RULES FOR ENROLLMENT OF A PATIENT AND PROCEDURES IN THE MUSTAFAWI DIALYSIS CENTRE CANTT BOARD DISPENSARY KAMRA.

The Mustafawi Dialysis Centre will operate under the following procedures.

1. ENROLLMENT OF THE PATIENT:

The civil patients with end stage renal disease (GFR > 15 per min), who belong to kamra and surrounding areas will be entertained for the dialysis with the following pre requisites.

Sr. No.	GENERAL CONDITIONS	SPECIFICATIONS
i.	Patient must have mature, working fistula.	---
ii.	Patient must have undergone at least 04 dialysis at some other hospital.	---
iii.	Patient must be vitally stable.	His pulse, B.P blood sugar, temperature and cardiac profile must be normal. All lab test must be normal
iv.	Patient must be examined and assessed by Medial Specialist PAEC before his / her first dialysis MDS.	---
v.	Patient must get checked up from a nephrologists of the Medical Specialist advises for it.	---
vi.	Patient must not be hepatitis B+ve, or HIV +ve or T.B + ve	HCV+ve patients will be selected if they fulfill the required criteria
vii.	Patient must not be a part of any Banned terrorist organization.	To be verified by the welfare society Kamra for this purpose.

2. THE MANAGEMENT OF MUSTAFAWI DIALYSIS CENTRE WILL PROVIDE THE FOLLOWING SERVICES TO THE PATIENTS ENROLLED UNDER RULE NO.01, TABULATED ABOVE:

(A)	**FOR NON AFFORDING / POOR PATIENTS:** Non Affording Patients will be entertained with the following free facilities: i. Free Hemo Dialysis Procedure. ii. Free Dispensary Stay. iii. Free Hemo Dialysis kit + Injection Normal Saline 1000 ml+ D/S Syringe 10 cc + Injection Heparin. iv. Free Consultation of C.B Dispensary / DMO If needed. • **(Note Injection Erythropoietin will be arranged by the patient him/ herself).**	Completely free dialysis will be available to only non-affording patients. This will be verified from 05 member Committee: a. Vice President Kamra b. Member CBK c. Superintendent C.B Kamra. d. Two other members of welfare committee Kamra.
(B)	**FOR AFFORDING PATIENTS:** • Affording patients (not a candidate of zakat / Sadqa) will bring the dialysis kit and all other items needed for the dialysis him/ herself).	---
(C)	**WELL-OFF PATIENTS:** Such patients will pay an extra Rs. 1000/- for dispensary stay and hemo dialysis procedure alongwith the dialyzing kit and other items required.	Affording patients may donate free hemo dialysis kits to Mustafawi Dialysis Centre for the poor patients / non affording (optional)

THE PATIENTS / ATTENDANTS OF THE PATIENTS WILL FOLLOW THE FOLLOWING RULES:

i.	Patients must come on due date and specified time.	The patients / attendants who are / have been involved in any type of anti- state terrorist activities will not be entertained at CB Dispensary.
ii.	Maximum Two attendants will company a patient.	
iii.	Before the start of procedure, each time written consent will be signed by the patient or his attendant regarding the risk of the procedure.	
iv.	Injection Erythropoietin will be arranged by the patient/ attendants him/ herself).	
v.	In case of emergency or referral to a tertiary care hospital all expenses will be arranged by the patients / attendant.	
vi.	The attendants are not allowed to agitate or interfere in the management affairs.	
vii.	In case of any complaint, they may write to the CEO / members of the management committee and their decisions will be obligatory to the dialysis management.	

8. **GENERAL RULES:**

The following general rules will be adopted by the Cantt Board Management.

i.	Entry passes will be issued to the patient on dialysis.	• If advised by a nephrologist 03 dialysis per week will be provided to the patient. • Disinfection of machines will be done on Saturday.
ii.	02 visits of each patient per week.	
iii.	Mustafawi Dialysis Centre timing 08.30am to 02:00 PM.	**CHARGES:** Ecc • Free for non affording patients of dialysis. • 1/3rd of the decided charges will be taken from the Cantt Board employees. • Affording dialysis patients and civilian patients will pay the whole charges for the ECG.
iv.	Saturday will be off for Dialysis.	
v.	Admission Fee of Rs. 30/- will be charged each time.	
vi.	In case of DMO's or Dialysis technician's leave, dialysis will not take place on that date. Patient will be called on the next due date.	
vii.	ECG machine will be used on the dialysis patient as well as regular patient of the C.B Dispensary.	
viii.	Once the laboratory set up is complete, tests will be available for all the patients (dialysis / regular).	**CHARGES (EACH TEST):** • Free for non affording patients. • 1/3rd of charges for the C.B employees. • Full charges for affording dialysis patients and civilian patients.
ix.	Funds collected from donors the ECG and laboratory tests will be added to the donations for must dialysis centre.	
x.	Any amendment / changes will be done according to C.B rules / procedure.	

Moreover, the conditions of the dialysis machines and the general hygiene of the C.B Dispensary will be the responsibility of Medical officer and the staff.

DIALYSIS PROTOCOL:

The following protocol will be adopted during the dialysis procedure.

i. The patients must come for the dialysis on the due date. ii. He must bring his latest lab reports. iii. Patient's vital signs will be assessed by the C.B Dispensary staff and concurrence from the guardians will be obtained. iv. The presence of Medical officer and the technical staff will be ensured by the Medical officer during dialysis. v. The Medical officer will be in contact with the Medical Specialist of PAC Hospital Kamra during the patient's dialysis. **(Note: if the Medical officer declares that the patient is vitally stable, only then dialysis will be started).**	**EMERGENCY SITUATION:** • In case of any emergency, call will be sent to PAC Hospital for the ambulance and patient will be shifted to PAC Hospital. • It will be made sure that the patient gets an immediate entry into the hospital. All charges at PAC Hospital will be paid by the patient / attended.

4. POST DIALYSIS PROTOCOL:

The following Post Dialysis Protocol will be adopted by the management.

On completion of dialysis, patients will be sent home after following: • Checking the vital of the patient. • Securing the fistula. • Given the date for next dialysis.	**MUST FOR PATIENTS:** (Note: Patient is advised to get consultation from a nephrologists at his / her own at least once in every 03 month).

5. THE MANAGEMENT OF PAC HOSPITAL WILL ASSIST ON THE FOLLOWING MATTERS:

i. Patient must be examined and assessed by Medial Specialist PAC before his / her first dialysis MDS. ii. In case of any emergency, call will be sent to PAC Hospital for the ambulance and patient will be shifted to PAC Hospital and will be managed by PAC Hospital Kamra. iii. It will be made sure that the patient gets an immediate entry into the hospital.	For this purpose special entry pass may be issued to the patient. **(Note) All charges at PAC Hospital to be paid by the patient / attendants themselves.**

6. THE HAMEED MEMORIAL HOSPITAL MANAGEMENT WILL ASSIST ON THE FOLLOWING MATTERS:

i. Laboratory tests at a minimum cost. ii. In case of any emergency Hameed Memorial management will avail its duty Doctor to assist the Medical officer of C.B Dispensary. iii. The patient referred by the C.B Dispensary will be taken up by the Hameed Memorial Hospital.	The patients will pay the suitable fee at their own.