

NANDINI LAYOUT MATERNITY HOME
RTA 2005 SECTION 4 (1)(b)

SECTION 4 (1)(b)(i)- Organizational Structure, Aims and Functions

Sl. No.	Name of the Organization	Address	Aims
1	Nandini Layout Maternity Home	Nandini Layout Maternity Home Jai Bhuvaneshwarinagar, Nandini layout Office: 22975667	Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity

Functions:

Services rendered at this hospital

A. Outpatient services

- RCH Programme:
Antenatal care.
Postnatal care.
FW Programme.
- Immunization (7 preventable diseases).
- HIV / AIDS screening & ICTC Programme.
- Cancer detection & Treatment.
- Family Planning Counselling.
- RNTCP (Tuberculosis screening & DOTS).
- Treatment Of Dog bite cases with ARV tissue culture vaccine through IM
- Treatment of RTI/STD Cases.
- Treatment of ARI & GE Cases.
- Drawing Malarial Smears and Treatment.
- Treatment of General illnesses & H1N1/Chikungunya/ Dengue Fever cases
- Basic lab facilities.

B. INPATIENT SERVICES AT NLMH

- Normal deliveries.
- Baby Friendly Hospital.
- Medical termination of Pregnancy
- Prevention of mother to child transmission of HIV during labour (ICTC)
- Issue of one **free copy of Birth Certificate to all Babies Born in Referral Hospitals & Maternity homes.**
- Free One pound Bread and One Banana Supply to all Inpatients
- Free Madilu Kits – distributed to mothers delivered (With One or Two Children).
- Janani Suraksha Yojane Beneficiaries Are Given the Cheque at the time of discharge (From 1/3/08 onwards).
- Bhagya lakshmi Yojane beneficiaries are Identified and Referred to Social welfare dept.

SECTION 4 (1)(b)(ii)- Powers and Duties of its Officers and Employees :

Sl. No.	Designation of the official /Employee	Duties allotted	Powers
1.	Asst. Surgeon, Dr.Shashikala.R	Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Conducting ANC's deliveries operations and M.T.Ps as per the schedule. Maintenance of all the Registers like Admission, Parturition, O.T. and M.T.P Registers properly and also ensure the Maintenance of Call Book, Referral Book, Minutes Book, Visitors Book, Inspection Book, etc. Ensure up-to-date payment of bills like Water, Electricity, Telephone and Bread Bills and Imprest amount bills regularly otherwise action to be initiated for the clearance of bills. Sanction of Leave, Increments and submission of pension papers, etc. of all the officials. IEC programmes conducted and awareness created among patients, for the promotion of Family Welfare and Maternal Child Health Programmes. Active participation in all the programmes, which are implemented from time to time from higher authorities. Issue of Birth and Death Certificates. Send reports and data of the performances. Conduct weekly meeting cum training of staff. Participate in all national programmes and any other work entrusted from time to time. Incharge of Bio Medical waste management and Incharge of Equipments, Instruments, Linen and Furnitures of NLMH and Maintenance of Relevant Registers.	1. To draw salaries for establishment. 2. To sanction casual leaves to group B,C & D.
3.	ANM Lalithamma J.Shashikala	Supervise the work done by Ayah/Group D. Autoclave the instruments & linen required for the OT/Labour Ward. Ensure that these are kept ready a day before the conduct of Operation. In case any instruments required for the OT are not functioning, inform the MO at the earliest. Maintain the chart/ Register for fumigation (and Autoclaving). Always keep ready the emergency and pre-medication drugs in the OT and Labour Room. Prepare the patient for surgery / delivery. Conduct Normal delivery. Administer pre-medications to the patient as per the instructions of the MO. Assist the MO during surgery and delivery. Observe the patient post-operatively as long as she is in OT. Assess the general. Assist MO in the outpatient clinic, in Health checkup camps, ANC clinic, Immunization clinic, MTP and IUCD clinic. Assist in regular OPD. Conduct Normal Deliveries. Active participation in all the National Programmes. Maintaining Diaries. Supervision of the cleaning activity in the Hospital. Autoclaving the instruments/ syringes/needles well in Advance. Making Dressing and swabs and keeping Adequate Dressing materials ready at all times. Ensure Washing and fumigation of OT on every Saturday in MH Maintenance of the Immunization stock register. Ensuring cleanliness of the linen used for patients and supervising the disinfection, etc. of the linen prior to giving it to the laundry. Supervision of the cleanliness. Administering medicines and treatment as per MO's instructions. Admissions and discharges in the MH and keeping records as indicated. Supervision of the work of Class IV staff. Maintaining records and submitting required records and reports from time to time to the higher officers. Preparation of the monthly reports / weekly reports and quarterly and Annual reports. Maintaining patients charts, registers and reports and appraising herself of the condition of the patient. Providing bedside care to mother as per Standard Management Protocols.	

