

Wilsongarden Maternity Home Details

Subject: CHO Order No.: - MAA/CR/1118/07-08

- a) **Name of the Office:- WILSON GARDEN MATERNITY HOME**
BBMP, H. Siddaiah road, Wilson Garden,
Bangalore-560027

Information about the Hospital

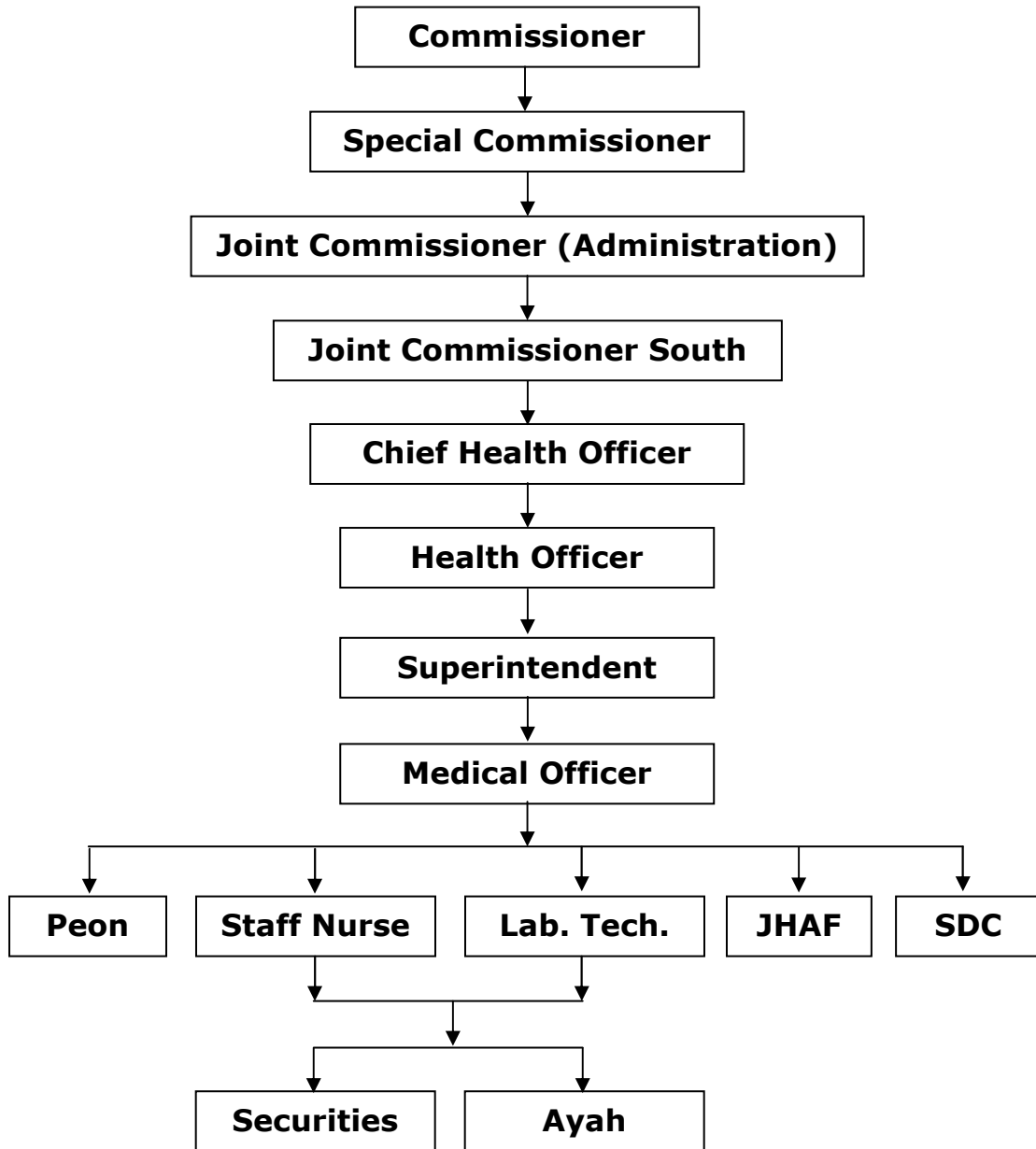
Timings: 24 hours Service

Started in May 1969. Situated in center of the city

Building Infrastructure

- 1) 24 Bed Hospital
- 2) Examination Room, Delivery Room, Minor Operation Theater, Store Room, Laboratory, 12 Beds x 2 Wards, Doctors Room, Staff Room, Office Room, etc.
- 3) 4 Quarters
 - a) Doctor Quarters -2
 - b) Staff Quarters-2
- 4) Attach with Urban Family Welfare Center in the first floor run by NGO SARANASEVA ASHRAM.
- 5) Dr.Savitha DHO HIV-AIDS Nodal officer & Tobacco prevention Nodal officer office has been occupied in the first floor.

