

BANGALORE MAHANAGARA PALIKE

Department:- HEALTH

WILSON GARDEN MATERNITY HOME

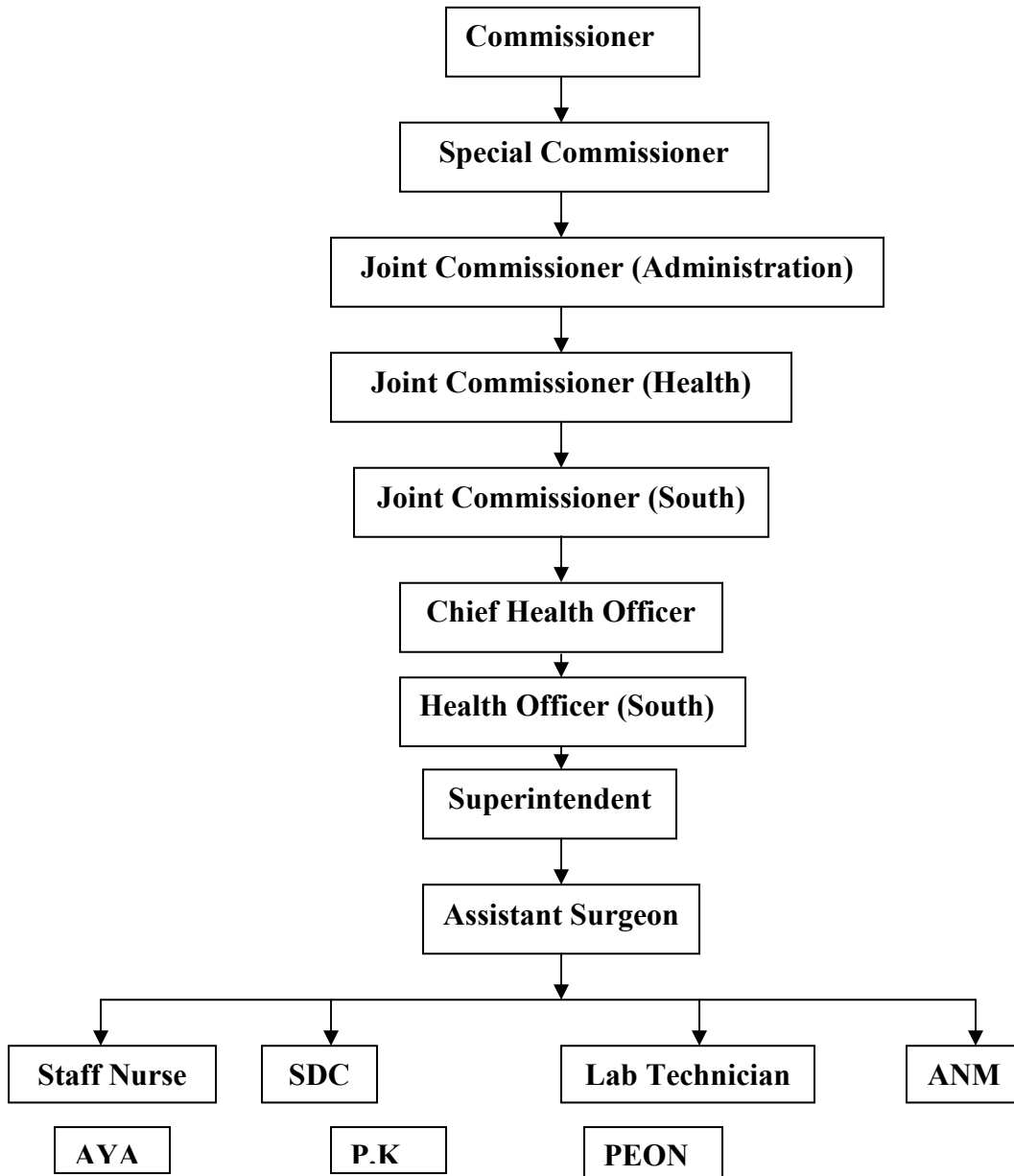
Sub:- details under Right to Information Act 2005, Section 4 (1) (B)

I. The particulars of its organization, function & its duties.

a) Name of the Office:- WILSON GARDEN MATERNITY HOME

**BBMP, H. Siddaiah road, Wilson Garden,
Bangalore-560027**

b) Organization Chart



II. 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.

IX. A directory of its officer and employees;

SL. No.	Name	Designation	Contact No.	Remarks
1	Dr. Prathibha.	Asst Surgeon	22975773	OOD MOH(FW MCH)
2	Dr. Sudharshan.	Pediatrician	22975773	OOD MOH (FW MCH)
3	Mary	Staff nurse	22975773	OOD MOH(FW MCH)
4	Anitha	Staff nurse	22975773	OOD MOH(FW MCH)
5	Geetha	ANM	22975773	OOD Shanthinagar MH
6	Susheelamma	Lab Technician	22975773	OOD MOH(FW MCH)
7	Sampangiramaiah	Driver	22975773	OOD HO(East)
8	Susheela	Peon	22975773	OOD Jayanagar MH
9	Subramani	Peon	22975773	OOD BSK referral Hosp
10	Lingamma	Ayah	22975773	OOD Yediyur MH
11	Rathana	Ayah	22975773	OOD Dasappa MH
12	Amudha	Ayah	22975773	OOD Wilsongarden MH
13	Rukminiyamma	P.K	22975773	OOD Yediyur MH
14	Vishalakshamma	P.K	22975773	OOD H Siddaiah road Referral Hospital
15	Shanthamma	P.K	22975773	OOD Jayanagar MH

X. 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	Gross Pay
1	Boja Bai B.T	ANM	6250-12000	12337-00
2	Amarajyothi. H.S	SDC	5800-10500	7993-00
3	Amudha	Ayah	5200-8200	7053-00
4	Siddamma	Ayah	5200-8200	9703-00
5	Mohan G	Peon	5500-9500	10680-00
6	Suresh. R	Peon	4800-7275	8245-00
7	Selvakumar M	Peon	4800-7275	6655-00
8	Sugandhan D	Peon	4800-7275	6655-00

XI. The budget allocated to each its agency, indicating the particulars of all plans proposed expenditures and reports on disbursement made;

-----NIL-----

XII. The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs;

-----NIL-----

XIII. Particulars of recipients of concessions, permits, or authorization granted by it;

-----NIL-----

XIV. Details in respect of information, available to or held by it, reduced in an electronic form;

-----NIL-----

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

-----NIL-----

XVI. The names, designations and other particulars of the public information officers;

Joint Commissioner (south)

Health Officer (South)

Medical Superintendent →Banashankari referral Hospital.

XVII. Such other information as may be prescribed;

Any information to the public may included in the Palike Website.

Address:- <http://www.bbmp.gov.in>

**Commissioner
Joint Commissioner
Head Office South
Bangalore Mahanagara Palike**