SECTION 4 (1)(b)(iii)- Procedure Followed in decision making

Process:

Activity	Description	Decision-making Process /time limit for taking Decision / channels of supervision and accountability	Designation of final decision authority
Clinical Administrative	As mentioned under section 4 (1)(b)(ii) –Duties allotted	Depends on the activity	Addl. Commissioner (Health)

SECTION 4 (1)(b)(iv)- norms set for the discharge of functions

Sl. No	Function /Service	Norms/Standards of performance set	Time-Frame	Reference documents prescribing the norms (Citizen's Charter, Service Charter, etc..)
1	Clinical	1. The Norms/Protocols set by World Health organization (WHO)& standard medical text books for diagnostic and therapeutic purposes are followed at BBMP Hospitals.	Immediate	WHO& standard medical text books.
2	Administrative	2. For Administrative purposes K.C.S.R, K.M.C act. KFC Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed.	Depends on the issue	K.C.S.R, K.M.C act, .KFC Karnataka Medical Rules, CCA Rules, Orders by Higher Officers.

SECTION 4 (1)(b)(v)- rules, Regulations, Instructions, Manuals and Records held / used

Sl No.	List of Acts, Rules, Regulations, Instructions, Manuals	Gist of Act, Rules etc.,
1	K.C.S.R	Govt. service rules for employees
2	K.M.C Act	Municipal rules for BBMP
3	KFC	Financial Matters
4	Karnataka Medical Rules	For Medical reimbursement
5	CCA Rules	Civil Conduct rules for employees
6	KTP act	For purchase of medicines / equipments etc.,
7	RTA	RTA rules

SECTION 4 (1)(b)(vi)- categories of documents held

41(a) Maintenance of all Records of this hospital duly catalogued and Indexed in a manner and form as per RIT Act.

Category – ‘A’

Category Of the document	Title of the Document	Custodian of the Document
Category A	Parturition Register	Record room officer Dr.Shashikala.R
	Incentive Payment Register	
	Service Book	
	Circulars	
	Acquaintance Rolls for pay and other allowances	
	Indent Book	

Category – ‘B’

Category Of the document	Title of the Document	Custodian of the Document
Category B	Classified Register for Receipts / Payment (User Fee)	Record room officer Dr.Shashikala.R
	Bank Pass Book	
	Stock Books	
	Counter foils of User fee Cheque Book	
	Audit Reports	
	UF Cash Book	

Category – ‘C’

Category Of the document	Title of the Document	Custodian of the Document
Category C	0	Record room officer Dr.Shashikala.R

Category – ‘D’

Category Of the document	Title of the Document	Custodian of the Document
Category D	OPD Register	Record room officer Dr.Shashikala.R
	Admission Register	
	Antenatal Register (UFWC)	
	Sterilization Register	
	E.C. Register	
	Immunization Register	
	Voucher’s (Incentive)	
	Tappal Book	
	P.R. Register	
Attendance Register Maternity Home		

Category – ‘E’

Category Of the document	Title of the Document	Custodian of the Document
Category E	Causal Leave Application	Record room officer Dr.Shashikala.R
	Condemn Register	
	Antenatal / Maternal Case Sheets	
	Antenatal Cards	
	M.T.P Register	
	IUCD Register	
	Immunization Card Foils	
	Lab Register	
	Referral Book	
	Doctor’s Call Book	
	Dog bite Register	

