

DEENDAYAL PORT TRUST

(India's No. 1 Major Port)

MANUAL ON

JOB

AND

RESPONSIBILITIES

MEDICAL DEPARTMENT

Name : DR. (MRS.) KALINDI GANDHI
Designation : CHIEF MEDICAL OFFICER
Section : -
Department : MEDICAL

Title of the Job	Chief Medical Officer
Objectives	To provide preventive, promotive, and curative healthcare for port employees and their beneficiaries.
Role & Responsibilities	<ol style="list-style-type: none"> 1. Overall in-charge of management of Medical Department. 2. To provide preventive curative health care services to port employees and their beneficiaries, which include Pensioners and their spouses, CISF personnel & their dependent family members 3. Implement cost effective, effective medical interventions, in all healthcare facilities. 4. Staff, establishment and disciplinary matters. 5. Board Items and related issues. 6. Grievances & Citizen Charter issues 7. Medical Board and related issues. 8. Plan/Non Plan Schemes 9. Issues related to obtaining finance concurrence to various proposals 10. Leave account of Doctors and Para-medical Staff 11. Also performs clinical duties as Gynaecologist (Specialist) including antenatal checkups, conduct deliveries, Gynaecological major/minor surgeries, including Endoscopic surgical procedures. Cancer screening in female.
Job specification & attributes	<ol style="list-style-type: none"> 1. Strategic and innovative thinker with proven ability to communicate a vision and drive results. 2. Experience and demonstration of successful leadership of case management, disease management and / or population health program
(Qualification as per RRs)	<ol style="list-style-type: none"> 1. MBBS degree from a recognized University. 2. A Post Graduate Medical Degree from a recognized University.
Resource requirement	Human resources, Equipments, infrastructure.
Measureable outcome	Timely procurement of medicines, DPC of medical department on time, availability of essential medicines, reduction of OT expenditure
Date of review (Yearly)	Yearly

Name : DR. SUBHASH C. SHARMA
Designation : SENIOR DEPUTY CHIEF MEDICAL OFFICER
Section : ANESTHESIA
Department : MEDICAL

Title of the Job	SENIOR DEPUTY CHIEF MEDICAL OFFICER
Objectives	To provide Preventive, Diagnostic and curative health care services to all Port Employees and their dependents.
Role & Responsibilities	<ol style="list-style-type: none"> 1) To attend patients 2) All issues/matters related to Operation Theatre. 3) Issues related to ISO 9001:2008 & 14001:2004 and timely submission of reports thereof. 4) Overall supervision & Monitoring of Stores works. 5) Liasoning with part time visiting doctors and issues thereof. 6) Issue related to Surgical Ward 7) Coordinating issues pertaining to New Kandla Hospital. 8) Infection control management 9) Maintenance of Medical Equipments (physical verification and submission of written report) 10) Periodical & Surprise inspection of various sections of departments regarding observance of punctuality by the staff and submission of its report to the CMO, at least once in a month in writing 11) Overall Incharge of Ward
Job specification & attributes	Experience and successful demonstration of Patient health Management and Employee management.
(Qualification as per RRs)	<ol style="list-style-type: none"> 1. MBBS degree from a recognized University. 2. A Post Graduate Medical Degree from a recognized University.
Resource requirement	<ol style="list-style-type: none"> 1) Infrastructure. 2) Medical and Non-Medical equipment.
Measureable outcome	Compliance of statutory requirements. Ward Management Stores Management
Date of review (Yearly)	Yearly.

Name : DR. ANIL J. CHELLANI
Designation : SR. DEPUTY CHIEF MEDICAL OFFICER (PHYSICIAN)
Section : GENERAL MEDICINE /OCCUPATIONAL HEALTH AND SERVICE CENTRE (OHSC)
Department : MEDICAL

