

DUTIES & RESPOSIBILITIES OF MEDICAL TEACHERS

1] 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 / University / Medical Council of India (MCI) , Director of Medical Education & Research (DMER),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 & Research.

(i) Teaching & training Undergraduate (MBBS) Medical students including Interns/ Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge , skills & attitude.

(ii) To do periodic evaluation / assessment of Undergraduate (MBBS) / Postgraduate Medical students by conducting their internal (College) examinations.

(iii) To work on the College Council , Undergraduate & Postgraduate Academic Committees , Medical Education Teaching Technology Cell , Library Committee of the College and to organise / participate in teaching programmes like Lectures / Tutorials/GroupDiscussions-Ward Clinics-Demonstrations/Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programmes etc. and to maintain a Departmental Library for medical students as well as teaching staff.

(iv) To conduct Undergraduate & Postgraduate Medical Examinations of Maharashtra University of Health Sciences (MUHS)

(v) To participate in conduct of Medical Examinations of other State Health Universities as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period being considered as “On Duty”) of not exceeding 7days in an AcademicYear i.e.1stApril to 31stMarch as per rules.

(vi) To maintain attendance & academic (including Internship) record of individual medical student for at least 5 years as required by MUHS.

(vii) To undertake any other task entrusted by MUHS like working on “Local Inquiry Committee” for inspection of Medical Colleges in Maharashtra State.

(viii) To conduct Research Projects – clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.

(ix) To work on various Research-related Committees like Ethics Committee , Research Society of the College.

(x) To undertake any task entrusted by MCI like working on “Inspection Committee” for inspection of Medical Colleges in other States with the permission of the Dean.

(xi) To work on various Students’ Welfare-related Committees like “Anti-Ragging Committee” and to enforce discipline among medical students.

B) Duties related to Teaching Hospital (Medical Relief / Patient Care - Clinical duties) :-
[Applicable to Professors in Clinical Departments like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest & TB; Surgery & allied viz. ENT, Ophthalmology, Orthopaedics, Gynaecology & Obstetrics, Anaesthesiology, Radiology etc.]

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.] 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 quality of patient care through efficient Health care delivery system.

(i) Complete management of a Full-time Unit including training & supervision of Resident Medical Officers 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 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.

(ii) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death

(iii) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent, in any patient-related case, with original hospital patient case records as required by the Court.

(iv) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.

(v) To suggest / recommend use of certain managerial tools / techniques / skills to upgrade the quality of patient care.

C) Administrative / Supervisory duties as a Head of the Dept.:-

Objectives :

1. To perform all such duties [under the Statutory provisions of various Acts that govern the service of any Employee of Thane Municipal Corporation i.e. "Bombay Provincial Municipal Corporation Act, 1949", "Maharashtra Civil Service Rules, 1979", "Right To Information Act, 2005, etc. as adopted by Thane Municipal Corporation from time to time] as to enforce the 'disciplined work culture' resulting in efficient & 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 Department.

(i) Planning, proposing, processing the proposals, procuring & maintaining plant & machinery, equipments & instruments, Furniture & Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.

(ii) To work on various Hospital Committees like Local Tender Committee, Theatre Committee, Hospital Infection Control Committee, Grievance Committee, Sexual Harassment Committee etc.

(iii) To exercise authority in Administrative control of the Department :

- a) To maintain 'Personal Files' of all teaching as well as non-teaching staff of the Dept.
- b) To recommend or refuse any kind of Leave (Casual Leave/Special Leave/Earned Leave) to any staff member of the Dept. as per rules in that regard.
- c) Every Full-time Medical Teacher will work for 8 hours daily (inclusive of 1 hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.
- 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) - which is Unauthorised Absence - of the employee as the case may be and to report to the Competent Leave-sanctioning Authority i.e. Dean , any irregularity in attendance or punctuality in respect of a defaulting employee. To serve a memorandum to the undisciplined employee giving him / her a chance to improve.
- e) To write annual 'Confidential Report' (Performance Appraisal / Work Audit) of the employees working in the Dept. as well as your own "Self Appraisal / Assessment" as per the guiding principles in that regard ; to inform the erring member about the adverse remarks, if any, immediately through a memorandum.
- f) To organise / conduct / encourage "Core Competency Development Programmes" for Faculty Development ; also training programmes for other non-teaching staff of the Dept.
- g) Whenever ordered by the higher authorities , to conduct "Preliminary Inquiry" into a particular untoward incidence or in respect of a particular employee and to submit report in time as per the rules in that regard.
- h) Any other duty/task/work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer Of Health, Deputy Municipal Commissioner, Additional Municipal Commissioner, Municipal Commissioner ; either in "Public Interest" or in the interest of upkeep / development of the Department / Institutions.
- i) To exhibit keen interest , initiative & drive in the overall development of the Dept. and 'Leadership Qualities' for others to follow.
- j) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

2] **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 / University / Medical Council of India (MCI), Director of Medical Education & Research (DMER), 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 & Research.

