

CHAPTER 5
COMMITTEES

1) Grievance Cell Committee

Committee of the employees with representative of the hospital & Union.

Established In year 1972

Objective To solve the grievance of employee

Activities Meeting between administration and Members of Grievance cell

Role of the Committee Resolve the problem of Complainant.

Members Medical superintendent
Administrative Officer, Matron
Labour Officer
Representative of Union

Frequency of meeting 4 in one Year.

Minutes of meeting to be prepared.

Common public cannot participate in the meeting.

2) Dakshata Committee

Committee of the representative of Corporators who represent the general public, social workers for community.

Objective To put forth the problem of general public attending/ served by the hospital.

To obtain guidance about improvement in hospital services.

Address the people problem

To bring the people problem to the notice of the administrative authority.

To reach some solution to the problem.

To understand the system of hospital in place & to make public awareness of the same.

To Volunteers during mass casualty & disasters coming in casualty.

Activities To obtain better relationship & understanding between public and hospital.

Creating harmony relationships among all stake holders of Hospital.

Structure of Members

M.S., Dy. M.S., Sr. M.O., Matron, A.O., C.D.O., Corporator's Representative of N.G.O.'s (total 16 Corporator's and N.G.O. representatives.)

Frequency of meeting

Last Monday of every month

Public cannot participate directly but they can put their complaints in complaint box which tried to resolve in the meeting and if necessary. Complainant is called at M.S. office and his grievance is tried to resolve.

Minutes of this meeting are prepared.

3) **Prevention of Sexual harassment at Work Place:**

Committee constrain of employees from different department of hospital with majority of female representatives.

Established in the year — 2003

Objective

- 1) Resolve sexual harassment at work places of the female employees.
- 2) To conduct inquiry if necessary
- 3) To reach to a solution.
- 4) To provide emotional support and backing to the sexually harassed employee.

Structure

M.S. (Chairman)
Representative of each department & C. D. O.
Representative of N.G.O.

(As Per Guidelines)

Frequency of meeting once in a month Minutes are prepared of each meeting.

4) Infection control Committee.

Introduction : This Committee discuss and find the solution to control various hospital acquired infection. This Committee also supervise the sterilization process of O.T. and all important departments.
Establishment 2005.

Members : Medical Superintendent.
H.O.D. Surgery Deptt. HOD Gynaec. Deptt., H.O.D. Ophtal deptt.,
H.O.D. Ortho. Deptt., H.O.D Pead. Deptt., J.S.O. Microbiology Deptt.

Activities : 1) Supervision of O.T. Complex in relation to sterilization
2) Study the acquired infection in the ward and to find the solution as soon as possible.
3) Conduct the meeting regularly
4) Formulate Protocol / To avoid Nasocomial Infection.

Frequency of meeting - Twice a year and as & when required.