

MANUAL – 8

Procedure followed in Decision Making Process.

A statement of the Board Council Committees and other bodies constituted as its parts.

The following committees have been constituted.

(A) 1) Name of the Committee – Ethics Committee for Research on Human Subjects

2) Brief introduction & primary functions –

The Ethics Committee for Research on Human Subjects (ECRHS) was constituted in the year 1986. The primary function of this committee is to ensure the protection of the rights, safety & well-being of human subjects involved in a research project. It upholds the investigator's right to confidentiality of proprietary information.

3) Structural members/ Composition Participant –

Professor – Pediatrics/ Obstetrics & Gynaecology – N.Wadia Maternity Hospital

Prof. & HOD – Anaesthesia

Prof. & Head Surgical Gastroenterology

Prof. & Head of Clinical Pharmacology (TNMC & BYL)

Assoc.Prof. – Pharmacology & Therapeutics

Principal of Ruparel Law College

Faculty members of College of Social Work of Nirmala Niketan Institute

4) Head of the Committee – Dr. Manu Kothari, Emeritus Professor

5) Frequency of meetings – Once in a month

6) Can public participated in the meeting – No

7) Whether minutes of the meeting available to the public – No

(B) (1) Name of the Committee – Academic Committee

2) Brief introduction & primary functions – This committee was constituted from July 2001.

The primary function of this committee is to strengthen the academia, to ensure optimal utilization for learning.

To ensure optimal utilization of available facilities for learning.

To investigate into lacunae/ problems in local educational scenario and to take necessary action to overcome the same.

To develop and adopt useful educational strategies.

To devise and implement educational programmes which can increase the interest of students, both in undergraduate and postgraduate in learning.

To ensure quality in teaching – learning process.

3) Structural members/ Composition Participant –

Assoc. Professor – Pharmacology & Therapeutics/ Clinical Pharmacology

Professor –Medicine/ Pathology

Lecturer – PSM Deptt.

4) Head of the Committee – Dr. Dr. Nilima Kshirsagar, Dean (GSMC & KEMH)

5) Frequency of meetings – Once in a month

6) Can public participated in the meeting – No

7) Whether minutes of the meeting available to the public – No

C) 1) Name of the Committee – Poor Box Charity Fund Committee

2) 2) Brief introduction & primary functions –

This committee was constituted in the year 1926 with the approval of the Standing Committee by Resolution No.6736 of 29.9.1926.

a) The primary functions of this committee are to provide special medicines and surgical appliances to the poor and needy patients on the following basis.

For the patients with family income of Rs.500/- and less free of cost.

For the patients with family income between Rs.501/-to Rs.1000/- p.m.

For the patients with family income above Rs.1000/- p.m. To charge 50% of the Cost (In order to check up that the bulk of the aid is utilized for very poor people. Dean shall in the 1st week of April every year. submit a statement of medical aid availed of during previous year by patients with family income exceeding Rs.1500/- p.m. for M.C's information.

b) To establish and maintain workshop, press for rehabilitation of patients

c) To run a Gift shop at the KEM Hospital

d) To collect and preserve blood and pay to the blood donors.

e) To pay wages and allowances to the staff appointed for the fund establishment.

f) To pay moiety to the doctors.

To achieve the abovementioned aims and objects of the fund shall be collected from the following sources :

By charging fees for issue of Certificates to the patients

By collection from the Boxes kept in the OPDs and Wards

By donations from the public

By profit earned from sale of medicines at the Gift Shop. KEM Hospital

By charging for supply of blood to the patients.

By sale of articles etc. prepared by the patients at workshop, press.

By part of full cost paid by the patients for supply of medicine, comforts, services etc.

3) Structural members/ Composition Participant –

HOD – Biochemistry,

HOD-Medicine,

HOD-Cardiology,

Dy.Dean

Dy.C.A.(Hospitals)

Asstt.Dean

Admn.Officer (K)

Head MSW

Matron

Head Clerk (PBCF)

4) Head of the Committee – Dr. Nilima Kshirsagr, Dean (GSMC & KEMH)

5) Frequency of meetings – Once in a month

6) Can public participated in the meeting – No

7) Whether minutes of the meeting available to the public – No

D) 1) Name of the Committee – Committee against Sexual Harassment at work place at KEM Hospital.

2) 2) Brief introduction & primary functions –

To help women who could be targets of harassment. To investigate the complaints made by the institutional level & recommend punishment.

3) Structural members/ Composition Participant –

Assoc. Professor (PSM)

Assoc. Professor (Gyn.)

Assoc. Professor (Biochemistry)

Lecturer – PSM

MSW – PSM

Staff Nurse

CCT Pharmacology

FAOW (NGO)

Nursing Tutor

OT Tutor

4) Head of the Committee – Dr. Kamaxi Bhate, Assoc.Professor- PSM

5) Frequency of meetings – Once in a month

6) Can public participated in the meeting – No

7) Whether minutes of the meeting available to the public – No

E) 1) Name of the Committee – Patients Grievance Committee

2) 2) Brief introduction & primary functions –

This committee has been constituted to investigate the complaints made by the patients regarding their grievances. On receipt of such complaints the reports of the concerned doctors in the hospital is obtained and thereafter a meeting is held. Normally a meeting of the committee is called within 15 days after receipt of the complaint.

