



## **Velammal Medical College Hospital and Research Institute**

Velammal Village, Madurai- Tuticorin Ring Road, Anupanadi,  
Madurai - 625009

### Minutes of the meeting

A meeting for the HODs was convened on 24.01.2023 at 2:30pm in Hospital Board room. The meeting was presided by the Dean and attended by the CAO, MS, and HODs.

#### **Agenda:**

1. Increasing IP strength
2. Improving academic activities
3. Getting ready for upcoming inspections

The following points were discussed and decisions were arrived at:

1. **Improving the quality**—It was resolved that HODs and Faculties should take rounds in afternoon as well to effectively monitor Postgraduates and Housesurgeons and to avoid any catastrophes.

It was learnt that some Faculties were taking more time to complete certain Procedures/Surgeries. Faculties were asked to reduce the average time spent for Surgeries/Procedures. Senior should assist to reduce the time.

It was a general feedback from patients that they weren't seen by the concerned doctors who admitted them.

2. **Submission of Proforma** – A proforma will be prepared and Circulated among PG departments which has to be completed by the PGs, signed by the guide and the HOD and to be submitted to the MS for scrutinization. The proforma will have complete details of the PG student viz- attendance, leaves, seminars, CMEs, Conferences attended, Papers presented, Dissertation topics etc.
3. **OT list** – It was learnt that OT list is not shared by the departments ontime. To properly utilize the resources, OT list should be sent before 2pm everyday.





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4. **Surgery Consent** – It was learnt that consent for Surgery is not clearly explained to Patients/Attendants. Attendants should be clearly explained about the procedure and the complications involved.
5. **100 % Attendance for meetings**- If a meeting is a convened for a department, all Faculties should attend and there should not be any absenteeism. Faculties on PDO should also be asked by the HOD to attend.
6. **Faculty Strength as per norms**- All HODs were asked whether there is any shortage or if there is any difficulty in the current working pattern. It was learnt that there wasn't any shortage of resources.
7. **Inspection** – Departments were asked to get ready for the inspection and to nominate a coordinator to facilitate for smooth conduct of inspection.
8. **NMC Biometric attendance**- Aadhar Based Biometric attendance will be checked rather than the attendance registered in the Hospital device. Asked everyone to register their attendance both In and Out in the NMC attendance machine as well.
9. **Camps** - Hon. Chairman Sir has contacted Councillors to organize camps in their Wards. Referral patients have to be followed-up by concerned department doctors.
10. It was learnt that certain essential, frequently recommended and low cost drugs weren't in the list of Free drugs. **Departments to submit the revised list for approval.**
11. **Departments should send the schedule for Clinical and Theory classes before 2<sup>nd</sup> of every month and should adhere to the schedule. Departments should maintain a separate file for curriculum, CMEs/Seminars etc.**

Meeting ended with vote of thanks.

  
Dean





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06.06.2023

**Minutes of the meeting**

In view of the scheduled Postgraduate NMC inspections, an urgent for the HODs and NMC departmental coordinators of Exam-going PG Departments was convened on 06.06.2023 at 2:00pm in Hospital Board room. The meeting was presided by the Dean and attended by the MS, VP, HODs and their departmental coordinators.

**Agenda:**

1. What all HODs to be aware of at the time of inspection
2. Records being verified at the time of inspection

The following points were discussed:

1. **SAF Forms**—SAF Forms along with the Faculty list will be shared to the HODs. Except statistics part, all other details should be completely filled by the concerned HOD.
2. **AEBAS Attendance** – HODs were requested to ask their team to mandatorily register their presence in the NMC AEBAS device and to sign in the department register.
3. **Declaration Forms & Form 16** – Declaration forms to be completed. HODs to verify the forms and the enclosures. Form-16 for the year 2022-23 to be enclosed in Faculty Declaration forms.
4. **Equipments** – HODs should ensure list of equipments as per the required norms of NMC are available in the department
5. **Books & Journals** –. HODs should ensure the updated book list is maintained in a separate file and books available in the department.
6. **Dissertation topics** given for PGs and their guide names should be known to the HODs.
7. **Unit-wise bed Distribution** – HODs to keep ready the bed occupancy statistics for the last 3 months.





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8. **Curriculum** – A separate file to be maintained for both old and CBME curriculum for UG and PG.
9. **Exam Pattern** – HODs should be aware of the exam pattern of current batch and succeeding CBME batch.
10. **Records being verified:**
  - a. Departmental attendance Register for PGs
  - b. Academic Schedules PG/UG (CBME and Non-CBME) with Departmental teaching Diaries.
  - c. Skill trainings/Workshops conducted for PGs – should have the attendance as evidence and the same should be reflected in logbooks.
  - d. External Postings given for PGs – Records to be maintained with the duration of the Postings, attendance and feedback from the centre where the PG was posted.
  - e. CBME Curriculum implementation for both UG and PGs (2021 batch) – Register to be maintained with details of theory classes conducted, topics discussed, PGs attended and the Faculty who took the class.
  - f. Periodic Assessments conducted for both UG and PGs – Register to be maintained as evidence
  - g. University Circulars received regarding PG trainings (RMBS) with proof of attendance.
  - h. Publications of PGs – All Publications of PGs should be available in the department as hard copy in a separate file.
  - i. Proof of CMEs/Conferences/Workshops attended by the PGs should be available in the department.
  - j. PG Logbooks, Dissertations should be available in the department.
  - k. Records of Journal Clubs/Mortality meeting/Clinical Society meetings/SGD and Tutorials conducted for attended by PGs should be available in the department. Journal club meeting file should have a copy of the article discussed. The discussed article should be from accredited Journal.