Organization Chart



I. Powers and Duties of its officers and employees

Job Responsibilities of Medical Officer

Dr. Prathibha . Asst Surgen

1. Punctuality of all staff to be ensured
2. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff.
3. Citizens Charter, Attendants and Patients Charter should be followed.
4. Conduction ANC's deliveries, operations-Tubectomy, Laproscopic sterilization & M.T.Ps.
5. Maintenance of all the registers like admission, parturition, OT and MTP registers properly and also ensure the Maintenance of call book, referral book, minutes book, visitors book, inspection book, etc.
6. 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.
7. Sanction of Leave, Increments and submission of pension papers, etc, of all officials.
8. IEC programmes conducted and awareness created among patients, for the promotion of Family Welfare and Maternal Child Health Programmes.
9. Active participation in all the programmes, which are implemented from time to time from higher authorities.
10. Issue of Birth and Death certificates.
11. Send reports and data of the performances.
12. Conduct weekly meeting cum training of staff.
13. Participate in all national programmes and any other work entrusted from time to time.

Job responsibility of Staff Nurse

a. Mary b. Anitha c. Geetha

1. Supervise the work done by Ayah/ Group D.
2. Autoclave the instruments & linen required for the OT/ Labour ward. Ensure that these are kept ready a day before the conduct of Operation.
3. In case any instruments required for the OT are not functioning, inform the MO at the earliest.
4. Maintain the chart/ Register for fumigation (and Autoclaving).
5. Always keep ready the emergency and pre-medication drugs in the OT.
6. Prepare the patient for surgery/ delivery.
7. Administer pre-medications to the patient as per the instructions of the MO.
8. Assist the MO during surgery.
9. Observe the patient post-operatively as long as she is in OT.
10. Assess the general condition of the patient before shifting her to the ward.
11. Waste Management: to segregate at the point of collection.

Job responsibilities of ambulance driver

Sampangiramaiah.

1. To attend emergencies round the clock, including shifting of patients and bringing doctors not in the premises, to the hospitals, for emergencies.
2. To ensure admission of patient at referral hospital and ensure accompanying staffs are returned to institution.
3. To attend Health units work as per advance programme.
4. To maintain log book and movement register
5. To bring indents collectively for the zone as indicated by the superintendents.
6. to make alternate arrangements during leave period and intimate the duty staff.

7. Ensure the vehicle is cleaned and maintained, timely servicing is done and annual insurance is paid.
8. First Aid Kit is available.

Job responsibilities of Lab Technician

Susheelamma

1. To do minimal lab investigation
2. Maintenance of lab and its Cleanliness
3. Lab Reporting
4. RNTCP investigation and reporting
5. Malaria Smears & reporting
6. Users fee collection & remittance.

Job responsibilities of Ayah

a. Lingamma b. Amudha c. Rathna

1. Maintain the cleanliness of the labour ward all the 24 hours. Intensive cleaning to be done once a week.
2. Clean the instruments and equipments.
3. Help the Staff Nurse in keeping at least 5 sets of delivery kits ready at a given time.
4. Provide a gown to each patient in Labour Ward before delivery.
5. Help the Staff Nurse in the preparation of patient in the Labour Ward (by helping the S/N in giving enema.)
6. Assist the Staff Nurse at the time of delivery and also in the initiation of Breast feeding.
7. Clean the Labour cot after each delivery.
8. Shift the mother and baby to the postnatal ward after w hours of delivery under the supervision of the Staff Nurse.
9. Prepare the beds for the patients in advance.

10. Supply milk/bread to the patients as per rules.
11. Wash the soiled linen every day
12. Supply Hot Water to the patients.
13. Segregate and disposal of waste.

Job responsibilities of Peon

a. Susheela b. Subramani

1. Allow the visitors to see the patient only during the visiting hours.
2. Allow only one attender per patient to stay during nights.
3. Remove the cobwebs in the entire hospital once a week.
4. Clean all the windows, lockers, veranda, and all the sofas every day and swab them once a week.
5. Periodic cleaning of Roof.
6. Help the Staff Nurse in autoclaving
7. Maintain working condition of solar water heater.
8. Ensure pumping of water regularly, and control lighting (switching on and off) in the hospital. Report any lapses/ problems immediately to the MO.
9. Supply water to Ayahs for ward cleaning.
10. Maintenance of the materials and furniture, which are kept outside.
11. Look after Tapal Duties.
12. Ensure that no one smokes tobacco and / or Chews Betel Leaves in the premises.
13. Ensure security of hospital.
14. Maintain Garden.