3) Structural members/ Composition Participant –

Dy.Dean – Chairperson

Asstt.Dean

HOD-Medicine

Dr.Lopa Mehata, Professor-Anatomy (Retired)

Dr.Supe – Prof. & HOD – G.Surgery

4) Head of the Committee – Dy.Dean (KEMH)

5) Frequency of meetings – Meeting is called after the complaints are received.

6) Can public participated in the meeting – No

7) Whether minutes of the meeting available to the public – No

F) 1) Name of the Committee – Department Development Fund Committee

2) Brief introduction & primary functions –

This committee has been constituted namely for financing research enquiries and for establishing patients care facilities in KEM Hospital with upto date modern instruments and to attend to take care of the patients.

3) Structural members/ Composition Participant –

Dr.N.A.Kshirsagar – Managing Trustee

Dr. P.S.Menon – Secretary

Dr. Preeti Mehta – Treasurer

Dr. Ravi Ramakantan – Member

Dr. Vinita Salvi – Member

Dr. L.S.Bichile – Member

Dr. S.B. Bavdekar - Member

4) Head of the Committee – Dr. N.A.Kshirsagar, Dean (GSMC & KEMH)

5) Frequency of meetings – Once in a month

6) Can public participated in the meeting – No

7) Whether minutes of the meeting available to the public – No

G) 1) Name of the Committee – Diamond Jubilee Society Trust

2) Brief introduction & primary functions –

This trust was constituted in the year 1991 and it has been registered under Bombay Public Charitable Trust, Act 1950.

The main objectives of the trust are :

To undertake scientific, social and statistical research in the field of health, medicine and applied science. Benefits arising out of results of the research undertaken by the trust would be extended to the poor and needy sector of the community, especially the slums dwellers and the working class in textile and other industries in Mumbai, catered by our public hospital as well as to the patient population at large. To promote medical education and to continually offer opportunities of upgrading knowledge, skills in the context of innovations, research and discovery in all fields of health.

To provide medical relief and undertake development programmes in health services and upgrading health care facilities to various sectors of the society.

3) Structural members/ Composition Participant –

Dr. N.A.Kshirsagar – Managing Trustee

Dr. N.N.Rege – Secretary

Dr.A.N.Supe – Treasurer

Dr. Ravi Ramakantan – Trustee

Dr.Anil Patwardhan – Trustee

Dr.K.B.Mhetre – Trustee

Dr.M.L.Kothari – Advisor

Dr.R.D.Bapat - Advisor

4) Head of the Committee – Dr. N.A.Kshirsagar, Dean (GSMC & KEMH)

5) Frequency of meetings – Once in a month

6) Can public participated in the meeting – No

7) Whether minutes of the meeting available to the public – No

H) 1) Name of the Committee – Poor Boys Fund Trust

2) Brief introduction & primary functions –

This trust has been formed with a view to providing financial assistance to the students of the Seth G.S.Medical College and K.E.M.Hospital to relieve economic hardship during his/her studies at this college in the form of tuition fees, hostel fees etc.

3) Structural members/ Composition Participant –

Dr. N.A.Kshirsagar – Managing Trustee

Dr. Anjali Joshi – Secretary

Dr. Sucheta Dandekar – Trustee

Dr. L.S.Bichile – Trustee

Dr. Lopa Mehta – Trustee

Dr. Amita Joshi – Trustee

Dr. Vanita Raut – Trustee

Dr. Anil Patwardhan – Trustee

Dr. Sangeeta Ravat – Trustee

4) Head of the Committee – Dr. N.A. Kshirsagar, Dean (GSMC & KEMH)

5) Frequency of meetings – Quarterly

6) Can public participated in the meeting – No

7) Whether minutes of the meeting available to the public – No

I) 1) Name of the Committee – Scholarship Fund Trust

2) Brief introduction & primary functions –

This trust was formed with a view to providing financial assistance to the medical paramedical and nursing staff of Seth G.S.Medical College and K.E.M.Hospital in form of refundable and non-refundable loan scholarship for pursuing further training in their respective subjects of specialties and getting acquainted with the latest advance. To provide financial assistance for workshop's and conference.

- 3) Structural members/ Composition Participant –
Dr. N.A.Kshirsagar – Managing Trustee
Dr. Anjali Joshi – Secretary
Dr. Sucheta Dandekar – Trustee
Dr. L.S.Bichile – Trustee
Dr. Lopa Mehta – Trustee
Dr. Amita Joshi – Trustee
Dr. Vanita Raut – Trustee
Dr. Anil Patwardhan – Trustee
Dr. Sangeeta Ravat - Trustee
4) Head of the Committee – Dr. N.A.Kshirsagar, Dean (GSMC & KEMH)
5) Frequency of meetings – Quarterly
6) Can public participated in the meeting – No
7) Whether minutes of the meeting available to the public – No