

JRH Campus & Hostel Guideline

Instructions for DNB trainees of Jagjivan Ram Hospital

Introduction

The Jagjivan Ram Hospital is a tertiary care center, where the employees of the Western Railway and their families would receive the benefit of advanced medical care and specialist opinion. It caters to the needs of Railway employees, and families in Mumbai and in Mumbai Division.

Jagjivan ram Hospital has bed strength of 361 with 32 ICU beds. The Hospital now has a reputation of one of the premium institutes of Indian Railways providing all basic specialties services with super specialties in Cardiology, Cardio vascular thoracic Surgery, Neurosurgery, Joint Replacement Surgery, Gastro-intestinal Surgery, Gastroenterology Medicine, Cardiology and Cardiothoracic Vascular Surgery, Urology, Renal dialysis Neurosurgery, Onco-surgery, Advanced Pain Clinic & Corneal Transplant center. It is equipped with best gadgets available to provide best of the medical services to railway beneficiaries in all departments

JRH caters not only to patients from Western Railway but patients from all over Indian Railways are referred to JRH for treatment in various specialties. Annually around 1,90,000 patients are given treatment in OPD and 15,000 patients are managed in Indoor wards. Around 5 lakh diagnostic and 8,000 surgical procedures are carried out in a year in JRH.

The Hospital is recognized by National Board of Examinations in Medical Sciences, New Delhi (NBEMS) for imparting Post Graduate and Post-Doctoral Training Courses. It is also recognized by the various Teaching Institutes for Internship/training of courses like MBBS, Nursing, Lab technician, X- Ray Technician, Hospital management (TISS).

Hospital organizes Annual Conference every year and CMEs, Guest Lectures, Training programmes and Poster Exhibitions throughout the year for the benefit of Doctors, Staff and Patients round the year.

General Instructions:

- 1) All the trainees (DNB/CPS/HS/Interns/SR) have to perform duties in the department, intensive care area and emergency room as per the protocol of the Hospital. Residents can be assigned any duty deemed essential by the administration in the larger interest of the Hospital working.
- 2) All trainees must mark attendance by 8.30 am in muster kept in CSS chamber.
- 3) It is mandatory to wear white apron or hospital scrubs and ID badge in the hospital during duty.
- 4) Trainees should be available in ward after finishing OPD. They should prepare discharge papers on time so that discharge paper to be handed over to patient by 2.30 pm They should review investigations and cross references in afternoon

5) All the trainees have to follow all the hospitals protocols including 'Hospital Infection Control committee' (HICC) protocol etc.

6) 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.

7) Ragging or bullying of any kind to other students in Hospital campus or outside will not be tolerated. Single incident, even by mistake, will not be tolerated and you will be terminated from the course and Hospital.

8) Prior appointment through HOD of the department should be obtained for meeting the Medical Director of the hospital.

Stipend & Leave Rules:

1) The stipend paid to DNB/CPS/HS/SR 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 NBE Accredited Hospitals/ Institutes/Medical Colleges and DNB/FNB Trainees The following revised leave rules shall apply to the candidates, those who join on or after 2018.

3) DNB/FNB Trainees are entitled to avail leave during the course of DNB/FNB training as per the Leave Rules prescribed by NBE.

4) A DNB/FNB Trainees can avail a maximum of 30 DAYS of leave in A YEAR, excluding regular duty off/ Gazetted holidays as per hospital/institute calendar/policy. This leave shall be processed at the institutional level.

5) Any kind of study leave is NOT permissible to DNB/FNB Trainees.

6) Under normal circumstances, leave of one year should NOT be carried forward to the next year. However, in exceptional cases such as prolonged illness, the leave across the DNB/FNB training program may be clubbed together with prior approval of NBE.

7) Unauthorized absence from DNB/FNB training for MORE THAN 7 DAYS may lead to cancellation of registration and discontinuation of the DNB/FNB training and rejoining shall not be permitted.

8) Any Leave availed by the candidate other than the eligible leave (30 days per year) shall lead to extension of DNB /FNB training.

9) The training institute has to forward such requests to NBE along with the leave records of the candidate since his/her joining and supporting documents (if any) through the Head of the Institute with their recommendation/comments. NBE shall consider such requests on merit provided the seat is not carried over and compromise with training of existing trainees in the Department.

