

## GENERAL INSTRUCTIONS FOR RESIDENT DOCTORS

1. Stipend paid to DNB students is governed by Railway board policies received from time to time and may change during the course or back date effect, accordingly.
2. All the trainees (DNB/CPS/HS/Internship) have to perform duties in the department, intensive care area and emergency room as per protocol of the Hospital. Residents can be assigned any duty deemed essential by the administration in larger interest of the Hospital working.
3. All residents need to enter their specimen signature in the register kept in Dispensary without which medicines will not be issued for prescriptions written by them.
4. It is mandatory to wear white apron and ID badge in the hospital during duty.
5. All residents should ensure 100% entry in HMIS, and fill OPD and Indoor sheet in neat and legible hand writing and put signatures clearly depicting their names.
6. Case history should be written properly and Diagnosis and Result should invariably be mentioned in Indoor sheets. OPD papers should have brief history and provisional Diagnosis.
7. Residents have to follow all the hospitals protocols including **‘Hospital Infection Control committee’ (HICC) protocol.**
8. In the course of clinical practice, residents should write investigations and medicines judiciously using proper clinical acumen. Requesting routine investigations in emergency hours should be avoided.
9. All residents are required to maintain standards of behavior expected of students of medical fraternity. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.
10. Allotment of rooms shall be the sole discretion of the administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives.
11. If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities. Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.
12. The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hospital Management shall take strict disciplinary action.
13. The boarders will be responsible for the safe keeping of their own property.
14. Prior appointment through HOD of department should be obtained for meeting Medical Director of hospital.
15. Ragging or bullying of any kind to other student in Hospital campus or out side will not be tolerated. Single incident, even by mistake, will not be tolerated and you will be terminated from the course and Hospital.

**Any violation of above instructions noticed for three times may be communicated to NBEMS with recommendation for termination from the course.**

**Kindly allow me to join as RESIDENT DOCTOR, I shall abide by the above-mentioned rules.**

Date:  
(in 2 copies)

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Sign of Resident Doctor  
Name: