

REPORT CARD 04, JAN, 2013 TO MARCH 15TH (2.5month)

**DR. ASHOK JAISWAL
MEDICAL SUPERINTENDENT
ARUNA ASAF ALI GOVT HOSPITAL
5, RAJPUR ROAD, DELHI-110054**

- On being Entrusted with the charge of M.S. in Jan 2013 by the higher ups at a time when this hospital was in a fluid etic & Turbulent phase with more than 6 M.S. changing hand within a short span of 2 years, was a very difficult & challenging Task & I convey my sincere thanks to higher ups in reposing faith in me at this critical juncture.
- Put into action my Heart & Brain, took every problem as an opportunity to improve upon, did home work, class work, prioritize the work & moving forward in a planned & Systematic Manner with the aim of converting this hospital to AAA+ in True Sense.
- Of course this is due to continuous Hard work done by Our Team – a young & energetic Team. All members contributing to the success.

Here is the brief of work done by me & my team in a short span of 2.5 month

ACHIEVEMENTS

1. TEAM BUILDING & DELEGATION OF POWER

- Formed New Young energetic Team, delegated work & encouraged participative Management. Senior doctors assigned additional work, formed various committee's & Nodal officers for various works.

**2. FOCUSED ON INFRASTRUCTURAL DEVELOPMENT
PWD wing Activated**

NOC for fire safety obtained from fire service deptt. after completion of civil& Electrical work as per norms.

- Renovation of Toilets work Speeded up with handing over of 6 toilets out of 08 for public use.
- Renovation of Doctors Room/OPD Room Started & many rooms ready for use.
- Extension of Platform & shade at Registration Counter for patients done
- "Examination Room" for Female patients work completed & handed over
- LED lighting in Corridor/Passage/Outer areas done
- Work order given for repair of Flooring/Renovation of Minor OT, Dressing Room, Plaster Room CSSD/Union Room.
- Signage's put & more are under process.

3. Launched Cleanliness Drive & Punctuality Drive in the month of Jan,2013 & Feb.,2013 respectively. Daily Rounds were taken by the team to ensure highest degree of cleanliness & punctuality.

4. Patient Welfare Measures

- Medicine OPD Room with opening on outside to decongest the passage done.

- Registration Counter Platform & shade made/ Extended.
- Separate Examination Room for Female patients made.
- Family Welfare/Ortho/Paediatric Opd's renovated.
- Group C & D Staff made part of Disciplinary & Inter Deptt., Transfer Committee & Staff Welfare Committee.
- Swine flu Screening OPD & Ward Activated.
- Central Govt. Programme MCTS Started with Registration of more than 400 Cases.
- Pentavalent Vaccine – DPT, Hepatitis B & H Influenza introduced for infants from 13.03.2013, first baby vaccinated with this vaccine is Baby **Kishan**

5. **INNOVATION:**

- **MONOGRAM** - Design invited for A “Monogram” for the hospital to be put on our official stationary, I-Card, Letter Head/Uniform, with Reward to one coming with the best.
- **IMPREST MONEY – RS. 1000/** - Kept at the disposal of CCMO, A&E for the first time to be used for the purchase of any drug/item required by Indoor/Casualty patient in a situation when they are not available in the hospital.

6. **Labelled as MS on the MOVE** by my staff, yes but with purpose i.e. to know the ground realities & to work upon deficiencies observed
- Daily Morning Round of hospital taken
 - Surprise round taken at Odd hours.
 - Department/ Branch wise focused visit made, interaction done with top to bottom in the deptt. / Branch.

7. **HELD SERIES OF MEETINGS WITH ONE & ALL** to know their problem & what I aspect from them
- Meeting held with All HOD's, Clinical Heads.
 - Meeting with Group C & D Staff / Paramedical Staff
 - Meeting with Nodal Officers.
 - Meeting with Nursing Sister I/C/Union/Association
 - **ROGI KALYAAN SAMITI Meeting Held on 27.02.2013 where in OUR WORK WAS APPRECIATED By Hon. MLA & By ALL MEMBERS of the Committee**

8. **CME/WORKSHOP/TRAINING PROGRAMME** For Doctors /Nurses /Paramedical & Administrative Staff Started with the aim of updating knowledge/ Skill development. First CME in the series was held on 06.03.2013.

9. **ACTIVATED OUR I.T. Deptt.**

- Got our Official Website activated with uploading of circulars/orders etc on it
- Networking thru “LAN” in most of the department with Sharing of folder established
- Process initiated for getting DATA ENTRY OPERATORS & Asstt. Programmer.