Title of the Job	Physician / OHSC
Objectives	To provide quality medical services to the patient. To make the facilities cost effective to the organisation.
Role & Responsibilities	<ol style="list-style-type: none"> 1) To attend patients 2) Medical Welfare Cases 3) Preparation & Maintenance of Duty List, Leave account including C.Off Register of Doctors. 4) Attending and disposal of R.T.I. issues & Complaints 5) Periodical Review of the performance of the recognized Hospitals, Laboratories, Imaging & Audiometry Centers & Part-time Doctors & submission of monthly report. 6) As in-charge of OHSC conduct pre-employment and periodic medical check of employees and also do the administrative work associated. Attend safety meetings and conduct first aid lectures as per Dock Safety Act.
Job specification & attributes	<p>Experience and successful demonstration of patient health management. Work experience as Physician</p>
(Qualification as per RRs)	<ol style="list-style-type: none"> 1. MBBS degree from a recognized University. 2. A Post Graduate Medical Degree from a recognized University.
Resource requirement	Infrastructure, Manpower, Equipment
Measureable outcome	No. of patients, medical examination of workers
Date of review (Yearly)	Yearly

Name : DR. MAHESH BAPAT
Designation : DY. CMO (SPECIALIST)
Section : ENT
Department : MEDICAL

Title of the Job	DY. CMO (SPECIALIST)
Objectives	To give optimal patient care and reduce financial expenditure.
Role & Responsibilities	<ol style="list-style-type: none"> 1. To attend patients 2. Works related to Hindi Language. 3. Issue regarding local statutory documents / Dock Safety works 4. Works of Annual Estimate & E-tendering 5. First Aid & Bio Medical Waste Training under Swachh Bharat 6. Overall Incharge of Housekeeping 7. All issues related to Laboratory & Physiotherapy (supervision of punctuality and leave) 8. Supervision of Circle Office and Kandla Hospital staff 9. Regular supervision of works being carried out by the staff of contractor and that by the staff of Medical Department, as per the Work Schedule and submission of report to CMO periodically in writing 10. Issues related to Adipur Dispensary
Job specification & attributes	Attend to patients and any other job as suggested by CMO.
(Qualification as per RRs)	<ol style="list-style-type: none"> 1. MBBS degree from a recognized University. 2. A Post Graduate Medical Degree or Medical Diploma in the specified Specialty from a recognized University.
Resource requirement	Financial resources, inventory, human skills, services rendered, information technology.
Measureable outcome	Patient satisfaction, work in Hindi, trainings imparted
Date of review (Yearly)	Yearly

Name : DR. REKHA BHAMBHANIA
Designation : DY. CMO
Section : ---
Department : MEDICAL, MPT HOSPITAL

Title of the Job	DY. CMO
Objectives	To comply with patients and hospital related duties.
Role & Responsibilities	<ol style="list-style-type: none"> 1. To examine and treat out patients of Hospital. 2. Approval/Issue of Reference Letter to employees. 3. Submission of detailed monthly report of Kandla Hospital as well as Dispensary meant for Public in the format prescribed 4. Works issues of PHO/IHR in consultation with CMO 5. Comply PHO requirements and attend joint sanitary round 6. Issues related to CISF 7. Overall incharge of Ward
Job specification & attributes	Attend to patients and any other job as suggested by CMO
(Qualification as per RRs)	MBBS degree from a recognized University.
Resource requirement	Paramedical staff and hospital equipments
Measureable outcome	Attending to patients immediately in case of emergency. To reduce waiting of patients in OPD to less than 20 minutes. Zero complaints from patients.
Date of review (Yearly)	Yearly

Name : DR. SUNIL SURYAWANSHI
Designation : SR. MEDICAL OFFICER
Section : ---
Department : MEDICAL

Title of the Job	SENIOR MEDICAL OFFICER (GENERAL DUTY)
Objectives	To attend to patients and their illness.
Role & Responsibilities	<ol style="list-style-type: none"> 1. To attend patients. 2. All issues related to Ambulances 3. Epidemic/Pandemic Control System in consultation with CMO. 4. Issues related to Public Health Awareness & National Health Program. 5. Preparation of monthly Duty roster of Doctors 6. Comply the issues of State Health Authorities. 7. Imparting monthly training to Para Medical Staff & submission of report 8. Bio-Medical Waste Management. 9. Disaster Management
Job specification & attributes	Attend to patients and any other job as suggested by CMO
(Qualification as per RRs)	MBBS degree from a recognized University.
Resource requirement	Paramedical staff and hospital equipments.
Measureable outcome	<ol style="list-style-type: none"> 1. Zero complaints from patients. 2. Immediate treatment of emergency patients. 3. Waiting of time of patients in OPD not more than 20 minutes.
Date of review (Yearly)	Yearly