(i) Teaching & training Undergraduate (MBBS) / Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge , skills & attitude.

(ii) To do periodic evaluation / assessment of Undergraduate (MBBS) Medical students including Interns / Postgraduate Medical students by conducting their internal (College) examinations.

(iii) To work on the College Council , Undergraduate & Postgraduate Academic Committees , Medical Education Teaching Technology Cell , Library Committee of the College and to organise / participate in teaching programmes like Lectures / Tutorials/GroupDiscussions-Ward Clinics-Demonstrations and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures /Conferences / Continuing Medical Education Programmes etc. and to maintain a Departmental Library for medical students as well as teaching staff.

(iv) To conduct Undergraduate & Postgraduate Medical Examinations of Maharashtra University of Health Sciences (MUHS)

(v) To participate in conduct of Medical Examinations of other State Health Universities as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period being considered as “On Duty”) of not exceeding 7 days in an Academic Year i.e. 1stApril to 31st March as per rules.

(vi) To maintain attendance & academic (including Internship) record of individual medical student for at least 5 years as required by MUHS.

(vii) To undertake any other task entrusted by MUHS like working on “Local Inquiry Committee” for inspection of Medical Colleges in Maharashtra State.

(viii) To conduct Research Projects – clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.

(ix) To work on various Research-related Committees like Ethics Committee , Research Society of the College.

(x) To work on various Students’ Welfare-related Committees like “Anti-Ragging Committee” and to enforce discipline among medical students.

B) Duties related to Teaching Hospital (Medical Relief / Patient Care - Clinical duties) :-
[Applicable to Associate Professors in Clinical Departments like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest&TB; Surgery & allied viz. ENT, Ophthalmology, Orthopaedics, Gynaecology & Obstetrics, Anaesthesiology, Radiology etc.]

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.] 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 quality of patient care through efficient Health care delivery system.

(i) Complete management of a Full-time Unit including training & supervision of Resident Medical Officers 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. It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.

(ii) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death

(iii) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent, in any patient-related case, with original hospital patient case records as required by the Court.

(iv) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.

C) To assist the Head Of Dept. in the following administrative work 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 Thane Municipal Corporation i.e.“Bombay Provincial Municipal Corporation Act,1949”,“Maharashtra Civil Service Rules,1979”, “Right To Information Act,2005, etc. as adopted by Thane Municipal Corporation from time to time] as to enforce the ‘disciplined work culture’ resulting in efficient & 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 Department.

(i) Planning, proposing, processing the proposals, procuring & maintaining plant & machinery, equipments & instruments, Furniture & Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.

(ii) To work on various Hospital Committees like Local Tender Committee, Theatre Committee, Hospital Infection Control Committee, Grievance Committee, Sexual Harassment Committee etc.

(iii) To recommend or refuse any kind of Leave (Casual Leave/Special Leave/Earned Leave to any of your subordinate staff member of the Dept. as per rules in that regard.

(iv) Every Full-time Medical Teacher will work for 8 hours daily (inclusive of 1 hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.

(v) 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) - which is Unauthorised Absence - of the employee as the case may be and to report to the Professor & HOD / Dean , any irregularity in attendance or punctuality in respect of a defaulting employee.

(vi) If directed by the Professor & HOD , to write annual 'Confidential Report' (Performance Appraisal / Audit) of your subordinates working in the Dept. as well as your own "Self Appraisal / Assessment" as per the guiding principles in that regard

(vii) To organise/conduct / encourage "Core Competency Development Programmes" for Faculty Development as also training programmes for other non-teaching staff of the Dept.

(viii) Whenever ordered by the higher authorities , to conduct "Preliminary Inquiry" into a particular untoward incidence or in respect of a particular employee and to submit report in time as per the rules in that regard.

(ix) Any other duty/task/work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer Of Health, Deputy Municipal Commissioner, Additional Municipal Commissioner, Municipal Commissioner ; either in "Public Interest" or in the interest of upkeep / development of the Department / Institutions.

(x) To exhibit keen interest, initiative & drive in the overall development of the Dept.

(xi) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

3] LECTURER :-

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), 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 & Research.

(i) Teaching & training Undergraduate (MBBS) Medical students including Interns / Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge , skills & attitude.

(ii) To do periodic evaluation / assessment of Undergraduate (MBBS) Medical students by conducting their internal (College) examinations.

(iii) To organise / participate in teaching programmes like Lectures / Tutorials / Group Discussions-Ward Clinics-Demonstrations / Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programmes etc.