10) Any extension of DNB/FNB training beyond the scheduled completion date of training is permissible only under extraordinary circumstances with prior approval of NBE. Such extension is neither automatic nor shall be granted as a matter of routine.

11) DNB/FNB trainees are required to complete their training by a prescribed cutoff date (as per information bulletin of Exit exam) for being eligible to DNB/FNB Exit examination. The eligibility for DNB/FNB Final Examination shall be determined strictly in accordance with the criteria prescribed in the respective information bulletin.

Clinical Practice Instructions:

1) All residents should get their ID card and HMIS ID registered as soon as possible after joining the hospital.

2) All residents should ensure 100% entry in HMIS, and fill OPD and Indoor sheet in neat and legible handwriting and put signatures clearly depicting their designation along with names, date and time.

3) OPD papers should have brief history, provisional Diagnosis and follow up advice. In Indoor sheets, Case history should be written properly and in detail. Indoor sheets should contain Provisional, Final Diagnosis along with details of any procedure if performed and advice on Discharge.

4) 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.

5) Since the hospital is planning for NABH accreditation, all the necessary paperwork and instructions to be followed

Hostel Instructions:

1) 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.

2) Room allotment is for 1 year only, room may be changed anytime depending on requirement of the administration.

3) Resident doctors will NOT allow any other person to stay in their room/bed and will NOT interchange the accommodation without permission.

4) The boarders will be responsible for the safekeeping of their own property.

4) A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room. 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.

5) Resident doctors will not install any electronic gadgets. Alteration of furniture, fixtures etc. provided by Hostel authorities is strictly prohibited. Smoking , Alcohol & Narcotic consumption is strictly prohibited in and around Hostel premises. Males are not permitted in the rooms of Girl's Hostel at any time.

6) 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.

7) Resident doctors are required to vacate the hostel immediately on the date of completion, even if tenure is extended. Resident doctors should collect NOC within 7 days of completion. Room keys are to be handed over to the caretaker while taking 'no dues'.

8) If any Resident doctor is found staying without an allotment letter for occupied room or Non vacation of the accommodation in time will be attracting penalties, such as non issuance of completion certificate and or recovery of rent at market value from stipend.

9) Residents found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel / disciplinary action. The administration reserves the right to evict any Residents who do not comply.

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

Grievance Redressal Committee:

To address work-place based issues between the DNB/FNB trainees and NBEMS accredited hospitals, a Grievance Redressal Committee is constituted in the hospital.

The members of Grievance Redressal Committee has been revised academic session 2023 as under -

S. No	Members	Role	Name
1.	Head of the Institute	Chairman	Dr Mamta Sharma
2.	Medical Superintendent or equivalent in the hospital	Member & Convenor	Dr Ashok Kumar
3.	In-house, Senior Consultant, Medical Specialty	Member	Dr Savita Gangurde
4.	In-house, Senior Consultant, Surgical Specialty	Member	Dr Ashok Kumar Sharma
5.	DNB Coordinator of the hospital	Member	Dr Dinesh Kumar Sahu

6.	Representative of DNB & FNB Candidates of the hospital	Member	1. Dr Sanketa Lokhande 2. Dr Prachi Deshmukh
7.	External Medical Expert of the Rank of Professor of a Govt. Medical College <i>with Basic Science background</i>	Member	Dr Momi Baruah

1. The Terms of Reference for this committee shall be as under:

- To attend to grievances of registered DNB & FNB candidates related to DNB/FNB training against the hospital.
- To attend to disciplinary issues related to DNB/FNB training against registered DNB & FNB trainees of the hospital.
- To submit an action taken report to NBE in matters which are escalated for redressal at NBE level.

2. Any grievance related to DNB training shall be attended by this committee. Such matters shall not ordinarily be entertained by NBE directly. However, if the complainant is not satisfied with the decision of the hospital Grievance Redressal Committee, such matters shall be forwarded for further adjudication to the Grievance Redressal Committee of NBE constituted for this purpose along with action taken report of Grievance Redressal Committee of the concerned accredited hospital.

For information on hospital visit:

http://www.wr.indianrailways.gov.in/view_section.jsp?lang=0&id=0,1,684