FOR MGM INSTITUTE OF HEALTH SCIENCES

Dr. SUDHIRCHANDRA N. KADAM
VICE CHANCELLOR

DR. Z.G. BADADE
REGISTRAR

Prof. Z. G. Badade
 Registrar,
 MGM Institute of Health Sciences
 Kamothe, Navi Mumbai-401209

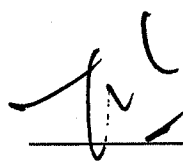
SEAL :



ATTACHMENT : "D"

The nominated care providers for each speciality from 'MGM Institute of Health Sciences' Navi Mumbai are:-

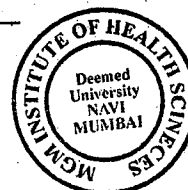
1. Dr. Gaurav Deshpande - Oral and Maxillofacial Surgery
2. Dr. Jyotsna S. Galinde - Oral and Maxillofacial Surgery
3. Dr Rasika Jagtap Deshpande - Periodontics and Oral Implantology
4. Dr Sachin Doshi - Orthodontics.
5. Dr Sabita Ram- Prosthodontics
6. Prof. Dr. Ashok Kumar - Neuro Surgery
7. Dt. Neeraj Patni - General Surgery
8. Dr. Deepika Sathe - Anesthesiology
9. Mrs. Bhavna Lala - Audiometrist & Speech Therapist



Dr. Z.G. Badade
Registrar
MGM Institute of Health Sciences

Prof. Z. G. Badade
Registrar,
MGM Institute of Health Sciences

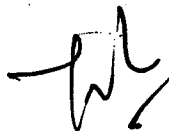
Seal: Kamothe, Navi Mumbai-401209



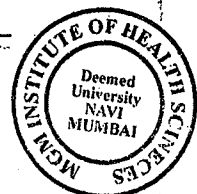
GUIDELINES AND PROTOCOLS FOR PATIENT CARE

Cleft Lip and Palate and Maxillofacial Surgery patients will be selected by the In-charge of the particular cleft center, but all Craniofacial surgery cases will have to be pre-approved by the medical director of Maaya Foundation in advance.

1. Clinical Photographs, necessary facial scans, investigations will have to be performed before the craniofacial surgery cases are sent to the Medical Director for approval.
2. Children undergoing surgical repair to clefts will be accommodated in a children's surgical environment at, to reduce the risk of transmission of infection by children admitted as medical emergencies.
3. The inpatient area should be fully staffed by RSCN trained nurses.
4. Resident paediatric, surgical and anaesthetic staff who are experienced in the management of fluid balance, pain control, airway and respiratory problems must be available at all times on both sites.
5. Ideally there should be a Paediatric Specialist Registrar resident on the unit or rapidly available on call.
6. Together with the surgeon, the peri-operative care of children should be the responsibility of anaesthetists trained in paediatric anaesthesia and the facilities of a Paediatric Intensive Care Unit (PICU) should be easily available with a protocol for the transfer of the few patients who will need paediatric intensive care.
7. There should be adequate opportunity to assess the child prior to surgery and there should be appropriate facilities and equipment available for postoperative monitoring.
8. Appropriate facilities for parents, cares and children are essential. Some will have travelled very long distances to the centre for treatment: it is essential that facilities are available both for parents and for other appropriate family members. These will include accommodation, parking, food, laundry and be in accordance with those expected at the tertiary centres. Overnight accommodation should be guaranteed for a minimum of one, but preferably both parents.
9. All parents will be informed about the hospital travel costs scheme. A designated member of the team (staff) should inform patients about benefits and other assistance which may be available to them.



Dr. Z.G. Badade
Registrar
MGM Institute of Health Sciences
Prof. Z. G. Badade
Registrar,
MGM Institute of Health Sciences
Seal: Kamothe, Navi Mumbai-401209



ATTACHMENT: "F"

FORMAT OF BILLING TO MAAYA FOUNDATION

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Dr. Z.G. Badade
Registrar
MGM Institute of Health Sciences

Prof. Z. G. Badade
Registrar,
MGM Institute of Health Sciences
Kamothe, Navi Mumbai-401209



SAFETY AND QUALITY IMPROVEMENT PROTOCOLS

Safety Protocols:

The following essential items should be present at all times during and post-surgical procedures.

1. Oxygen:

The Anaesthetist is to confirm prior to the start of any surgery that a separate reserve oxygen supply is in place for and dedicated to each operating table. A reserve supply, an average of a tank per 2 – 3 beds, must also be available in the Recovery Room. A reserve supply of one tank per ward must also be available in Post-Operative areas.

2. Blood:

The surgeon has to confirm the blood group of all cleft palate, Maxillofacial and Craniofacial Surgery patients and adequate blood of the patient's group has to be reserved on the day of the surgery, in case need be.

3. Emergency Drugs:


The Anaesthetist should confirm before the start of the surgery, the availability of adequate stock of emergency and life-saving medicines. The paediatrician can also help the Anaesthetist in arranging the drugs. The Nurse In-charge should inspect all drugs on routine basis to check for expiry and replace the drugs after the expiration date.

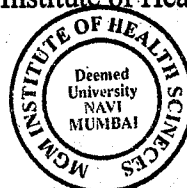
4. Post-operative management:

Rigorous monitoring of the patient in the recovery room and post-operative wards is mandatory. The recovery room nurse must be qualified in paediatric advanced life support, in case of emergency. The recovery room and post-operative ward must be equipped with a monitor capable of pulse oximetry and a suction machine for the exclusive use of post-operative patients.

5. Sterilization:

All instruments that will be used for surgery and post-operative care must be sterile. The surgical instruments should be autoclaved using indicator strips to confirm the sterility. All procedures should be followed using aseptic principles in accordance with the Universal policy of asepsis.

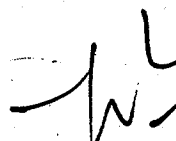
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Guidelines and Protocols for Treatment and Management of Patients and Patient services

1. **Age:** Patient should be at least 6 months of age for cleft lip surgery and 12 months for cleft palate. Maxillofacial and Craniofacial surgery patients can be younger if the Medical Director of Maaya foundation has approved the case and Anaesthesiologist are competent to manage the patient. In such case Anaesthetist trained in paediatric anaesthesia is highly recommended.
2. **Surgery selection:** Cleft patients will be selected by the In-charge of the particular project. Maxillofacial and Craniofacial Surgery patients will have to be pre-approved by the Medical Director.
3. **Scheduling:** Patients younger than 2 years will be posted early in the day. If two patients of same age are present, then cleft palate should be given preference. Cleft palate patients should be avoided as last patients of the day, if possible. When scheduling Maxillofacial and Craniofacial surgery patients, a bed must be reserved in the paediatric ICU. The paediatric intensivist must be informed in advance for post-operative management.
4. **Patient factors:** The minimum weight of the patient for cleft lip surgery should follow the WHO guidelines. The patient should be at least two SD from normal. Any patient below this recommended range should be enrolled in the nutrition program and surgery deferred until adequate weight and Hb is attained. In case of low Hb, the patient will be counselled by the Paediatrician and relevant medications to improve the Hb will be given to the patient. The patient has to be followed up at regular intervals to check for the increase in Hb. Under NO circumstances should Pre-operative blood transfusion to improve Hb be administered. Blood transfusion should be limited to post-operative patients in whom excessive blood loss has happened during the surgery.
5. **Surgery Technique:** The attending surgeon will be the best guide on the selection of the technique of the surgery. If the surgeon is not credentialed or is a trainee, the in-charge of surgery should be making the decision and the surgeon will operate under complete and direct supervision. Maaya Foundation will NOT take responsibility of the surgery if not performed by a Maaya Foundation empanelled Physician.
6. **Postoperative Medications:** The In-charge of the particular cleft and craniofacial project will decide on the use of post-operative medications. This includes, antibiotics, analgesics and other medications as necessary.

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