(iv) To conduct Undergraduate Medical Examinations of Maharashtra University of Health Sciences (MUHS)

(v) To participate in conduct of Undergraduate Medical Examinations of other State Health Universities as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period being considered as “On Duty”) of not exceeding 7 days in an Academic Year i.e. 1stApril to 31st March as per rules.

(vi) To maintain attendance & academic (including Internship) record of individual medical student for at least 5 years as required by MUHS.

(vii) To undertake any other task entrusted by MUHS like working on “Local Inquiry Committee” for inspection of Medical Colleges in Maharashtra State.

(viii) To conduct Research Projects – clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.

(ix) To work on various Research-related Committees like Ethics Committee , Research Society of the College.

(x) To work on various Students’ Welfare-related Committees like “Anti-Ragging Committee” and to enforce discipline among medical students.

B) Duties related to Teaching Hospital (Medical Relief / Patient Care - Clinical duties) :-

[Applicable to Lecturers in Clinical Departments like Medicine & allied branches viz. Paediatrics , Psychiatry, Dermatology, Chest & TB ; Surgery & allied viz. ENT, Ophthalmology,Orthopaedics,Gynaecology &Obstetrics,Anaesthesiology,Radiology etc.]

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.] 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 quality of patient care through efficient Health care delivery system.

(i) Complete management of a Full-time Unit including training & supervision of Resident Medical Officers 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. It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.

(ii) To attend to patients in time avoiding delay in examination , investigations and rendering appropriate treatment particularly so in respect of emergency cases.

(iii) He / She will make himself / herself available immediately to attend to emergency admitted patients for which it is mandatory to remain and stay overnight in the hospital campus in designated “Lecturer’s Duty Room” on “Emergency (on - call) Day”

(iv) Every Full-time Medical Teacher will work for 8 hours daily (inclusive of 1 hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.

(v) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc.

(vi) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent , in any patient-related case, with original hospital patient case records as required by the Court.

(vii) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.

C) To assist the Head Of Dept. in the following administrative work 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 Thane Municipal Corporation i.e.“Bombay Provincial Municipal Corporation Act,1949”,“Maharashtra Civil Service Rules,1979”, “Right To Information Act,2005, etc. as adopted by Thane Municipal Corporation from time to time] as to enforce the ‘disciplined work culture’ resulting in efficient & 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 Department.

(i) Planning, proposing, processing the proposals , procuring & maintaining plant & machinery, equipments & instruments, Furniture & Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.

(ii) To work on various Hospital Committees like Local Tender Committee ,Theatre Committee, Hospital Infection Control Committee ,Grievance Committee ,Sexual Harassment Committee etc.

(iii) To write your own“Self Appraisal / Assessment” in the given proforma.

(iv) Any other duty/task/work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer Of Health, Deputy Municipal Commissioner, Additional Municipal Commissioner, Municipal Commissioner ; either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.

(v) To exhibit keen interest, initiative & drive in the overall development of the Dept.

(vi) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

4] **TUTOR / DEMONSTRATOR** :-

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), 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 & Research.

(i) Teaching & training Undergraduate (MBBS) Medical students including Interns / Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge , skills & attitude.

(ii) To do periodic evaluation / assessment of Undergraduate (MBBS) Medical students by conducting their internal (College) examinations.

(iii) To organise / participate in teaching programmes like Lectures / Tutorials / Group Discussions-Ward Clinics-Demonstrations / Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programmes etc.

(iv) To conduct Undergraduate Medical Examinations of Maharashtra University of Health Sciences (MUHS)

(v) To participate in conduct of Undergraduate Medical Examinations of other State Health Universities as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period being considered as “On Duty”) of not exceeding 7 days in an Academic Year i.e. 1stApril to 31st March as per rules.

(vi) To maintain attendance & academic (including Internship) record of individual medical student for at least 5 years as required by MUHS.

(vii) To undertake any other task entrusted by MUHS like working on “Local Inquiry Committee” for inspection of Medical Colleges in Maharashtra State.

(viii) To conduct Research Projects – clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.

(ix) To work on various Research-related Committees like Ethics Committee , Research Society of the College.

(x) To work on various Students’ Welfare-related Committees like “Anti-Ragging Committee” and to enforce discipline among medical students.

B) Duties related to Teaching Hospital (Medical Relief / Patient Care - Clinical duties) :-

[Applicable to Tutors / Demonstrators in Clinical Departments like Medicine & allied branches viz. Paediatrics , Psychiatry, Dermatology, Chest & TB ; Surgery & allied viz. ENT, Ophthalmology, Orthopaedics, Gynaecology & Obstetric, Anaesthesiology, Radiology etc.]

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.] 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 quality of patient care through efficient Health care delivery system.

