

ખાતાનું નામ :- મસ્કતિ ધર્માર્થ હોસ્પીટલ

Maskati Charitable Hospital  
Progress Report

❖ GROUND FLOOR :-

- Hospital Home 'Plates ' - on front side building wall - main road side.
- Power blocks flooring in compound.
- New Plantation - in kyara, indoor plants and flower pots for greenery & peaceful environment. (Under process)
- Hospital map Indicator boards, visiting Dr's boards, Hospital comity mem & trusty name board's etc.

❖ I.C.C.U/I.C.U :-

- New pt's relative seating arrangement.
- New furniture's - centre table's, chairs, sofa.
- New Interior with color of walls, furniture & selling.
- Change of old tiles flooring to New granamite tiles with polishing of adjoining marble flooring.
- New curtains all over.
- New central suction and central oxygen lines with replacement of old one. (under praccess)
- Renovation of both AC SP, Room's.
- New Purchase of required cardiac monitars, pulse OXYmeters and ECG machines.
- Services and repair of certain old equipments.(under process)
- Recruitment of required ICCU/ICU all cadre staff. (under Process)
  - Renovation weith modification of Emergency dept....
  - Provision of full time Radiologist in X-Ray dept...
  - Cooler with Aqua Guard - Clean drinking water provision.

## ❖ First floor

- New seating arrangements for pt. & pt's relatives.
- Certain indoor plants for better outlook.
- Color of all OPD'S & wards.
- Common Toilet - renovation with change of tiles.
- Restarting of Eye department.
- Nomination of each visiting honorary Dr's at OPD sites.
- Each OPD/WD renovation with color fans, basins with intercom facilities.
- Indicator boards for 'case window' (Big size), diff, OPD sites, ward sites.
- Increases the total numbers of Dustbins - for better cleanliness of Hops.

## ❖ OPERATION THEATRE :-

- New section windows & new section doors and partitions - to Increase the cleanliness, and fumigation & to Prevent cross Infection.
- Repair of autoclave machines.
- Provision of req. certain linen.

## ❖ SECOND FLOOR :-

- Restating of dental dept. With mordent dentel chair & other Equipments facilities with two falls time dental surgeons.

## ❖ OPD'S :-

- Renovation of medical, dental, Psychiatry opd's with color of walls, basin reconsruction, and furniture renovation, new fans etc.

## ❖ LABORATORY :-

- New Granite platforms(Under process)
- To change of very old certain lab. equipments(Under Process)
- Renovation of lab. With wall colors.
- Indicator's Name boards Dispensary windows board (big size)

- Renovation of common toilets.
- ❖ Medical male and female general wards :-
  - Renovation with color of ward furniture's, fens.
  - Provision of certain new cupboard, lockers, buckets, dustbin etc.
  - Provision of new cupboard for pt's relatives.
- ❖ THIRD FLOOR :- Dialysis dept.
  - Predations for accommodation of two new dialysis machines in near future.
- ❖ TIFFIN SEVA :- (By NGO- "Chhayda)
  - Provision of free cost tiffin seva at evening hours to all indoor pt's(In Progress)
- ❖ PHONE SERVICs :-
  - Intercom facilities - started all over.
  - Collar Id - for Main PH lines.
  - Direct extra line to ICCU/ICU & main phone counter.
- ❖ COMPUTER SYSTEM UP GRADATION :-
  - Three New p.c with printers allotted.
  - Replace of old Printers by new one.
- ❖ DONATION RECIEVED :-

Our Hospital is very Much thankful to the Resp.generous. Donours who have trusted in our glorious activities for poor and needdy people which sigbnified public participations interactions and also in creases the confidence in our efforts.

ખાતાનું નામ :- પીએસએચ-એસટીડી કેર પ્રોજેક્ટ.

**Terms of Reference for counselor ( with effect from 01-01-2008) JOINING SERVICE :**

A contractee is not eligible for any conveyance allowance or expenses for joining service or on termination of service.

**1. DUTIES :-**

The routine duty hrs will be 9:00 am to 5:00p.m. Daily Monday to Friday on Saturday 9;00a.m. to 1:00p.m. a contractee in addition to the duties of the post shall attend to such other duties as may be assigned to him from time to time by his superiors in order to make his services generally useful to SMC. Any failure on the part of the employee to comply with the same will be treated as gross misconduct.