Meeting ended with vote of thanks.

  
Dean





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### **Minutes of the meeting**

A meeting of HODs was convened on 20.09.2023 at 3pm in Hospital Boardroom. The meeting was chaired by the Hon'ble Chairman Sir and the Director co-chaired the meeting and attended by the Dean, MS, Vice Principal, Chief Administrative Officer and HODs of all departments.

The following matters were discussed and decisions were arrived at:

1. **Rescheduling of Clinical Posting** – the matter was discussed in length and irregularity of students in attending academic sessions before and after the clinical postings was brought to the notice of all the members present. It was resolved that the clinical hours for Undergraduate students (II & III year) will be conducted between 10am to 1pm. The theory hour that was scheduled between 12noon and 1pm will be preponed to 9am -10am.
2. **Submission of Clinical Attendance to the office of Vice Principal** – The Hon'ble Chairman Sir has instructed the Head HR to post 1 person who will coordinate, collect and submit the Clinical posting attendance details to the office of Vice Principal before 10:30am every day.
3. **Interns- Irregularity** – It was resolved that all interns are expected to maintain their stipulated hours of posting and not deviate or cause any dereliction of duty. All heads of the departments were advised by the Hon'ble Chairman Sir to monitor the regularity of interns and whoever defaulted shall be made to go in for an extension of posting as a punitive action.
4. **Dress Code for Interns** – Heads of the department mentioned about the current dress code adopted by the Interns. It was resolved that no interns shall come to duty in Scrub suits, however, they can wear scrub suits for OT. All interns are supposed to come in formal wear and must be with proper attire. They are suppose to wear their name badge & apron without fail.
5. **Submission of Minutes of the Meeting of the Department**-All Heads of the departments are expected to submit the Minutes of the Meeting of their department to the Office of the Dean periodically without fail.

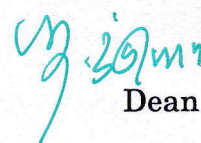




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6. **Batch Representatives-** Vice Principal was instructed by the Honorable Chairman Sir, to freshly nominate representatives for all batches and submit the same to the Chairman's office & Dean's office
7. **Quiz Programs** - To enhance interest in the subject the heads of the departments were advised by Hon.Chairman Sir to conduct quiz programs for students
8. **Medals** - Hon.Chairman Sir advised constitution of Medals for Achievers for various subjects under different categories.
9. **Rural Camps** - Dr.Samir Bele, Professor & HOD of Community Medicine was advised by Hon. Chairman Sir to conduct various outreach camps in rural areas to enable educational and health related activity.

  
Dean





## **VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE**

"Velammal Village", Madurai-Tuticorin Ring Road, Anuppanadi, Madurai – 625 009.

Ph: 0452 711 3333

### **MINUTES OF MEETING**

The following decisions are taken during the Clinical HODs meeting held on 10/01/2024 at 12noon in Hospital Boardroom:

1. Past medication history should be recorded in the OP sheets by the consulting doctor.
2. For cross referral cases, the doctors are requested to go through the previous pages of the OP sheet to avoid writing repeated medicines.
3. Regarding specialist opinion requests, house surgeons are advised to ensure that the opinion request has been forwarded to the particular specialist consultant through the referral form and that the patient is seen by the doctor on the same day.
4. Patients who are able to walk can be brought to the concerned OPD for opinion with the help of house surgeons
5. Based on the condition of the patient, the consultants are requested to visit the patients in the ward directly if the patient is unstable or unable to walk.
6. Consent forms should be signed only by the primary doctor, not by the CRRIs and JRs.
7. It is advised to avoid the verbal orders for investigations and tests unless it is emergency, everything should be recorded in the case sheets.
8. There should not be any discrepancy in the pain score level recorded by the doctors and nurses, it is suggested the nurses to write the same pain score what doctor has written.





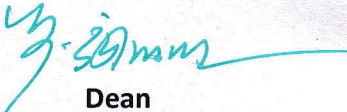
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9. Safety checklist should be properly documented in the operation theaters and it should be signed by the concerned anesthetist, surgeon and OT nurse. Other documentation in OT and cathlab such as in-time, out-time, operating team details should be recorded properly.
10. Consent forms should not be incomplete, all the areas should be filled by the CRRIs/JRs and get it signed only from the primary doctor.
11. It is observed that Date, Signature and time are not being properly recorded in the case sheets. Hence, the ward secretaries should check the case sheets and should not handover the incomplete case sheets to MRD.
12. Duty roster should be submitted on 25<sup>th</sup> day of each month and to be followed strictly.
13. It is advised not to sanction leave/week-off for more than 2 doctors in a department, and not to encourage combining PDO with leaves and availing long leaves.

HODs are requested to strictly implement the above and monitor effectively.

  
Dean