

1.0 PURPOSE

- 1.1** To ensure compliance with all legal requirements of MTP act 1971 and all subsequent revisions.
- 1.2** To provide safe and secure environment to patients.

2.0 SCOPE

Patients who fall under Medical Termination of Pregnancy Act. Includes medical and surgical methods

3.0 RESPONSIBILITY AND AUTHORITY

RN/ NM/ RMO/ Registrar/ Consultant

4.0 DEFINITIONS & ABBREVIATIONS

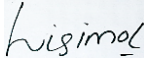

- 4.1** MTP: Medical Termination of Pregnancy means willful termination of pregnancy. The pregnancy may be terminated by either prescribing an abortifacient medication or by means of a surgical procedure.
- 4.2** "Act" means the Medical Termination of Pregnancy Act, 1971 (34 of 1971).
- 4.3** "Admission Register" means the register maintained under regulation 5
- 4.4** RN: Registered Nurse
- 4.5** NM: Nurse Manager
- 4.6** RMO: Resident Medical Officer

5.0 PROCEDURE

5.1 GENERAL:

5.1.1 Women seeking MTP facility at the hospital will be given the choice of either medical (MTP Pill) or surgical method of MTP depending on the assessed gestation of pregnancy as defined in Para 3 (a) and (b) of Form II (Annexure-II) of MTP Regulations 2003.

5.1.2 The Consultant Obstetrician will take a detailed history and confirm the grounds for abortion under the MTP Act.

| | REVIEWED BY | APPROVED BY |
|--------------------|---|---|
| NAME | Ms. Ligimol Biju | Dr. Mangala Patil |
| DESIGNATION | Nurse In-charge- Gynaec OT & Maternity Ward | Consultant- Obstetrics & Gynecology |
| SIGNATURE |  |  |
| DATE | 04/08/24 | 04/08/24 |

5.1.3 The Consultant Obstetrician will discuss options regarding the nature of available procedures and anesthetic choices.

5.1.4 The Consultant Obstetrician provide information regarding the possible complications during and post MTP procedure and offer advice regarding the after-care.

5.1.5 The patient's will undergo the Admission process ,RN/NM of Maternity department will provide MTP serial no as romen letters,new UHID will be created from billing department,and investigations done as appropriate for the gestational age.

5.1.6 RN/Registrar/Consultant will enter details on MTP register.

5.1.7 MTP checklist is filled and kept in admission file/in consent envelope in case of medical MTP

5.2 MEDICAL METHOD OF MEDICAL TERMINATION OF PREGNANCY (MTP):

5.2.1 Patients within 49 days of last menstrual period (LMP) will be eligible for medical method of MTP (Tablet Mifepristone + Tablet/Sup Misoprostol)

5.2.2 Consultant who terminates any pregnancy shall, within three hours from the termination of the pregnancy certify such termination in Form-I.(Annexure-I)

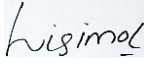

5.2.3 In case of OPD patients, Consultant will enter patient's details of patients in the MTP register-(Annexure III) which will be in the custody of OT Nurse Manager.



MTP_Form 3.docx

5.3 SURGICAL MTP:

5.3.1 The patients requiring surgical method for MTP will be admitted in the maternity ward

| | REVIEWED BY | APPROVED BY |
|--------------------|---|---|
| NAME | Ms. Ligimol Biju | Dr. Mangala Patil |
| DESIGNATION | Nurse In-charge- Gynaec OT & Maternity Ward | Consultant- Obstetrics & Gynecology |
| SIGNATURE |  |  |
| DATE | 04/08/24 | 04/08/24 |

5.3.2 In case of patients availing cashless service, the front office will get the Consent form for AUTHORIZATION FOR RELEASE OF INFORMATION TO THE INSURANCE CO. filled from the patient and attach it to the patient's file.

5.3.3 The Gynecologist will sign the Form 1 (Ref: Annexure 1). In case of 2nd Trimester (20 to 24 weeks of pregnancy) MTP, opinion and signature of two Gynecologists will be taken.

5.3.4 Please note: no MTP to be done for more than 24 weeks, if indicated only under court order.

5.4 CUSTODY OF FORMS:

5.4.1 The consent form for the termination of pregnancy, together with the certified opinion recorded under section 3 or section 5, as the case may be and the intimation of termination of pregnancy shall be placed in an envelope which shall be sealed

5.4.2 The sealed envelope with MTP consent and radiology report is sent to Head Medical Services and it shall be kept in the safe custody.

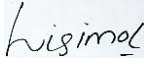

5.4.3 On every envelope the serial number assigned to the pregnant woman in the Admission Register shall be noted and the name of the Consultant by whom the pregnancy was terminated and such envelope shall be marked "SECRET".

5.5 MAINTENANCE OF ADMISSION REGISTER:

5.5.1 Admission Register as per Form III shall maintain for recording the details of the admissions of women for the termination of their pregnancies.

5.5.2 Register is kept for a period of five years from the end of the calendar year it relates to.

5.5.3 The entries in the Admission Register shall be made serially and a fresh serial shall be started at the commencement of each calendar

| | REVIEWED BY | APPROVED BY |
|--------------------|---|---|
| NAME | Ms. Ligimol Biju | Dr. Mangala Patil |
| DESIGNATION | Nurse In-charge- Gynaec OT & Maternity Ward | Consultant- Obstetrics & Gynecology |
| SIGNATURE |  |  |
| DATE | 04/08/24 | 04/08/24 |

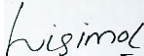

year and the serial number of the particular year shall be distinguished from the serial number of other years by mentioning the year against the serial number, for example, serial number 5 of 2019 and serial number 5 of 2020 shall be mentioned as 5/2019 (V MMIX) and 5/2020 (V MMXX).

5.6 RESPONSIBILITIES OF RN:

- 5.6.1 Pre-operative check list is filled by RN
- 5.6.2 RN shift the patient to OT
- 5.6.3 Serial number should be the Name mentioned in OT Register and not the name of the patient.

5.7 RESPONSIBILITIES OF OTHER TEAM MEMBERS:

- 5.7.1 On discharge instructions are given regarding medicines related to the procedure done and also educated about modalities of contraception by the Consultant treating the patient and briefed about the schedule for follow up.
- 5.7.2 Patient files will be handed over to MRD on the same day.
- 5.7.3 MTP files will be kept in a separate cupboard under lock and key.
- 5.7.4 There will be 2 sets of keys for MRD cupboard, one key would be in the main key board at the back office on the ground floor (whose key is with the security) and the other key would be with MRD in-charge.
- 5.7.5 MTP Register would be destroyed locally after completion of 5 years from the date of last entry in the Register.

| | REVIEWED BY | APPROVED BY |
|--------------------|---|---|
| NAME | Ms. Ligimol Biju | Dr. Mangala Patil |
| DESIGNATION | Nurse In-charge- Gynaec OT & Maternity Ward | Consultant- Obstetrics & Gynecology |
| SIGNATURE |  |  |
| DATE | 04/08/24 | 04/08/24 |