

સુરત મહાનગરપાલિકાની સ્થાયી સમિતિની તા.૨૯-૫-૨૦૧૪ ના

રોજ મળેલ સભામાં નીચે મુજબનો ઠરાવ પસાર થયો હતો :-

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મ્યુ.કમિશનરશ્રીના તા.૮-૫-૧૪ ના પત્ર નં.સી.સ્થા.સ./૬૩ થી વિદિત થઈ, સ્મીમેર મેડીકલ કોલેજના ટીચીંગ સ્ટાફ જેવા કે, પ્રોફેસર, એસો.પ્રોફેસર, આસી.પ્રોફેસર, ટ્યુટર, સીની. રેસીડન્ટ, જુની. રેસીડન્ટ, પોસ્ટ ગ્રેજ્યુએટ રેસીડન્ટ, રજીસ્ટ્રાર વિગેરેની ફરજ-જવાબદારી દર્શાવતો નીચે જણાવેલ ડ્રાફ્ટ મંજૂર કરવાનું તથા તે અંગેની આનુષંગિક કાર્યવાહી કરવા મ્યુ.કમિશનરશ્રીને અધિકૃત કરવાનું સામાન્ય સભાની મંજૂરીની અપેક્ષાએ મંજૂર કરવામાં આવે છે.

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# **SURAT MUNICIPAL CORPORATION**

## **SURAT MUNICIPAL INSTITUTE OF MEDICAL EDUCATION & RESEARCH (SMIMER), SURAT**



### **:DRAFT: DUTIES AND RESPONSIBILITIES OF MEDICAL TEACHERS &**

# RESIDENT MEDICAL DOCTORS

## PREFACE

The Surat Municipal Institute of Medical Education & Research (SMIMER) is committed to the principle and practice of shared governance, which entails decision-making through a process of joint effort and collaboration on the part of the administration, faculty, staff and students.

The institute is also committed to establishing and maintaining an atmosphere of openness and respect among its faculty, staff and students.

## DUTIES AND RESPONSIBILITIES

Faculty members play a special role in the life of the medical institute as teachers, mentors, scholars and participants in academic governance. The terms of their duties are different from those of other university/ Surat Municipal Corporation employees.

In general, each faculty member is expected to serve loyally and diligently, to maintain the highest personal standards of character and conduct, to keep abreast of his or her academic discipline through continuing study, research and/or participation in the activities of his or her professional organization, to strive to improve the effectiveness of his or her teaching, to take a sympathetic interest in the progress and development of each of his or her students, to promptly provide any information required by the Dean, SMIMER, the Registrar, VNSGU etc.

The following sections elaborate different kinds of duties and responsibilities of faculty members.

## PROFESSOR & HEAD OF DEPARTMENT

### *A) Duties related to medical education & research (academic duties)*

#### *Objectives*

1. To perform all such duties [under the statutory provisions of medical college/ affiliated university/ Medical Council of India (MCI), Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules, 1998, Director of Medical Education & Research (DMER) Gujarat etc.] so as to obtain and maintain the affiliation of the college and the attached teaching hospital to affiliating (VNSGU) university and recognition of the teaching institution by MCI and

Government of India for the purpose of conducting various medical/paramedical undergraduate and postgraduate courses, thereby helping to establish and ensure the basic minimum standard of medical education and research.

2. To perform all such duties so as to ensure continued improvement in the quality of medical education and research.

**Duties**

- (i) To provide academic leadership primarily through demonstrating and fostering excellence in research, teaching, professional activities and policy development at a variety of levels-within the academic discipline, within the institution and within the wider community.
- (ii) To provide leadership in curriculum development, design of courses, innovations in the delivery of teaching in the discipline and to seek continuing improvement in academic standards in their discipline rather than merely maintaining them.
- (iii) To carry a teaching load which reflects workload equity across all staff and be involved in teaching of both undergraduate and postgraduate students so as to achieve their educational objectives i.e. to develop their knowledge, skills and attitude.
- (iv) To ensure student awareness of course objectives, approach and evaluation techniques and to provide a learning environment which makes effective use of available resources.
- (v) To organize and or participate in various teaching program for undergraduate and postgraduate medical students like Lectures/ Tutorials / Demonstration's /Practical's /Group Discussions/ Ward Clinics etc.
- (vi) To evaluate/assess undergraduate and postgraduate medical students by conducting departmental examinations/assessments periodically.
- (vii) To keep accurate records of attendance and academic standing of each enrolled student as required by affiliating (VNSGU) university.
- (viii) To be easily accessible, within the institute so as to counsel and guide the students to truth, intellectual excellence and knowledge within the discipline.
- (ix) To organize, conduct and participate in various undergraduate and postgraduate medical examinations held by the affiliating (VNSGU) university.
- (x) To maintain a departmental library and research laboratory for undergraduate and postgraduate medical students as well as teaching staff.