SECTION 4 (1)(b)(vii)- arrangement that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation there of;

Not Applicable

SECTION 4 (1)(b)(viii)- boards, Councils, Committees and other bodies constituted as part of the public authority

Names of board council, committee, etc.,	Composition	Power and functions	Whether its meetings are open to the public/ whether minutes of meetings are accessible for public;
Board of visitors	Ward Councilors NGO’s Social workers	<ul style="list-style-type: none"> • Quarterly review meetings • Review of activities of the health facilities in the Jurisdiction • Review plans budgets Programmes and performances of the health facilities • Review and approve income from the user charges or other sources and expenditure out of such funds • Resource mobilization • Review and redressal of unresolved public complaints received • Proposal of measures for better governance • Any other subject of relevance 	Yes

**SECTION 4 (1)(b)(ix)- A directory of its officers and employees ;
(As per Aquitence)**

Sl. No.	Name of the Officers / Employees	Designation	Office Address/ Contact No/ Email ID	Monthly remuneration etc.
1.	Dr.Shashikala.R	Medical Officer	Nandini Layout Maternity Home Jai Bhuvaneshwarinagar, Nandini layout Office: 22975667 Mobile: 9480683782	15600
2	J.Shashikala	ANM	Nandini Layout Maternity Home Jai Bhuvaneshwarinagar, Nandini layout Office: 22975667	9000
3	Lalithamma	ANM	Nandini Layout Maternity Home Jai Bhuvaneshwarinagar, Nandini layout Office: 22975667	14800

SECTION 4 (1)(b)(xi)- The budget allocated to each of its agency including plans, etc.,

Budget allocation to each programme is done at higher officer's level.

SECTION 4 (1)(b)(xii)- manner of execution of subsidy programmes

Not applicable

SECTION 4 (1)(b)(xiii)- Particulars of recipients of concessions, permits or authorizations granted by public authority.

Sl. No	Name and address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of Granting authority
1	Patients with BPL and Anthyodaya Card holders	Exempted from user fees charges	-	As per commissioner's order

**SECTION 4 (1)(b)(xiv)- information, available in electronic form
Nil**

SECTION 4 (1)(b)(xv)- particulars of facilities available to citizens for obtaining information

Facility	Description (Location facility/name, etc.,	Details of information available
MCH & FW services	Displayed on the notice board put up in the OPD block of hospital.	<ul style="list-style-type: none"> • Out patients and In Patients services • User fees charges • Janani Suraksha Yojane & Madilu Yojane • Family planning Incentive. • Medicines availability. • Performance of hospitals. • Birth registration and issue of certificates etc., • Citizens charters.

SECTION 4 (1)(b)(xvi)- names, designations and other particulars of Public information officers

a. Public information officer (PIO)

Sl. No	Name of the officer / administrative	Name & Designation of PIO	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Shashikala.R Nandini Layout Maternity Home Jai Bhuvaneshwarinagar, Nandini layout	General Duty Medical Officer	08022975667 9480683782	-

b. Asst. Public information Officer

Sl. No	Name of the officer / administrative	Name & Designation of APIO	Office tel. No. Residence tel no. fax	E-mail
1	Shashikala.J Nandini Layout Maternity Home Jai Bhuvaneshwarinagar, Nandini layout	ANM	0802297667	-

c. Appellate authority

Sl. No	Name of the officer / administrative	Name & Designation of Appellate authority	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Manjula. K.E Health Officer (W) Clinical, 2 nd Floor Dasappa Hospital Compound, Bg.	Helath Officer (W)Clinical	22975656 9480684126	Healthofficerwestclinical@yahoo.com

SECTION 4 (1)(b)(xvii)- Any other useful information / information frequently asked by the public. Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

The information's with respect to this Hospital are available in website: www.bbmp.gov.in and the information frequently asked by the public is published in citizens charters and in Aroghya Samachar Vahini Quarterly Magazine (for clinical information).