**2. CONDUCT :-**

A contractee shall coordinate his work with that of other employee so as to secure harmony and smooth work. He shall keep himself sober and shall not commit any act which would, in any way, adversely affect his responsibility or capacity for work or dignity of his position. He shall be held liable to make good any loss suffered by SMC. due to his negligence, disobedience, carelessness, inefficiency, dishonesty, or misconduct.

**3. EXTRA DUTY :-**

A contractee shall not refuse to put in extra work before and beyond scheduled duty.

**4. LEAVE :-**

Each person would be eligible for casual leave of 12 days, 2 sectional leave (as per the government calendar) for a contract period . The leave will be sanctioned by Project In-Charge on his discrepancy after receiving leave application through project coordinator sent through concerned M.O. He/She has to follow the rules of SMC regarding the leave eligible to contractee.

**5. ABSENCE :-**

A contractee absenting from duty for three days or more on grounds of sickness or physical disability shall not be permitted to resume duty, except

with a certificate of fitness from the doctor. SMC. may at its sole discretion asks any contractee to produce a fitness certificate from the SMC's Medical Officer or any qualified Doctor. He shall produce certificate in proof of sickness from the same Medical Officer, unless sickness occurs at a different place where the contractee has gone with prior permission to leave SMC's Medical Officer or any qualified Doctor only. A contractee absenting from duty, or overstaying leave previously sanctioned, for a period of ten days without intimation in the speediest manner to and permission from the leave sanctioning authority, shall be liable to lose his/her employment. Illegal absenteeism is strictly forbidden.

**6. ADDRESS :-**

A contractee shall provide present residence address with phone number and should advice immediately any change in his/her permanent/ mailing address, and any communication sent by SMC at this mailing address, last declared shall be deemed to have received by him/her.

**7. INFORMATION :-**

Any statement made in the application for employment, or with a view to secure employment in SMC, shall be true and without omissions and suppressions of any kind whatsoever. The post and the terms offered are largely based on the information given by the applicant in respect of his education, past experience and remuneration and the applicant, on employment, shall be deemed to have agreed that any miss-atement omission or suppression shall render him liable for immediate termination of employment without any notice or salary in lieu, dismissal or Modification in terms of employment, at the discretion of SMC.

**8. RESIGNATION :-**

A contractee should not leave project without giving notice prior to 30 days, the abrupt resignation will not be accepted, otherwise 1 month salary will not be paid to him/her. The contractee shall produce on demand, acceptable documents in proof of any statement made by with a view to secure employment. The employment shall further be deemed to have authorized

SMC to obtain from his reference, past employers, or through any private or public agency, reports regarding his conduct, character, work-status, remuneration etc, and the person or agency concerned, furnishing such information, shall be deemed to have been identified by the employee from any liability for damages arising from such disclosure.

**9. SECRECY :-**

A contractee, while in service of SMC and / or after cessation of service, will not divulge, either directly or indirectly, to any person or body corporate, and knowledge or information which he may acquire during the course of his employment, nor shall be use the same against the interests of SMC except with prior permission of SMC in writing. Service of an employee is liable to be terminated without notice or salary in lieu for breach of secrecy and to pay SMC. as liquidated damages, in amount as decided by SMC.

**10. RULES & REGULATIONS :-**

A contractee will abide by the rules and regulations, inforce from time to time, governing the contractees of SMC.

**11. SCOPE OF WORK :- (Modified Terms of Reference)**

The "SMC-STD Care **Counselor**" will be working with revised ToR from 01-01-2008 to 31-12-2008 or the project is terminated

1. He/She will have to work for all other health related activities over and above the STD/HIV/AIDS counseling but one has to do the integrated health counseling of communicable /Non communicable disease prevalent in SMC.
2. He/She will do the work of systemic screening of patients attending the OPD of Urban Health Centers.
3. He/She will provide the services of Adolescent-friendly health services under the RCH - II program according to the guidelines of State Government, Health & Family Welfare Department (after receiving the authentic training)
4. He/She will monitor the various activities under URBAN:IMNCI.

5. He/She will co-ordinate the "HIV/AIDS Prevention among Young Children" (out of school children) project run under the technical supervision of UNICEF.
6. He/She will perform, supervise, monitor the duty regarding any National Health Program implemented in SMC health department.
7. He/She will have to carry out any health related activity carried out through health department over and above his/ her normal duty.

SMC authority reserves the right to change any ToR of the concern contract without prior notice. The contract time limit is 31 December, 2008 unless there is extension notice is given, your employment/contract will be considered to be over on 31<sup>st</sup> December, 2008. SMC is not liable to employ / engage such contractee person for permanent employment.