

Report submitted to the board of SIRC about the activities of the centre

This report contains a list of activities that has been happening in the various departments of SIRC from January till June 2006. All the staff at SIRC has put in a lot of effort in bringing out the best results in their department as well as at SIRC. The main aim always has been to bring out the best results and give quality treatment to maximum numbers of patient. The report is divided into following headings:

Administration
Occupational Therapy
Physiotherapy
Social Service
Nursing

ADMINISTRATION:

- Beso volunteer Ian Minkley was here for five weeks
- Policies for usage of internet and telephone, homevisit, pay policy, staff handbook were developed with the help of the volunteer.
- Contract for staff and also voluntary as well as non voluntary assignment was drafted.
- Hand book for the staff that was developed addressed issues related to the staffs like pay, holidays, overtime, allowances , code of behavior, opportunities etc are explained.
- New receptionist has been hired as the old one resigned.
- Preparation for forthcoming golf tournament on November 4th has started.
- Proposal for the construction of the new building was written and submitted to Kadoorie Charitable foundation.
- Proposal for the purchase of the land was written and submitted to the Mr. Jurg Kunz.
- Sponsorship for 18 beds was received from Dr. Daniel Spitzer and Sir Sam Cowan.
- Stephen Muldoon from JGO visited the centre and future prospect of the JGO and SIRC collaboration were discussed.
- The strategic plan of the Centre was reviewed and revised with the help of Mr. Muldoon.
- The manual for the spinal injure "Kehi Jankari Kehi Seep" was launched with the financial support of plan Nepal.
- The Guiding principles of SCI launched by ASCoN were distributed in different hospitals.
- A retreat was conducted on 19 march and all the board members participated. Also all the department heads made a presentation to the board about their department's success and needs.
- Regular department heads meeting and staff meeting have been conducted.

- Mr. Adrian Sym and Ms Nataha Yolland resigned from their post.
- Coordination was continued with Nursing and Physiotherapy School for placement of students.
- Contracts with service providers are well maintained.
- A need for fundraiser was felt and needs to be addressed immediately.
- A need for an administrative staff was felt and needs to be addressed immediately.

OCCUPATIONAL THERAPY:

- Review of the assessment forms was done and new forms like evaluation forms were also developed.
- Started staff education and occupational therapist was hired to teach the OT staff
- The ADL and strengthening of the upper extremities as got better and is continued.
- OT team attended regular home visits with the other team members.
- OT team has participated in regular meetings and case presentations.
- OPD service was provided to 2 patients.
- Focus was more on splinting and advance splinting was done over the past few months.
- Appropriate cushion for the wheelchair was started to be made at the centre itself. The patients need to pay some money for it.
- OT team has been conducting and continuing the patient education class.
- Focus was more on the Multi disciplinary team (MDT) meetings and communication.
- **Equipment for**
- Participated in the conference in Pokhara
- Conducted patient recreation class continuously.

PHYSIONTHERAPY DEPARTMENT

- Assessment forms reviewed and redone.
- 2 volunteers came for volunteering. The job description and planning for the volunteer is ongoing.
- Chapters identified and carried out for patient education and peer counseling.
- Treatment for the patients was continued in better way.
- Wheelchair assessment and assembling for the motivation project was started.
- OPD services were provided to few patients.
- PT team participated in the home visit.
- Focus was more on the relationship and coordination of the PT and OT.
- Evaluation form was developed.
- Conference on Delhi and Pokhara was attended by the PT in charge.

- New methods and techniques were applied in the treatment techniques.

SOCIAL SERVICE DEPARTMENT

- Financial Assessment form was drafted and applied to manage charity for the patient.
- Form for home visit was developed.
- Home visits was organized and implemented regularly.
- Patient meetings and counseling sessions were continued.
- Charity shop was opened and is running smoothly.
- Coordinating with other organization for free wheelchairs for the patient was continued.
- Patients' financial and other problems addressed through different problem solving techniques.
- Follow up letters were sent regularly to patients and they are sending feedback too.
- Follow up on micro credit program was continued.
- Involving more patients in the vocational training program.
- Hospital visit with nursing department.

NURSING DEPARTMENT

- Regular participation in the MDT round.
- New forms were developed for the nursing department.
- Patient's goal setting with MDT and follow up.
- Monthly evaluation form developed and evaluation continued.
- Patients profile was updated.
- Hospital visit with social service department was carried out.
- Management of nursing students.
- Two volunteer helped in the nursing department in the past six months
- Expansion of beds; now we have thirty beds.
- Education classes for the patient and the care givers
- Nursing department continued participating in the Home Visits.
- CIS chart maintained.
- New patient schedule board started with the help of MDT.
- Meetings with patient is continued.