10. **Formed Various Committees to assist & Streamlining hospital work**

- Central Advisory Committee G-10

- Crisis Management Group G-5
- Disciplinary Committee
- Inter deptt. Transfer Committee
- Staff Welfare Committee.

11. **Steps to fill up Vacant Post**

- Matter taken up with Competent Authority to fill up Vacant posts of Doctors, Nurses, Paramedical & Ministerial Staff.

12. **MOTIVATIONAL STEPS**

- Introduced the scheme of

a **BEST WORKER AWARD**

b **BEST DEPTT/BRANCH AWARD**

To be given every year in the month of July, Birthday of Smt. Aruna Asaf Ali—Freedom fighter on whose name is the name of our hospital.

13. **E-tendering** of various tenders/outsourced Services initiated & soon following tenders are going to be uploaded

- Pest Control
- X-Ray Waste solution & General Waste disposal
- Local Chemist
- Laundry Services
- Kitchen Services.
- Gas Supply
- General Store Item
- Memorandum of Understanding with DGEHS empanelled Hospital for JSSK Patient.

14. **UNION MATTER** - Toughest Decision taken to call them for dialogue/ talk to resolve the issue for the smooth functioning of the hospital and in the interest of the patients.

- A Grey area never touched upon by my predecessors. Took a calculated risk in inviting them for a talk and the process is on to resolve the conflict.

15. **EVENTS HELD IN JAN-MARCH 2013**

- Disability Camp held on 16-17 Jan. 2013, in Collaboration with Social Welfare, Education/ Transport/ SDM office
- 26th January was celebrated with distribution of Sweets to patients & Staff on duty
- Nukkad Natak held on 28.02.2013 in collaboration with Family Welfare Deptt. high- lighting importance of Aadhaar Card for the patients & public at large.
- Inauguration of Examination Room in Gynae / Medicine OPD.
- RKS meeting held on 27.02.2013
- Women's day Eve held on 07.03.13 & 08.03.13 - Family Welfare Deptt. & Obst. & Gynae Deptt. participated in it.
- CME Started on Regular basis, first being held on 06.03.2013 on the topic of HIV/AIDS.
- "Glaucoma" Camp held on 12.03.2013.

16. **IN PIPELINE**

- Implementation of HMIS in the hospital
- Modernization of O.T./ Mortuary, Subzi mandi & Office.
- Condemnation & disposal of condemned items.
- Audit Para's pending for decades to be taken care of
- Ensure 100% Bed Occupancy with achieving maximum EWS patients referral to Private hospitals.
- To Ensure Availability of all Essential medicines & Life Saving Equipments functional at all time.
- To move towards NABH Accreditation by Activating Quality Control Committee
- Activation of Hospital Library.
- Filling up of all Vacant post.
- Activating Transparency & Vigilance officer.

Miles to go before.....

(DR. ASHOK JAISWAL)
MEDICAL SUPERINTENDENT

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
ARUNA ASAF ALI GOVERNMENT HOSPITAL
5 RAJPUR ROAD, DELHI – 110054.**

No.F.3(184)/2010/AAAGH/

Dated:

Meeting to review and explore the shifting of C.S.S.D.

A meeting was conveyed under the chairmanship of Medical Superintendent on 07-06-12 at 2.00 pm where in DMS., PWD I/C, HOD Anesthesia participated.

The matter was discussed with Rogi Kalyan Samiti during the last meeting that the room situated in ground floor union office is quite big and can be utilize in public interest. Further it is stated to explore the shifting of CSSD to this space in consultation with JE (Civil) & JE (Electrical). The matter was also spoken telephonically with JE Civil & Electrical about relocating this space & for an early action in this regard.

**(DR. ASHOK JAISWAL)
DY. MEDICAL SUPERINTENDENT**

No.F.3(184)/2010/AAAGH

Dated:

Copy for information & necessary action to:-

1. PS to MS, AAAGH
2. Head of Office, AAAGH
3. Executive Engineer PWD (Electrical) EPD EMD M-353N, Below ISBT flyover, Ring Road, Delhi for necessary action.
4. The Executive Engineer (Civil), PWD, EMD M-321, Infront of Tirath Ram Shah Hospital, 1A, Battery Lane, Rajpur Road, Delhi-110054 for necessary action.
5. I/C PWD, AAAGH to expedite the matter.
6. HOD (Anesthesia), AAAGH to expedite the matter.
7. Guard File, AAAGH

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