- (xi) To foster the research within discipline, in related disciplines and to provide guidance and assistance to junior staff and students in developing their capacity for research.
- (xii) To write scientific papers for publication in academic journals; present research at meetings of scholarly societies (local/ state/ international conferences) to promote the institute; give presentations at other institutions of higher education; read scholarly journals to keep abreast of new developments.
- (xiii) To assist the Dean, SMIMER and other colleagues of the institute in planning and implementing various program of the institute/ department.
- (xiv) To serve and provide reviews on various institutional expert committees as College Council Committee, Undergraduate Academic Committee, Postgraduate Academic Committee, Medical Education Unit, Library Committee, Ethics Committee etc. under the auspices of Dean, SMIMER.
- (xv) To participate in or organize from time to time different academic activities like Seminars/ Conferences/ Symposia / Panel Discussions/ Workshop/ Continuing Medical Education Programme/ Guest Lectures etc. To attend/organize such activities it is mandatory for the faculty to inform and take prior permission from the Dean, SMIMER. To discharge such duty the faculty can avail the facility of "Special Leave" of not exceeding ten (10) days in any calendar year i.e. 1<sup>st</sup> January to 31<sup>st</sup> December.
- (xvi) To participate in conduct of undergraduate and postgraduate examinations of other state health universities as an external examiner with the prior information and permission of the Dean, SMIMER. To discharge such duty the faculty can avail the facility of "Special Leave" of not exceeding ten (10) days in any calendar year i.e. 1<sup>st</sup> January to 31<sup>st</sup> December.
- (xvii) To undertake any other task entrusted by affiliating (VNSGU) university or Surat Municipal Corporation (SMC) like working on "Local Inquiry Committee" etc. with the prior information and permission of the Dean, SMIMER.
- (xviii) To undertake any task entrusted by MCI, New Delhi with the prior information and permission of the Dean, SMIMER.
- (xix) To work on various student's welfare-related committees (e.g. Anti-Ragging Committee, Students Gymkhana Committee, Student Mentorship Committee etc.) under the mentorship of Dean, SMIMER.

**B) Duties related to teaching hospital (medical relief/patient care--clinical duties)\***

*\*[Applicable to Professors in specialties like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest & TB; Surgery & allied viz. Orthopaedics, ENT, Ophthalmology, Anaesthesiology, Radiology; Gynaecology & Obstetrics, Pathology including Blood Bank, Microbiology, Biochemistry]*

**Objectives**

1. To perform all such duties [under the statutory requirements of various acts applicable to Medical Practice i.e. "Indian Medical Council Act, 1956", "Code of Medical Ethics, 2002", "Consumer Protection Act, 1986", "Bio-Medical Waste (Management and Handling) Rules, 1998 under Environment (Protection) Act, 1986", "The Transplantation of Human Organs Act, 1994", "Medical Termination of Pregnancy Act, 2003", "Prenatal Diagnostic Techniques Act, 1994", "Drugs & Cosmetics Act, 1940" etc.] so as to ensure reasonable, acceptable standard of patient care through efficient health care delivery system.
2. To perform all such duties to ensure continued enhancement in the services and quality of patient care by providing safe, timely, effective, efficient, equitable and patient-centered health care delivery system.

**Duties**

- (i) Complete full-time management of a unit including training and supervision of medical students, resident doctors and resident medical officers in such a way that there is no "Medical Negligence" whatsoever in patient care secondary to breach / infringement / violation of any Act / Code of Medical Ethics, 2002 governing practice of Medicine, bringing disgrace to the dignity of Medical Profession and / or to the reputation of the Medical College / Hospital. **It is binding on any full-time medical teacher to attend to emergency cases as and when required even beyond duty hours as per the requirement of concerned department.**
- (ii) To issue medical certificates of various kinds like under-treatment certificate, injury certificate, fitness certificate, disability certificate, certificate of cause of death etc. under intimation/order of Medical Superintendent's concerned office.
- (iii) To appear in a Court of Law, if summoned, as an "Expert Witness", after due intimation/permission of Dean, SMIMER or Medical Superintendent, SMIMER in any patient-related case with original hospital patient case records as required by the honourable court.

- (iv) To maintain records/reports of medical statistics concerning the department and to provide the same as and when required by the administration/competent authorities.
- (v) To suggest/recommend/advise use of certain managerial tools or techniques or skills so as to upgrade the quality and services of patient care.
- (vi) To treat patients, families, visitors and each other with respect.

### ***C) Administrative / Supervisory duties as a Head of the Department***

#### ***Objectives***

1. To perform all such duties [under the statutory provisions of various acts that govern the service of any employee of Surat Municipal Corporation (SMC) i.e. "Bombay Provincial Municipal Corporation (BPMC) Act, 1949", "Gujarat Civil Service Rules (GCSR), 2002", "Right To Information (RTI) Act, 2005, etc. as adopted by Surat Municipal Corporation (SMC) from time to time] as to enforce the 'disciplined work culture' resulting in efficient and effective functioning of the department personnel.
2. To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the concerned department.

#### ***Duties***

- (i) To serve as role models in their relationships with students and with general staff at all levels
- (ii) To plan, propose process, procure and maintain various plants, machinery, equipments/instruments, furniture & fixtures (dead stock) etc. Also to maintain record of all such items available in the custody of the department.
- (iii) To work on various institutional committees like Local Tender Committee, Hospital Infection Control Committee, Grievance Committee, Sexual Harassment Committee, Purchase Committee etc. under the directive of Dean, SMIMER; MS, SMIMER or any other competent authorities.
- (iv) To exercise authority in administrative control of the department:
  - a) To maintain 'Personal Files' of all the teaching as well as non-teaching staff of the department.
  - b) To recommend or refuse any kind of leave (Casual Leave/ Special Leave/Earned Leave etc.) to any staff member of the department as per the concerned rules in that regard.