Job responsibilities of Poura Karmikas (PKs)

a. Rukmaniyamma. b. Vishalakshamma c. Shantamma

1. Maintain the cleanliness of the Maternity Hospital and the surrounding premises. Sweep compound daily.

2. Keep the toilets clean by cleaning them regularly using disinfectants, at least three times daily. Clean with bleaching powder at least twice a week.
3. In the labour room, dispose off the placenta under aseptic precautions.
4. Assist the Ayah in all the work.

Ayah 6 members:

Contract Basis 6 Ayahs from business associate do the cleaning services of the hospital

Security

2 Members: From Naval Securities.

III. Procedure followed in the decision making process including channels of supervision and accountability.

- 1) Required treatment to Patients.
- 2) Maintenance of records of the hospital.
- 3) Maintenance of service registers of the staff.

IV. The norms set by it for the discharge of its functions;

Follow the Order of Higher Officers

V. The rules, regulations and instructions, manuals and records, held by it or under its control; or used by its employees for discharging its functions;

VI. The statement of categories of documents that are held by it or under its control;

1. Attendance Register
2. OPD Register
3. Stock books
4. Parturition Register
5. ANC Register

6. Admission Register
7. Sterilisation Register
8. IUCD Register
9. Referral Book
10. MTP Register
11. Acquittance Book
12. Tapal book
13. User's fee cash book
14. Incentive payment Register
15. Cash book.

VII. The particulars of arrangement that exist for consultation with or representation by the members of the public in relation to the formulation its or implementation thereof;

Regarding complaints from Patients:- Complaint box is provided.

VIII. A statement of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those Boards, Councils Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Board of Visitors is constituted which consists of NGO and Councilors. Meeting will be held every 3 months. User fee expenditure for the hospital is done after the consent of the Board Members and their Suggestions will be taken

Wilsongarden M. Hospital Staff, Attendance Wise

SL. No.	Name	Designation	Contact No.
1	Dr. Prathibha.1-7-2009	Asst Surgeon	22975773
2	Dr. Sudharshan.-2009	Pediatrician	22975773
3	Marry	Staff nurse	22975773
4	Anitha	Staff nurse	22975773
5	Geetha	ANM	22975773
6	Susheelamma	Lab Technician	22975773
7	Sampangiramaiah	Driver	22975773
8	Susheela	Peon	22975773
9	Subramani	Peon	22975773
10	Lingamma	Ayah	22975773
11	Rathana	Ayah	22975773
12	Amudha	Ayah	22975773
13	Rukminiyamma	P.K	22975773
14	Vishalakshamma	P.K	22975773
15	Shanthamma	P.K	22975773
16	Rajeswari	Clerk	22975773

IX. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;

SL. No.	Name	Designation	Pay Scale	Basic Pay
1	Boja Bai B.T	ANM	6300-12800	9500
2	Amarajyothi. H.S	SDC	5800-10500	6125-00
4	Amudha	Ayah	4800-7275	5300-00
5	Siddamma	Ayah	5200-8200	7450-00
6	Mohan G	Peon	5800-10500	8200-00
7	Suresh. R	Peon	4800-7275	6250-00
8	Selvakumar M	Peon	4800-7275	5600-00
9	Sugandhan D	Peon	4800-7275	5000-00
10	Subramani	Peon	4800-7275	4800-00

Board of Visitors

Aims

- 1) Social participation
- 2) To improve medical services
- 3) To reduce public complaints and avoid corruptions
- 4) Once in 2 to 3 months meetings will be conducted.

List of Board of Visitors

- 1) Smt.Sulochana reddy.

House Keeping, Security, Laundry & Disposal of Bio-Medical Waste

House Keeping: - By Private Agency (Nilanjali Enterprises)
Have taken contract: 3 Ayah's are working

Security: - Done by Private Agency (Vigilance 24*7 Security & Allied services (P) Ltd.
3 Security Guards are working

Bio-Medical Waste: -

Disposal of Bio-Medical Waste is done by

Maradi Eco Industries Pvt. Ltd.

