

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
ARUNA ASAF ALI GOVT HOSPITAL
5, RAJPUR ROAD DELHI-54**

F. No. 1(126)/MSO/ AAAGH /2013/15030

Dated:01/03/2013

**CIRCULAR
CME's/TRAINING/WORKSHOP**

To update the knowledge of our Medical/Nursing & paramedical staff we are planning to organise CME,s on regular basis on issues of paramount importance related to Health/Admn./establishment which will benefit all & ultimately will lead to better patient care& hospital services. Dr. Sanjivini Nodal Officer (CME) along with her link officers will organise it on monthly/quarterly basis or as frequently as needed in co-ordination with different wings of the hospital. The following points are to be taken care off.

1. All Officials for which the CME is meant must attend & a record for this shall be maintained.
2. Speaker to be from our own hospital but if need arise we can arrange speakers from other hospital/organisation as per existing rules.
3. Training may be for one day/two days or more as required/needed. If CME arranged through pharmaceutical company, must see that there is no product promotion and MCI guidelines are followed.
4. ACLS/BCLS/First Aid Training/BMW Training to the concerned will be the part of CME programme.
5. An induction programme for new batch of 'SR's'/'JR's shall be held as soon as they join the department.
6. Nodal Officer shall prepare a schedule of such training /CME in advance with Date, Time, Venue, Speaker, Topic and target audience.
7. Light refreshment shall be provided by the competent authority.
8. There will be a Pre & Post Training Evaluation to assess success of the training programme.
9. I/C Care taking to arrange the conference hall and to see that AC /Lighting/Cleanliness/Audio Video System/Projectors etc. are functioning.
10. Case Presentation, achievement by a department/current issues and matter related to advancement in the field can be the part of the CME.
11. A hard copy of the CME may be circulated to all the participant & may be compiled inform of booklet for future reference.

12. Make the programme brief, interesting with fact and figures, having documentary video and practical tips of day to day importance.
13. Nodal Officer CME, may also see feasibility of arranging some training programme/workshop/observing functioning of departments/branches at other hospitals i.e. AIIMS, LNJP, CNBC/Pvt. Hospitals for imbibing the best practices of other hospitals.
14. Best CME/Workshop/Training programme shall be awarded yearly /6 monthly with trophy/certificate.

In first series of such CME's /Training programme/workshop following topics shall be considered and thereafter CME's I/C to follow:

| S. No. | Date & Time | Topic | Target Audience | Speaker |
|--------|-----------------|--|---|--|
| 1. | March 2013 | Mechanical Injuries and its medico legal aspects | CCMO A&E, Medical Officers, Casualty Medical Officers, SR's /JR's & any other doctor interested. | FM Specialist, Subzi Mandi Mortuary, AAAGH |
| 2. | March 2013 | Sexual Assault Examination Accused Examination of Victim | CCMO A&E, Medical Officers, CMO's Casualty, SR's /JR's Obs. & Gyn. Deptt. Sister I/C & Nursing Sisters casualty & Obs. & Gyn. Any other doctors/Staff nurse | FM Specialist & specialist from Obs. & Gyn. Deptt. |
| 3. | March 2013 | How to collect & preserve Biological & other materials of medical legal importance. | --Do-- | FM Specialist & Specialist from Obs. & Gyn. Deptt. |
| 4. | March 2013 | ICTC Training Programme | All doctors & Nursing Staff | Dr. Monika Chaudhary & others |
| 5. | Mar -Apr., 2013 | Medical negligence & common directions issued by Hon. Court/Competent authority while handling accident/Emergency cases. | CCMO A&E, Medical Officers, Casualty Medical Officers, SR's /JR's & any other doctor interested. | FM Specialist. |
| 6. | Mar -Apr., 2013 | Common CrPC codes a doctors should be aware/must know | CCMO A&E, Medical Officers, Casualty Medical Officers, SR's /JR's & any other doctor interested. | FM Specialist from Obs. & Gyn. Deptt. |
| 7. | Mar -Apr., 2013 | Bio-Medical waste handling | All doctors & Nursing & Paramedical Staff | Dr. Monika/Dr. Sonali Deptt of path. & micro |

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| 8. | Mar -Apr., 2013 | DOT – An update | --Do-- | Dr. Solomi/Dr. Rawat and others |
| 9. | Mar -Apr., 2013 | Workshop on First AID, handling Oxygen Cylinder/Fire extinguisher /Alarm System etc. | Group C&D/ Nursing & Paramedical Staff | Dr. Sanjivini Dr. Hemant |
| 10. | Mar -Apr., 2013 | Induction programme for all SR's/JR's | SR's/JR's and all clinical HOD's, A.O. Admn. & Sr. Account Officer | Dr. G.P. Kaushal Dr. Anuradha Khanna Dr. Sanjivini Gupta |
| 11. | Mar -Apr., 2013 | Training on Stress management/Yoga | All employees | Dr. Sanjivini to arrange |
| 12. | April 2013 onward | A Documentary/short film/message giving Video on health related issues & Bollywood film related to health i.e. Tare Zameen Par, Black, Barfi, My Name is Khan etc. Similarly films shows on national days – The Legend of Bhagat Singh/Shaeed etc. | All Hospital Staff | Dr. Sanjivini |

ALL TO CO-OPERATE.

(Dr. ASHOK JAISWAL)
MEDICAL SUPERINTENDENT

F. No. 1(126)/MSO/ AAAGH /2013

Dated:

Copy to: -

1. PA to MS, AAAGH
2. Nodal Officer CME Dr. Sanjivini
3. All HOD's and Branch Incharges/Unit I/C's
4. ANS/DNS/ Link Officer, AAAGH
5. I/C Poor House, AAAGH
6. I/C Mortuary, AAAGH
7. Notice Board
8. Guard File

(Dr. ASHOK JAISWAL)
MEDICAL SUPERINTENDENT

**LET'S SHARE/INCREASE/UPDATE KNOWLEDGE FOR THE
BETTERMENT OF THE PATIENTS.**