- c) To ensure that every full-time medical teacher and staff works for eight (08) hours daily (inclusive of 1 hour lunch-time) from 9.00 AM to 5.00 PM on Monday to Friday and for four (04) hours from 9.00 AM to 1.00 noon (lunch hour not included) on Saturdays or as per the duties assigned to them.
- d) To maintain "Muster Roll" of teaching as well as non-teaching staff of the department; to conduct periodic audit of the timings of arrival / departure of the staff; to mark any sanctioned leave or absence without leave (AWL) i.e. unauthorized absence of the employee as the case may be; to report to the competent leave-sanctioning authority e.g. Dean, SMIMER any irregularity in attendance or punctuality in respect of a defaulting employee; to take appropriate needful action against the undisciplined employee etc.
- e) In case any faculty member/staff is kept from his or her duties by illness or other reasons or it is necessary to incur an extended absence from his or her regular duties, the head must inform and seek approval from Dean, SMIMER. The head should simultaneously make appropriate alternative arrangements so that the classes / assignments/clinical work etc are regularly scheduled.
- f) To write annual "Confidential Report" (performance appraisal / work audit) of the employees working in the department as well as your own "Self Appraisal/Assessment Report" as per the guiding principles in that regard.
- g) To play a constructive role in appointment, confirmation and promotion processes for academic and general staff of their department as and when required by the competent authorities.
- h) To conduct a "Preliminary Inquiry" (whenever asked by the higher competent authorities) into a particular untoward incidence or in respect of a particular employee and to submit the report in scheduled time as per the rules in that regard.
- i) To perform any other duty / task / work assigned by the higher competent authorities like Municipal Commissioner, SMC; Dean, SMIMER; Medical Superintendent, SMIMER etc. either in public interest or in the interest to upkeep/ develop the department/ institute.
- j) To exhibit keen interest, initiative and drive in the overall development of the department and to perform all the above said duties diligently with utmost sincerity and honesty.

## **ASSOCIATE PROFESSOR**

### ***A) Duties related to medical education & research (academic duties)***

#### ***Objectives***

1. To perform all such duties [under the statutory provisions of medical college/ affiliated university/ Medical Council of India (MCI), Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules, 1998, Director of Medical Education & Research (DMER) Gujarat etc.] so as to obtain and maintain the affiliation of the college and the attached teaching hospital to affiliating (VNSGU) university and recognition of the teaching institution by MCI and Government of India for the purpose of conducting various medical/paramedical undergraduate and postgraduate courses, thereby helping to establish and ensure the basic minimum standard of medical education and research.
2. To perform all such duties so as to ensure continued improvement in the quality of medical education and research.

#### ***Duties***

- (i) To carry teaching of both undergraduate and postgraduate students so as to achieve their educational objectives i.e. to develop their knowledge, skills and attitude.
- (ii) To ensure student awareness of course objectives, approach and evaluation techniques and to provide a learning environment which makes effective use of available resources.
- (iii) To assist, organize and or participate in various teaching program for undergraduate and postgraduate medical students like Lectures/ Tutorials / Demonstration's /Practical's /Group Discussions/ Ward Clinics etc.
- (iv) To evaluate/assess undergraduate and postgraduate students by conducting departmental examinations/assessments periodically.
- (v) To keep accurate records of attendance and academic standing of each enrolled student as required by affiliating (VNSGU) university.
- (vi) To be easily accessible, within the institute so as to counsel and guide the students to truth, intellectual excellence and knowledge within the discipline.
- (vii) To provide inputs in curriculum development, design of courses, innovations in the delivery of teaching in the discipline from time to time.

- (viii) To organize, conduct and participate in various undergraduate and postgraduate medical examinations held by the affiliating (VNSGU) university.
- (ix) To maintain a departmental library and research laboratory for undergraduate and postgraduate medical students as well as teaching staff.
- (x) To provide guidance and assistance to junior staff and students in developing their capacity for research.
- (xi) To write scientific papers for publication in academic journals; present research at meetings of scholarly societies (local/ state/ international conferences) to promote the institute; give presentations at other institutions of higher education; read scholarly journals to keep abreast of new developments.
- (xii) To assist the Professor & Head; Dean, SMIMER; MS, SMIMER and other colleagues of the institute in planning and implementing various program of the institute/ department.
- (xiii) To serve and provide reviews on various institutional expert committees as and when required under the auspices of Dean, SMIMER.
- (xiv) To participate, organize or assist in organizing from time to time in different academic activities like Seminars/ Conferences/ Symposia / Panel Discussions / Workshop/ Guest Lectures / Continuing Medical Education Programme etc. To attend/organize such activities it is mandatory for the faculty to inform and take prior permission from the Dean, SMIMER. To discharge such duty the faculty can avail the facility of "Special Leave" of not exceeding ten (10) days in any calendar year i.e.1<sup>st</sup> January to 31<sup>st</sup> December.
- (xv) To participate in conduct of undergraduate and postgraduate examinations of other state health universities as an external examiner with the prior information and permission of the Dean, SMIMER. To discharge such duty the faculty can avail the facility of "Special Leave" of not exceeding ten (10) days in any calendar year i.e.1<sup>st</sup> January to 31<sup>st</sup> December.
- (xvi) To undertake any other task entrusted by affiliating (VNSGU) university or Surat Municipal Corporation (SMC) with the prior information and permission of the Dean, SMIMER.
- (xvii) To work on various student's welfare-related committees (e.g. Anti-Ragging Committee, Students Gymkhana Committee, Student Mentorship Committee etc.) under the mentorship of Dean, SMIMER.



**B) Duties related to teaching hospital (medical relief/patient care--clinical duties)\***

*\*[Applicable to Associate Professors in specialties like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest & TB; Surgery & allied viz. Orthopaedics, ENT, Ophthalmology, Anaesthesiology, Radiology; Gynaecology & Obstetrics, Pathology including Blood Bank, Microbiology, Biochemistry]*

**Objectives**

1. To perform all such duties [under the statutory requirements of various acts applicable to Medical Practice i.e. "Indian Medical Council Act, 1956", "Code of Medical Ethics, 2002", "Consumer Protection Act, 1986", "Bio-Medical Waste (Management and Handling) Rules, 1998 under Environment (Protection) Act, 1986", "The Transplantation of Human Organs Act, 1994", "Medical Termination of Pregnancy Act, 2003", "Prenatal Diagnostic Techniques Act, 1994", "Drugs & Cosmetics Act, 1940" etc.] so as to ensure reasonable, acceptable standard of patient care through efficient health care delivery system.
2. To perform all such duties to ensure continued enhancement in the services and quality of patient care by providing safe, timely, effective, efficient, equitable and patient-centered health care delivery system.

**Duties**

- (i) Complete full-time management of a unit including training and supervision of medical students, resident doctors and resident medical officers in such a way that there is no "Medical Negligence" whatsoever in patient care secondary to breach / infringement/ violation of any Act / Code of Medical Ethics, 2002 governing practice of Medicine, bringing disgrace to the dignity of Medical Profession and / or to the reputation of the Medical College / Hospital. **It is binding on any full-time medical teacher to attend to emergency cases as and when required even beyond duty hours as per the requirement of concerned department.**
- (ii) To issue medical certificates of various kinds like under-treatment certificate, injury certificate, fitness certificate, disability certificate, certificate of cause of death etc. under intimation/order of Medical Superintendent's concerned office.
- (iii) To appear in a Court of Law, if summoned, as an "Expert Witness", after due intimation/permission of Dean, SMIMER or Medical Superintendent, SMIMER in any patient-related case with original hospital patient case records as required by the honourable court.

- (iv) To maintain records/reports of medical statistics concerning the department and to provide the same as and when required by the administration/competent authorities.
- (v) To suggest/recommend/advise use of certain managerial tools or techniques or skills so as to upgrade the quality and services of patient care.
- (vi) To treat patients, families, visitors and each other with respect.

***C) Administrative / Supervisory duties in assisting the Head of the Department in the following administrative work***

***Objectives***

1. To perform all such duties [under the statutory provisions of various acts that govern the service of any employee of Surat Municipal Corporation (SMC) i.e. "Bombay Provincial Municipal Corporation (BPMC) Act, 1949", "Gujarat Civil Service Rules (GCSR), 2002", "Right To Information(RTI) Act, 2005, etc. as adopted by Surat Municipal Corporation(SMC) from time to time] as to enforce the 'disciplined work culture' resulting in efficient and effective functioning of the department personnel.
2. To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the concerned department.

***Duties***

- (i) To serve as role models in their relationships with students and with general staff at all levels
- (ii) To plan, propose process, procure and maintain various plants, machinery, equipments/instruments, furniture & fixtures (dead stock) etc. To maintain record of all such items available in the custody of the department as per the instructions of the Professor & Head of the Department.
- (iii) To work for various institutional committees like Local Tender Committee, Hospital Infection Control Committee, Grievance Committee , Sexual Harassment Committee, Purchase Committee etc. under the directives of Dean, SMIMER; MS, SMIMER, Head of Departments or any other competent authorities.
- (iv) To exercise authority regarding administrative control of the department in absence of the Professor & Head as and when directed by the Dean, SMIMER.



- a) To maintain 'Personal Files' of all the teaching as well as non-teaching staff of the department.
- b) To recommend or refuse any kind of leave (Casual Leave/ Special Leave/Earned Leave etc.) to any staff member of the department as per the concerned rules in that regard.
- c) To ensure that every full-time medical teacher and staff works for eight (08) hours daily (inclusive of 1 hour lunch-time) from 9.00 AM to 5.00 PM on Monday to Friday and for four (04) hours from 9.00 AM to 1.00 noon (lunch hour not included) on Saturdays or as per the duties assigned to them.
- d) To maintain "Muster Roll" of teaching as well as non-teaching staff of the department; to conduct periodic audit of the timings of arrival / departure of the staff; to mark any sanctioned leave or absence without leave (AWL) i.e. unauthorized absence of the employee as the case may be; to report to the competent leave-sanctioning authority e.g. Dean, SMIMER any irregularity in attendance or punctuality in respect of a defaulting employee; to take appropriate needful action against the undisciplined employee etc.
- e) In case any faculty member/staff is kept from his or her duties by illness or other reasons or it is necessary to incur an extended absence from his or her regular duties, the head must inform and seek approval from Dean, SMIMER. The head should simultaneously make appropriate alternative arrangements so that the classes / assignments/clinical work etc are regularly scheduled.
- f) To write annual "Confidential Report" (performance appraisal / work audit) of the employees working in the department as well as your own "Self Appraisal/Assessment Report" as per the guiding principles in that regard.
- g) To play a constructive role in appointment, confirmation and promotion processes for academic and general staff of their department as and when required by the competent authorities.
- h) To conduct a "Preliminary Inquiry" (whenever asked by the higher competent authorities) into a particular untoward incidence or in respect of a particular employee and to submit the report in scheduled time as per the rules in that regard.
- i) To perform any other duty / task / work assigned by the higher competent authorities like Municipal Commissioner, SMC; Dean, SMIMER; Medical Superintendent, SMIMER etc. either in public interest or in the interest to upkeep/ develop the department/ institute.
- j) To exhibit keen interest, initiative and drive in the overall development of the department and to perform all the above said duties diligently with utmost sincerity and honesty.

## **ASSISTANT PROFESSOR**

### ***A) Duties related to medical education & research (academic duties)***

#### ***Objectives***

1. To perform all such duties [under the statutory provisions of medical college/ affiliated university/ Medical Council of India (MCI), Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules, 1998, Director of Medical Education & Research (DMER) Gujarat etc.] so as to obtain and maintain the affiliation of the college and the attached teaching hospital to affiliating (VNSGU) university and recognition of the teaching institution by MCI and Government of India for the purpose of conducting various medical/paramedical undergraduate and postgraduate courses, thereby helping to establish and ensure the basic minimum standard of medical education and research.
2. To perform all such duties so as to ensure continued improvement in the quality of medical education and research.

#### ***Duties***

- (i) To carry teaching of both undergraduate and postgraduate students so as to achieve their educational objectives i.e. to develop their knowledge, skills and attitude.
- (ii) To ensure student awareness of course objectives, approach and evaluation techniques and to provide a learning environment which makes effective use of available resources.
- (iii) To assist, organize and or participate in various teaching program for undergraduate and postgraduate medical students like Lectures/ Tutorials / Demonstration's /Practical's /Group Discussions/ Ward Clinics etc.
- (iv) To assist, organize and or participate in conducting departmental examinations/assessments for periodic evaluation /assessment of the undergraduate and postgraduate students.
- (v) To keep accurate records of attendance and academic standing of each enrolled student as required by affiliating (VNSGU) university.
- (vi) To be easily accessible, within the institute so as to counsel and guide the students to truth, intellectual excellence and knowledge within the discipline.
- (vii) To provide inputs in curriculum development, design of courses, innovations in the delivery of teaching in the discipline from time to time.

- (viii) To assist, organize and or participate in various undergraduate and postgraduate medical examinations held by the affiliating (VNSGU) university.
- (ix) To maintain a departmental library and research laboratory for undergraduate and postgraduate medical students as well as fellow teaching staff.
- (x) To provide guidance and assistance to junior staff and students in developing their capacity for research.
- (xi) To write scientific papers for publication in academic journals; present research at meetings of scholarly societies (local/ state/ international conferences) to promote the institute; give presentations at other institutions of higher education; read scholarly journals to keep abreast of new developments.
- (xii) To assist the Professor & Head; Dean, SMIMER; MS, SMIMER and other colleagues of the institute in planning and implementing various program of the institute/ department.
- (xiii) To serve and provide reviews on various institutional expert committees as and when required under the auspices of Dean, SMIMER.
- (xiv) To participate, organize or assist in organizing from time to time in different academic activities like Seminars/ Conferences/ Symposia / Panel Discussions / Workshop/ Guest Lectures / Continuing Medical Education Programme etc. To attend/organize such activities it is mandatory for the faculty to inform and take prior permission from the Dean, SMIMER. To discharge such duty the faculty can avail the facility of "Special Leave" of not exceeding ten (10) days in any calendar year i.e.1<sup>st</sup> January to 31<sup>st</sup> December.
- (xv) To participate in conduct of undergraduate and postgraduate examinations of other state health universities as an external examiner with the prior information and permission of the Dean, SMIMER. To discharge such duty the faculty can avail the facility of "Special Leave" of not exceeding ten (10) days in any calendar year i.e.1<sup>st</sup> January to 31<sup>st</sup> December.
- (xvii) To undertake any other task entrusted by affiliating (VNSGU) university or Surat Municipal Corporation (SMC) with the prior information and permission of the Dean, SMIMER.
- (xviii) To work on various student's welfare-related committees (e.g. Anti-Ragging Committee, Students Gymkhana Committee, Student Mentorship Committee etc.) under the mentorship of Dean, SMIMER.

**B) Duties related to teaching hospital (medical relief/patient care--clinical duties)\***

*\*[Applicable to Assistant Professors in specialties like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest & TB; Surgery & allied viz. Orthopaedics, ENT, Ophthalmology, Anaesthesiology, Radiology; Gynaecology & Obstetrics, Pathology including Blood Bank, Microbiology, Biochemistry]*

**Objectives**

1. To perform all such duties [under the statutory requirements of various acts applicable to Medical Practice i.e. "Indian Medical Council Act, 1956", "Code of Medical Ethics, 2002", "Consumer Protection Act, 1986", "Bio-Medical Waste (Management and Handling) Rules, 1998 under Environment (Protection) Act, 1986", "The Transplantation of Human Organs Act, 1994", "Medical Termination of Pregnancy Act, 2003", "Prenatal Diagnostic Techniques Act, 1994", "Drugs & Cosmetics Act, 1940" etc.] so as to ensure reasonable, acceptable standard of patient care through efficient health care delivery system.
2. To perform all such duties to ensure continued enhancement in the services and quality of patient care by providing safe, timely, effective, efficient, equitable and patient-centered health care delivery system.

**Duties**

- (i) Complete full-time management of a unit including training and supervision of medical students, resident doctors and resident medical officers in such a way that there is no "Medical Negligence" whatsoever in patient care secondary to breach / infringement / violation of any Act / Code of Medical Ethics, 2002 governing practice of Medicine, bringing disgrace to the dignity of Medical Profession and / or to the reputation of the Medical College / Hospital. **It is binding on any full-time medical teacher to attend to emergency cases as and when required even beyond duty hours as per the requirement of concerned department.**
- (ii) To make himself / herself immediately available for attending to any emergency regarding admitted patients. It is mandatory for the faculty to remain and stay overnight in the hospital campus in designated duty room on emergency (on-call) day.
- (iii) To issue medical certificates of various kinds like under-treatment certificate, injury certificate, fitness certificate, disability certificate, certificate of cause of death etc. under intimation/order of Medical Superintendent's concerned office.

- (iv) To appear in a Court of Law, if summoned, as an "Expert Witness", after due intimation/permission of Dean, SMIMER or Medical Superintendent, SMIMER in any patient-related case with original hospital patient case records as required by the honourable court.
- (v) To maintain records/reports of medical statistics concerning the department and to provide the same as and when required by the administration/competent authorities.
- (vi) To suggest/recommend/advise use of certain managerial tools or techniques or skills so as to upgrade the quality and services of patient care.
- (vii) To treat patients, families, visitors and each other with respect.

***C) Administrative / Supervisory duties in assisting the Head of the Department in the following administrative work-***

***Objectives***

1. To perform all such duties [under the statutory provisions of various acts that govern the service of any employee of Surat Municipal Corporation (SMC) i.e. "Bombay Provincial Municipal Corporation (BPMC) Act, 1949", "Gujarat Civil Service Rules (GCSR), 2002", "Right To Information(RTI) Act, 2005, etc. as adopted by Surat Municipal Corporation(SMC) from time to time] as to enforce the 'disciplined work culture' resulting in efficient and effective functioning of the department personnel.
2. To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the concerned department.

***Duties***

- (i) To serve as role models in their relationships with students and with general staff at all levels
- (ii) To plan, propose process, procure and maintain various plants, machinery, equipments/instruments, furniture & fixtures (dead stock) etc. as and when required/asked for by the competent authorities. To maintain record of all such items available in the custody of the department as per the instructions of the Professor & Head of the Department.
- (iii) To work for various institutional committees like Local Tender Committee, Hospital Infection Control Committee, Grievance Committee , Sexual Harassment Committee, Purchase Committee etc. under the directives of Dean, SMIMER; MS, SMIMER, Head of Departments or any other competent authorities.

- (iv) To exercise authority regarding administrative control of the department in absence of the Professor & Head/Associate Professor as and when directed by the Dean, SMIMER.
- a) To maintain 'Personal Files' of all the teaching as well as non-teaching staff of the department.
- b) To recommend or refuse any kind of leave (Casual Leave/ Special Leave/Earned Leave etc.) to any staff member of the department as per the concerned rules in that regard.
- c) To ensure that every full-time medical teacher and staff works for eight (08) hours daily (inclusive of 1 hour lunch-time) from 9.00 AM to 5.00 PM on Monday to Friday and for four (04) hours from 9.00 AM to 1.00 noon (lunch hour not included) on Saturdays or as per the duties assigned to them.
- d) To maintain "Muster Roll" of teaching as well as non-teaching staff of the department; to conduct periodic audit of the timings of arrival / departure of the staff; to mark any sanctioned leave or absence without leave (AWL) i.e. unauthorized absence of the employee as the case may be; to report to the competent leave-sanctioning authority e.g. Dean, SMIMER any irregularity in attendance or punctuality in respect of a defaulting employee; to take appropriate needful action against the undisciplined employee etc.
- e) In case any faculty member/staff is kept from his or her duties by illness or other reasons or it is necessary to incur an extended absence from his or her regular duties, the head must inform and seek approval from Dean, SMIMER. The head should simultaneously make appropriate alternative arrangements so that the classes / assignments/clinical work etc are regularly scheduled.
- f) To write annual "Confidential Report" (performance appraisal / work audit) of the employees working in the department as well as your own "Self Appraisal/Assessment Report" as per the guiding principles in that regard.
- g) To play a constructive role in appointment, confirmation and promotion processes for academic and general staff of their department as and when required by the competent authorities.
- h) To conduct a "Preliminary Inquiry" (whenever asked by the higher competent authorities) into a particular untoward incidence or in respect of a particular employee and to submit the report in scheduled time as per the rules in that regard.
- i) To perform any other duty / task / work assigned by the higher competent authorities like Municipal Commissioner, SMC; Dean, SMIMER; Medical Superintendent, SMIMER; Head of Department etc. either in public interest or in the interest to upkeep/ develop the department/ institute.
- j) To exhibit keen interest, initiative and drive in the overall development of the department and to perform all the above said duties diligently with utmost sincerity and honesty.



## **TUTOR/SENIOR RESIDENTS**

### ***A) Duties related to medical education & research (academic duties)***

#### ***Objectives***

1. To perform all such duties [under the statutory provisions of medical college/ affiliated university/ Medical Council of India (MCI), Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules, 1998, Director of Medical Education & Research (DMER) Gujarat etc.] so as to obtain and maintain the affiliation of the college and the attached teaching hospital to affiliating (VNSGU) university and recognition of the teaching institution by MCI and Government of India for the purpose of conducting various medical/paramedical undergraduate and postgraduate courses, thereby helping to establish and ensure the basic minimum standard of medical education and research.
2. To perform all such duties so as to ensure continued improvement in the quality of medical education and research.

#### ***Duties***

- (i) To carry teaching of both undergraduate and postgraduate students so as to achieve their educational objectives i.e. to develop their knowledge, skills and attitude.
- (ii) To assist, organize and or participate in various teaching program for undergraduate and postgraduate students like Lectures/ Tutorials / Demonstration's /Practical's /Group Discussions/ Ward Clinics etc.
- (iii) To assist and or participate in conducting departmental examinations/assessments for periodic evaluation /assessment of the undergraduate and postgraduate students under the supervision of Head of Department/senior faculty members.
- (iv) To assist in keeping accurate records of attendance and academic standing of each enrolled student as required by affiliating (VNSGU) university under the directives of Head of Department/senior faculty members.
- (v) To be easily accessible, within the institute so as to counsel and guide the students to truth, intellectual excellence and knowledge within the discipline.
- (vi) To assist, organize and or participate in various undergraduate and postgraduate medical examinations held by the affiliating (VNSGU) university as per the directives of competent authorities.
- (vii) To assist senior faculty members in maintaining the departmental library and research laboratory for undergraduate and postgraduate medical students as well as fellow teaching staff.
- (viii) To provide guidance and assistance to students in developing their capacity for research.

- (ix) To write scientific papers for publication in academic journals; present research at meetings of scholarly societies (local/ state/ international conferences) to promote the institute; give presentations at other institutions of higher education; read scholarly journals to keep abreast of new developments.
- (x) To assist the Professor & Head; Dean, SMIMER; MS, SMIMER and other colleagues of the institute in planning and implementing various program of the institute/ department.
- (xi) To participate, organize or assist in organizing from time to time in different academic activities like Seminars/ Conferences/ Symposia / Panel Discussions / Workshop/ Guest Lectures / Continuing Medical Education Programme etc. To attend/organize such activities it is mandatory for the faculty to inform and take prior permission from the Dean, SMIMER. To discharge such duty the faculty can avail the facility of "Special Leave" of not exceeding ten (10) days in any calendar year i.e.1<sup>st</sup> January to 31<sup>st</sup> December.
- (xii) To undertake any other task entrusted by affiliating (VNSGU) university or Surat Municipal Corporation (SMC) with the prior information and permission of the Dean, SMIMER.
- (xiii) To work on various student's welfare-related committees (e.g. Anti-Ragging Committee, Students Gymkhana Committee, Student Mentorship Committee etc.) under the mentorship of Dean, SMIMER.

***B) Duties related to teaching hospital (medical relief/patient care--clinical duties)\****

***\*[Applicable to Tutors/Senior Residents in specialties like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest & TB; Surgery & allied viz. Orthopaedics, ENT, Ophthalmology, Anaesthesiology, Radiology; Gynaecology & Obstetrics, Pathology including Blood Bank, Microbiology, Biochemistry ]***

***Objectives***

1. To perform all such duties [under the statutory requirements of various acts applicable to Medical Practice i.e. "Indian Medical Council Act, 1956", "Code of Medical Ethics, 2002", "Consumer Protection Act, 1986", "Bio-Medical Waste (Management and Handling) Rules, 1998 under Environment (Protection) Act, 1986", "The Transplantation of Human Organs Act, 1994", "Medical Termination of Pregnancy Act, 2003", "Prenatal Diagnostic Techniques Act, 1994", "Drugs & Cosmetics Act, 1940" etc.] so as to ensure reasonable, acceptable standard of patient care through efficient health care delivery system.



2. To perform all such duties to ensure continued enhancement in the services and quality of patient care by providing safe, timely, effective, efficient, equitable and patient-centered health care delivery system.

### **Duties**

- (i) Complete full-time management of a unit including training and supervision of medical students, resident doctors and resident medical officers in such a way that there is no "Medical Negligence" whatsoever in patient care secondary to breach / infringement / violation of any Act / Code of Medical Ethics, 2002 governing practice of Medicine, bringing disgrace to the dignity of Medical Profession and / or to the reputation of the Medical College / Hospital. **It is binding on any full-time medical teacher to attend to emergency cases as and when required even beyond duty hours as per the requirement of concerned department.**
- (ii) To make himself / herself immediately available for attending to any emergency regarding admitted patients. It is mandatory for the faculty to remain and stay overnight in the hospital campus in designated duty room on emergency (on-call) day.
- (iii) To help issue medical certificates of various kinds like under-treatment certificate, injury certificate, fitness certificate, disability certificate, certificate of cause of death etc. under intimation/order of Medical Superintendent's concerned office.
- (iv) To appear in a Court of Law, if summoned, as an "Expert Witness", after due intimation/permission of Dean, SMIMER or Medical Superintendent, SMIMER in any patient-related case with original hospital patient case records as required by the honourable court.
- (v) To help maintain records/reports of medical statistics concerning the department and to provide the same as and when required by the administration/competent authorities.
- (vi) To suggest/recommend/advise use of certain managerial tools or techniques or skills so as to upgrade the quality and services of patient care.
- (vii) To treat patients, families, visitors and each other with respect.

***C) Administrative / Supervisory duties in assisting the Head of the Department in the following administrative work***

***Objectives***

1. To perform all such duties [under the statutory provisions of various acts that govern the service of any employee of Surat Municipal Corporation (SMC) i.e. "Bombay Provincial Municipal Corporation (BPMC) Act, 1949", "Gujarat Civil Service Rules (GCSR), 2002", "Right To Information (RTI) Act, 2005, etc. as adopted by Surat Municipal Corporation (SMC) from time to time] as to enforce the 'disciplined work culture' resulting in efficient and effective functioning of the department personnel.
2. To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the concerned department.

***Duties***

- (i) To serve as role models in their relationships with students and with general staff at all levels
- (ii) To plan, propose process, procure and maintain various plants, machinery, equipments/instruments, furniture & fixtures (dead stock) etc. as and when required/asked for by the competent authorities. To maintain record of all such items available in the custody of the department as per the instructions of the Professor & Head of the Department.
- (iii) To work for various institutional committees like Local Tender Committee, Hospital Infection Control Committee, Grievance Committee, Sexual Harassment Committee, Purchase Committee etc. under the directives of Dean, SMIMER; MS, SMIMER, Head of Departments or any other competent authorities.
- (iv) To write annual "Confidential Report" (performance appraisal / work audit) of the employees working in the department as well as your own "Self Appraisal/Assessment Report" as per the guiding principles in that regard.
- (v) To perform any other duty / task / work assigned by the higher competent authorities like Municipal Commissioner, SMC; Dean, SMIMER; Medical Superintendent, SMIMER; Head of Department etc. either in public interest or in the interest to upkeep/ develop the department/ institute.
- (vi) To exhibit keen interest, initiative and drive in the overall development of the department and to perform all the above said duties diligently with utmost sincerity and honesty.