#5, 2nd Floor, CM Plaza,

No. 71, 8th Cross, 1st Main, S. R. Nagar, Bangalore – 560027

Phone Number – 22103270

Wilsongarden Maternity Home House Keeping & Security Staff Details

Sl. No.	Workers Name	Designation	Contract	Name of the Company
1.	Chandrashekar	Security	----	Vigilance
2.	Alfred	Security	----	Vigilance
3.	Sathya	Security	----	Vigilance
4.	Muniyamma	Ayah	----	Nilanjali Enterprises
5.	Lakshmi	Ayah	----	Nilanjali Enterprises
6.	Yashodamma	Ayah	----	Nilanjali Enterprises

Vacancy Position of WGMH

Sl. No.	Designation	Sanction Post	Working	Vacant
1.	LMO	1	0	1
3.	JHAF	4	1	3
4.	Ayah	4	2	2
5.	Peon	5	5	Nil
6.	P.K.	3	Nil	3
7.	SDC	1	1	Nil
8.	Dhobi	1	Nil	1
	Total	19	9	10

Wilsongarden Maternity Home Quarters Details

Sl. No.		Names	Designation	Place of Work	Residing Since
1.	Dr. Quarters	B.L.Narasaramarao	Excecutive Ing	Project-2 at BBMP	2003
2	Dr. Quarters	Honnappa	AEE	South office BBMP	2001
3	Staff Qua	Mary	S/N	WGMH	2007
4	Staff Qua	Sampangiramayya	Driver	WGMH	2003

Wilsongarden Maternity Home Service Facilities Available [Baby Friendly Hospital]

- 1) Maternal & Child Healthcare
- 2) O. P. D
- 3) ANC Checkup (Monday & Friday)
- 4) 24 hours delivery services
- 5) Medical Abortions
- 6) Family Planning Operation (Free)
- 7) IUCD
- 8) Newborn Care
- 9) Laboratory Facilities
- 10) Providing health awareness for ANC Patients
- 11) To participate in all National Health Programs

- 12) PPTCT free counseling and testing done by Freedom Foundation
- 13) RTI, STD Case Detection
- 14) C.D.C Camps
- 15) Birth Certificate Issued

User Fees Details

- 1) OPD → Rs. 5
- 2) Normal Delivery → Rs. 300
- 3) Normal Delivery Episiotomy → Rs. 350
- 4) MTP → Rs. 150
- 5) HB% → Rs. 10
- 6) Blood Group & RH Typing → Rs. 20
- 7) VDRL → Rs. 10
- 8) Urine Pregnancy Test → Rs. 10
- 9) Fitness Certificate → Rs. 20

WGMH Fee Collection & Bank Balance

Year	Opening Balance	Bank Deposit	Bank Interest	Expenditure	Closing Bank Balance
2002 - 03	11650	23950	-	4032	33299
2003 - 04	33299	27550	526	24516	31841
2004 - 05	31841	29360	1159	16262	44580
2005 - 06	44580	40060	754	14190	71618
2006 - 07	71618	34600	1201	12341	97815
2007 - 08	97815	321315	3341	14644	408059
2008 - 09	408059	385025	21944	10700	792700
2009-10	792700	336050	30358	58450	1068268

Annual Report (5 Years) of WGMH

Description	2005 – 06	2006 – 07	2007 – 08	2008– 09	2009– 10
OPD	1179	1388	1195	1608	1230
ANC	1448	1375	1322	1562	1435
Deliveries	911	893	869	849	687
IUCD	183	154	212	127	79
MTP	126	77	65	59	38
Sterilisation	616	555	355	253	124

Stores and Drugs

- 1) Essential drugs will be supplied by Central Stored BBMP
- 2) Will be distributed free of cost to the Patients
- 3) Other requirement materials like Instruments, Furniture, Linen → BBMP will procure through Tender
- 4) Emergency medicine will be purchased by user fees after obtaining approval from board of visitors.
- 5) Required machineries are available.

Instruments

All essential instruments are available

AMC → Annual Maintenance Certificate to be issued

Capacity Building

- 1) Regular Immunization
- 2) New Born Care
- 3) RNTCP Training
- 4) Health awareness about ANC Patient

Camps

- 1) Health Checkup Camps
- 2) LTO Camps
- 3) CDC Camps
- 4) Family Health Awareness Camp

SPECIAL PROGRAMMES:-

Free Milk, Bread, Egg 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 1/03/08 onwards).

Bhagya lakshmi Yojane beneficiaries are Identified and Referred to Social welfare dept.

Incentive Money as per GOI Order is distributed to family planning beneficiaries.

Meeting

- Weekly meeting about high risk Pregnant & New Born
- Monthly meeting conducted at WGMH
- Monthly meeting attended by Medical Officer
- Monthly report sent to Superintendent and Health Officer

Hospital Repairs

- Annual Repairs: - Required & Painting
- Civil Repairs: - Floor Repair, Roof Leakage Repair, OT Ceiling Repair
- Electrical Repairs: - Switch Board to be repaired
- Water Supply Repairs: - Water Pipes Repair
- Sewage System Repairs: - Drainage Repair
- Miscellaneous: - NIL

Shortage of Staffs

- 1) S/N

Training Required

- 1) Continuous Medical Education
- 2) Administrative Training
- 3) MTP Training