Name : DR. RAVINDRA MALLIK
Designation : SR. MEDICAL OFFICER
Section : ---
Department : MEDICAL

Title of the Job	SR. MEDICAL OFFICER (GENERAL DUTY)
Objectives	To give patient care and hospital related duties.
Role & Responsibilities	<ol style="list-style-type: none"> 1) To attend patients 2) Assist Dr. A.J. Chellani in scrutiny of Medical Welfare Cases. 3) All the works/programmes related to HIV/AIDS project. 4) Incharge of periodical medical examination of Port employees/workers 5) issues related to Swachhata Abhiyan
Job specification & attributes	Attend to patients and any other job as suggested by CMO.
(Qualification as per RRs)	MBBS degree from a recognized University.
Resource requirement	Inventory, Human skills
Measureable outcome	Patients satisfaction, medical examination of workers, organizing programme under Swachh Bharat
Date of review (Yearly)	Yearly

Name : DR. VANDANA SURYAWANSHI
Designation : MEDICAL OFFICER
Section : ---
Department : MEDICAL

Title of the Job	MEDICAL OFFICER
Objectives	To attend to patients and their sicknesses.
Role & Responsibilities	<ol style="list-style-type: none"> 1) Attending patients 2) Overall incharge of OPD Staff / House-keeping of OPD (Punctuality & sanctioning of leave, ensure sufficient staff are remaining on duty, ensuring attendance of contract staff on DPT Holidays) 3) Issues of Injection Room. 4) Issues of X-Ray Room.
Job specification & attributes	Attend to patients and any other job as suggested by CMO.
(Qualification as per RRs)	MBBS degree from a recognized University.
Resource requirement	Paramedical staff and hospital equipments
Measureable outcome	<ol style="list-style-type: none"> 1. Immediate treatment of emergency patients. 2. Minimal waiting period of patients. 3. Patient's satisfaction.
Date of review (Yearly)	Yearly

Name : **DR. SUDHIR SINGH**
Designation : **MEDICAL OFFICER**
Section : **---**
Department : **MEDICAL**

Title of the Job	MEDICAL OFFICER
Objectives	To attend to patients and their sicknesses.
Role & Responsibilities	<ol style="list-style-type: none"> 1) To Attend patients 2) Timely submission of Reports viz. T.B., Malaria, etc. to State Govt. 3) Ensuring renewal of various mandatory licenses like Spirit, GPCB, BMW, etc. 4) Assist Dr. S.C. Sharma in ISO/RFD & Environment project works. 5) Statistics (Data Collection) related to medical department & submission of monthly reports in the format prescribed on 3rd of every month
Job specification & attributes	Attend to patients and any other job as suggested by CMO.
(Qualification as per RRs)	MBBS degree from a recognized University.
Resource requirement	Paramedical staff and hospital equipments
Measureable outcome	<ol style="list-style-type: none"> 1. Submission of monthly reports 2. Minimal waiting period of patients. 3. Patient's satisfaction.
Date of review (Yearly)	Yearly

Name : DR. MILAN LAKHIYAR
Designation : MEDICAL OFFICER
Section : ---
Department : MEDICAL

Title of the Job	Medical Officer
Objectives	To attend to patients and their sicknesses.
Role & Responsibilities	<ol style="list-style-type: none"> 1) To Attend patients 2) Scrutiny of referral bills including follow up action for its timely payment. 3) All the works/programmes related to HIV/AIDS project. 4) Outsourced Pharmacy related work/surprise inspection and scrutiny
Job specification & attributes	Attend to patients and any other job as suggested by CMO.
(Qualification as per RRs)	MBBS degree from a recognized University.
Resource requirement	Paramedical staff and hospital equipments
Measureable outcome	<ol style="list-style-type: none"> 1. Immediate treatment of emergency patients. 2. Minimal waiting period of patients. 3. Patient's satisfaction.
Date of review (Yearly)	Yearly