## **RESIDENT MEDICAL DOCTORS**

### **[PG/Non-PG Junior Resident/ Senior Resident/ Registrar]**

#### **Preface**

Residents are physicians-in-training. They learn the skills necessary for their chosen specialty through structured didactic sessions, required reading and self-study. Our program is committed to and responsible for promoting patient safety in a supportive, and supervised educational environment. All patient care activities are under the supervision of the concerned faculty. As part of their training program, residents are given progressively greater responsibility according to their level of education, professional abilities and clinical experiences.

#### ***A) Duties related to medical education & research (academic duties)***

##### **Objectives**

1. To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), Director of Medical Education & Research (DMER) Gujarat, Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules, 1998, etc.] as to obtain & maintain the affiliation of the College and the attached Teaching Hospital to a Health University and recognition of these Teaching institutions by MCI & Govt. of India for the purpose of conducting various medical/ paramedical Undergraduate/Postgraduate courses; thereby helping to establish and ensure the basic minimum standard of Medical Education & Research.
2. To perform all such duties to ensure continued improvement in the quality of Medical Education and Research.

##### **Duties**

- (i) To be involved in teaching of both undergraduate and postgraduate students so as to achieve their educational objectives i.e. to develop their knowledge, skills and attitude.
- (ii) To assist the faculty in organizing and conducting various undergraduate and postgraduate medical examinations held by the department and or affiliating (VNSGU) university.
- (iii) To conduct research projects, write scientific papers for publication in academic journals; present research at meetings of scholarly societies (local/ state/ international conferences); read scholarly journals to keep abreast of new developments.
- (iv) To design and conduct their research (thesis) under the guidance and supervision of their mentor (PG Teacher).

- (v) To assist the faculty and other colleagues of the institute in planning and implementing various program of the institute/ department.
- (vi) To participate or assist faculty from time to time in the successful organization of different academic activities like Seminars/ Conferences/ Symposia / Panel Discussions / Workshop/ Guest Lectures / Continuing Medical Education Programme etc.
- (vii) To undertake any other task entrusted by Dean, SMIMER, MS, SMIMER, affiliating (VNSGU) university or Surat Municipal Corporation (SMC) etc.

***B) Duties related to teaching hospital (medical relief/patient care-- clinical duties)***

***Objectives***

- 1) To perform all such duties [under the Statutory requirements of various Acts applicable to Medical Practice i.e. "Indian Medical Council Act,1956", "Code of Medical Ethics,2002", "Consumer Protection Act,1986", "Bio-Medical Waste (Management and Handling) Rules,1998 under Environment (Protection) Act, 1986", "The Transplantation of Human Organs Act,1994", "Medical Termination of Pregnancy Act,2003", "Prenatal Diagnostic Techniques Act,1994" etc.] as to ensure reasonable, acceptable standard of patient care through efficient Health care delivery system.
- 2) To perform all such duties to ensure continued enhancement in the services and quality of patient care by providing safe, timely, effective, efficient, equitable and patient-centered health care delivery system.

***Duties***

- (i) To be positive and proactive in providing patient care by working under the direct timely guidance / supervision / assistance / advice/ mentorship of Assistant Professor / Associate Professor / Professor in the care and management of patients in such a way that there is no "Medical Negligence" in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics, 2002, governing practice of medicine bringing disgrace to the dignity of medical profession and / or the reputation of medical college / hospital.
- (ii) To communicate with attending faculty/physicians at any time they feel uncertain about their abilities, the patient's condition, or the plan of care.

\* [It is emphasized that except in dire (life & death) emergency situation, the Resident Medical Doctors will not take independent , final decision on his/her own regarding patient care and will seek an opinion / advice / assistance / direct supervision of a senior qualified medical faculty of the rank of Assistant Professor/ Associate Professor / Professor who are under "vicarious responsibility / liability" jointly or severally for any act of commission or omission in patient care amounting to "Medical Negligence" on the part of a Resident Medical Doctors.]

- (iii) He / She will make himself / herself available immediately to attend to admitted patients especially in emergency situation for which it is mandatory to remain and stay in the hospital campus in the Residents' Hostel Room" allotted to him / her. He / She will have to obtain permission from his / her superiors to leave the hospital campus for personal work after making adequate alternate arrangements to look after the patient's call. An entry to that effect [name of Resident Medical Doctor leaving hospital , date and time of his/her departure , name of the doctor assigned to look after the duty and time of return of the Resident Medical Doctor on leave] be made by the concerned resident doctor in a "Locum Register" available with the department /casualty medical office, SMIMER. He / She will also keep the ward nurse informed about such an arrangement.
- (iv) To behave in a professional manner while in hospitals and clinics. A well-groomed and neat personal appearance and professional dress are important in establishing respectful, professional relationships with patients. A white lab coat should be worn where appropriate.
- (v) To treat faculty, patients, families, visitors and each other with respect.
- (vi) To assist the competent authorities in issuing of medical certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc. as and when needed under intimation/order of Medical Superintendent's concerned office.
- (vii) To assist faculty members and other staff in maintaining records / reports of medical statistics concerning the department and to provide the same as and when required by the administration/competent authorities.

- (viii) To appear in a Court of Law, if summoned, as an "Expert Witness", after due intimation/permission of Dean, SMIMER or Medical Superintendent, SMIMER in any patient-related case with original hospital patient case records as required by the honourable court.
- (ix) To carry out any duty / task / work assigned by any faculty or higher administrative authority like Municipal Commissioner, SMC; Dean, SMIMER; Medical Superintendent, SMIMER etc. either in public interest or in the interest of upkeep and or development of the department and or institution.
- (x) To exhibit keen interest, initiative and drive in the overall development of the department and to perform all the above said duties diligently with utmost sincerity and honesty.

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પ્રો.રા.જનરલ બોર્ડ,

ઈ.ચા.સેક્રેટરી  
સુરત મહાનગરપાલિકા  
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Received On

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