

DO'S AND DONT'S FOR ULTRASOUND CLINIC (GENETIC CLINIC) UNDER PC & PNDT Act

DO`S

Registration

A. For your own centre/hospital

- Get the clinic registered under the Competent Appropriate Authority by application in prescribed form A.
- Attach relevant documents of machine, place and person handling the ultrasound.
- All machines (OPD, ICU, OT, MOBILE) must be registered.
- All specialists including radiologist and other specialist who are sharing machine must be registered.
- Keep date of expiry of registration in memory or put of notice board.
- Check whether name of radiologist and make and model number of machine is written correctly on registration certificate.

B. For visiting non-owned centre

- Verify PC & PNDT registration validity.
- Check whether your name is added and written correctly on registration certificate.
- Verify machine registration.
- Verify all other specialist who are sharing machine are also registered.
- Apply to Appropriate authority via the centre for addition of your name in the certificate (time 30 days as per act/ 7 days as per Delhi High Court decision).

Display

- PC & PNDT Certificate at two places (waiting hall and USG room).
- Board in two languages that sex selection is not done here and is punishable offence for patient relatives and doctor both.
- Routine visit/OPD timing of all specialists in waiting hall.
- Copy of PC & PNDT Act book.

Renewal

- Apply 90 days in advance for your convenience (minimum 30 days advance application is required as per act).
- Apply in prescribed formats and with all relevant documents.

Change

- Change of person (specialist), machine or place.
- Apply 30 days in advance.
- Give relevant documents.

Machine purchase

- Only from registered vendor/company having PC & PNDT registration certificate.
- Only from clinic/hospital having PC & PNDT registration certificate.

Procedure of doing ANC ultrasound

- Wear name plate of dress while doing ultrasound.
- Ask the patient for referral slip from concerned doctor.
- If not available, prepare a self referral slip with name address of patient indication and clinical details of patient, and sign it, and take signature of patient also on it with reason for not bring referral slip.
- Enter ANC patient details in separate OPD register (five columns).
- Obtain patient signature on the declaration at end of Form F.
- Fill up Form F columns 1-12 in section A, B.
- If patient cannot sign, then take thumb impression, write RIGHT LEFT which hand thumb is taken with name of patient, obtain sign of witness with his / her full name address telephone number and relation if any with patient.
- Perform ultrasound, obtain images.
- Prepare report.
- Print declaration on report.
- Take duplicate print out of report.
- Sign on both reports.
- Complete Form F and sign at two places in Form F.

Monthly Report

- Submit before fifth of every month.
- Obtain stamped receipt of our copy of monthly report.

Record keeping (for two years)

- Give serial number to patient from first of every month.
- The serial number in ANC patient register and on Form F should match.
- Referral slip.
- Image/s, (copy of images given to patient).
- Form F.
- USG Report.
- Patient register.
- Monthly report.

Inspection by MO in-charge

- Every three months.
- Inform AA if inspection not done in three months.
- Ask for inspection report.
- May prepare a LOG BOOK for inspection, ask inspecting authority to write comments on log book whether everything is in order or not.
- If any extra information other than prescribed in law book is demanded during inspection or by AA request them to give in writing, don't take verbal orders.
- Inform your association immediately if AA gives or asked for any documents other than prescribed in law.

Invasive procedure (amniocentesis, CVS etc.)

- Apply for permission to do invasive procedure in form A.
- Radiologist can do invasive without additional training.

Dont 's

- DON'T EVER DO/PROMOTE SEX DETERMINATION.
- Do not advertise.
- Do not run/work at unregistered USG clinic/ Hospital.
- Do not work without adding your name in PC & PNDT registration.
- Do not work as ghost specialist i.e. don't give your certificates to someone where you don't work.
- Do not do ANC USG without referral slip or self-referral slip.
- Do not do ANC USG without proper record (even in emergency). Fill Form F properly and take signatures, it takes five more minutes after the scan to complete the record.
- Do not oblige anyone by doing ultrasound at a USG centre or hospital where you are not registered.
- Do not change person (specialist/machine) without intimation to AA and always keep signed receipt from AA office of any information given.
- Don't appoint locum Sonologist without informing to AA and always keep signed receipt from AA office of information given.
- Do not buy machine without information to AA /from non-registered vendor.
- Do not sell machine to unregistered clinic/vendor.
- Do not change place without information to AA and always keep OC of information given.
- Don't do invasive procedure at unregistered centre and without registering your name in PC & PNDT certificate.