

MEDICAL

Do's

- ❖ Ensure the submission of Medical Identity card by the employee and their eligible dependents on every visit to the hospital for treatment.
- ❖ Follow rigidly the procedure regarding issue of sick/fit certificates and in case of departure, give specific reasons.
- ❖ Specify period of sickness, indicating period of absence if any, and give relevant details in the medical certificate.
- ❖ Maintain attendance register of patients promptly and ensure that entries are correctly and properly made, so that they are in conformity with other records of hospital.
- ❖ Checks to be made in medical stores periodically and timely action to be taken in respect of on near expiry medicines.
- ❖ Regular checks to be made on functioning status of Medical Instruments and timely action to be taken in respect of Expiry date of Tools & Plants
- ❖ Ensure the adherence to provisions relating

to collection and testing of food samples and water samples to guard against poor quality and adulteration thereof.

- ❖ Ensure the sample test drugs to guard against procurement of sub-standard drugs.
- ❖ Ensure for Medically certified Food handlers in the stalls and other catering units functioning under IRCTC in the Railway Platforms and Railway station concourse.
- ❖ Ensure the signature of the Matron/Doctor concerned while issuing medicines to the Wards and also obtain signature of the recipient and issuer in the indent forms.
- ❖ Ensure the indent forms are in order in all aspects viz., Sl.no., Description of medicines, Qty required, Qty on hand, etc., while issuing the same to the Wards.
- ❖ Keep proper accountal for all the medicines irrespective of the cost involved.
- ❖ Maintain proper register for local purchase of Medicines.
- ❖ Ensure the adherence to procedure related on outsourcing of Lab investigations and

also for attending repairs of Ambulance/staff car for obtaining F.C from R.T.O.

- ❖ Exercise extra care and ensure compliance of extant instructions before declaring any employee/Candidate medically de-categorized/totally unfit.
- ❖ Conduct surprise check in the Kitchen of the hospital so as to serve quality and hygiene food to the in-patients.

DON'TS

- ❖ Avoid leaving blank entries in the Medical attendance register and sick/fit certificate books.
- ❖ Do not issue backdated medical certificates and avoid delays in sending the certificates pertaining to the employees to the departments concerned.
- ❖ Avoid entertaining cases of sick-employees beyond the permissible period and do not forget to make reference to the higher authority if the case required retention on sick list beyond the time limit.
- ❖ Avoid delay in transferring of Sick cases found fit to travel, belongs to other than

particular jurisdiction of the Hospital/ Health Unit.

- ❖ Do not use two sick/fit certificate books simultaneously.
- ❖ Do not allow handling of sick/fit certificate books by the staff other than the staff entrusted for the same.
- ❖ Avoid frequent and indiscriminate local purchases, which cannot be justified ordinarily.
- ❖ Do not issue Hospital Permit/pass in a routine manner.
- ❖ Do not indulge in Private Practice.
- ❖ Do not fail to remit the collection amount to Railway account daily, received from the retired employees, outsiders etc., with regard to diet charges, consulting fees etc.
- ❖ Do not take the employees under WCA list without injury memo from the competent authority of the department concerned.