

STANDARD OPERATING PROCEDURE FOR INSTITUTE AMBULANCE SERVICES

NIT Meghalaya Medical Center Ambulance service is available 24×7 for **EMERGENCY MEDICAL PURPOSE ONLY**. The usage of Institute Ambulance is limited to students, employees, and their official dependents residing on the campus.

All are requested to use the ambulance service judiciously and with utmost caution so that the neediest do not suffer if an emergency arises.

1. The Ambulance services will be provided for the transfer of patients from NIT Meghalaya Campus to outside Hospitals and not for any inter-hospital transport.
2. Ambulance will not pick up patients from any hospital outside the NIT Meghalaya campus to transport them back to the NIT Meghalaya campus or any other location.
3. Ambulance services are not meant to be used as a mode of transportation either within or outside the campus for any non-emergency medical issue, such as planned hospital visits, OPD visits, reviews/follow-up visits, or other such visits.
4. The Medical Officer/on-duty Staff in the medical center will decide if an emergency requires ambulance service and the type of vehicle to use on a case-by-case basis and as per availability.
5. The number of persons accompanying the patient will be regulated by the Medical Officer/on-duty Staff.
6. Ambulances can be used for doctors/hospital staff when they are called for emergency duty.

AMBULANCE WILL NOT BE PROVIDED

1. For report collections.
2. To transport of patients to Airport / Railway stations (unless the patient is to be transported via Train or Air Ambulance).
3. For non-emergency OPD (referral or non-referral cases), the Institute ambulances can't be used.
4. For transporting of goods of any kind inside/outside the campus.
5. For bringing the patient after discharge from outside hospital to the NIT Meghalaya campus unless the patient is incapacitated.
6. Ambulance cannot be used as Hearse outside the campus as per RTO rule.

Penalties for Ambulance misuse

There are provisions for imposing penalties either (a) for violating ambulance rules or (b) on situations where a person is found misusing the Institute's ambulance facility.

The penalties can be in the form of a heavy fine or invoking strict disciplinary action on the guilty person. The quantum of penalty imposed will be determined by the appropriate Authorities of the Institute, as mentioned below.

(a) For employees or dependents: By the Director, NIT Meghalaya, or the Officer delegated by the Director.

(b) For students: The Dean, Students Welfares, NIT Meghalaya

(c) For any person other than mentioned at point. (a) and point. (b): By the Director, NIT Meghalaya, or the Officer delegated by the Director.