(i) Complete management of a Full-time Unit including training & supervision of Resident Medical Officers 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. It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.

(ii) To attend to patients in time avoiding delay in examination , investigations and rendering appropriate treatment particularly so in respect of emergency cases.

(iii) He / She will make himself / herself available immediately to attend to emergency admitted patients for which it is mandatory to remain and stay overnight in the hospital campus in designated “Lecturer’s Duty Room” on “Emergency (on - call) Day”

(iv) Every Full-time Medical Teacher will work for 8 hours daily (inclusive of 1 hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.

(v) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc.

(vi) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent , in any patient-related case, with original hospital patient case records as required by the Court.

(vii) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.

C) To assist the Head Of Dept. in the following administrative work 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 Thane Municipal Corporation i.e.“Bombay Provincial Municipal Corporation Act,1949”,“Maharashtra Civil Service Rules,1979”, “Right To Information Act,2005, etc. as adopted by Thane Municipal Corporation from time to time] as to enforce the ‘disciplined work culture’ resulting in efficient & 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 Department.

(i) Planning, proposing, processing the proposals , procuring & maintaining plant & machinery, equipments & instruments, Furniture & Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.

(ii) To work on various Hospital Committees like Local Tender Committee ,Theatre Committee, Hospital Infection Control Committee ,Grievance Committee ,Sexual Harassment Committee etc.

(iii) To write your own“Self Appraisal / Assessment” in the given proforma.

(iv) Any other duty /task/work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer Of Health, Deputy Municipal Commissioner, Additional Municipal Commissioner, Municipal Commissioner ; either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.

(v) To exhibit keen interest, initiative & drive in the overall development of the Dept.

(vi) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

5] RESIDENT MEDICAL OFFICERS

[HOUSE-OFFICER / REGISTRAR / JUNIOR RESIDENT/ SENIOR RESIDENT]:-

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), 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 & Research.

(i) To participate in teaching & training Undergraduate (MBBS) Medical students including Interns so as to achieve the Educational Objectives i.e. to develop their knowledge , skills & attitude.

(ii) To assist the Examiners in making arrangements for smooth conduct of the College & University Examinations.

(iii) To assist Medical Teachers in organising various academic activities like Lectures / Tutorials/Group Discussions - Ward Clinics - Demonstrations / Seminars / Symposia / Panel Discussions / Workshops / Conferences / Continuing Medical Education Programmes etc. and participate in them.

(iv) To conduct Research Projects – clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.

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 quality of patient care through efficient Health care delivery system.

(i) To work under the direct timely guidance / supervision / assistance / advice of Lecturer / Associate professor / Professor in the 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.

* [It is emphasised that except in dire (Life & Death) emergency situation , the Resident Medical Officer will not take independent , final decision on his own regarding patient care and will seek an opinion / advice / assistance / direct supervision of a senior qualified medical teacher of the rank of Lecturer / 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 Officer.]

(ii) 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 not more than 4 hours in a day for personal work after making alternate arrangements of some other Locum-RMO being kept on call. An entry to that effect (Name of RMO leaving hospital , date & time of his departure , Name of Locum RMO & time of return of the RMO) will be made by the concerned RMO leaving the premises in a “Locum Register” available with the Casualty Medical Officer. He / She will also keep the Ward Nurse informed about such an arrangement.

(iii) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc. on the advice by a senior Medical Teacher.

(iv) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.

(v) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent , in any patient-related case, with original hospital patient case records as required by the Court.

(vi) Any other duty / task / work assigned by any Medical Teacher or higher administrative authority like Dean, Medical Superintendent , Medical Officer Of Health , Deputy Municipal Commissioner , Additional Municipal Commissioner, Municipal Commissioner ; either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.

(vii) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

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DUTIES & RESPOSIBILITIES OF DEAN

Duties related to Medical College :-

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), 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 & Research.

(i) Dean will exercise academic , administrative and disciplinary control over the Medical College to the extent of powers vested in him by the higher administrative authorities of Thane Municipal Corporation.

(ii) To plan , organise , direct , supervise , coordinate and exercise administrative control over the academic (Medical Education & Research) activities of the College as per the norms laid down by the Medical Council of India & Maharashtra University of Health Sciences.

(iii) To regulate the admissions of the undergraduate & postgraduate Medical students and appointment of Medical teachers in accordance with the rules / requirements stipulated by MCI , MUHS & Govt. of India.

(iv) To constitute various Committees involving Medical Teachers to manage the day-to-day affairs and activities of the students as also to look after the welfare of the students; such as Undergraduate / Postgraduate Academic Committee, Gymkhana Committee (which will take care of the Hostel / Mess / Gymkhana, Recreation , Sports & Cultural events etc) in order to encourage their overall development and Anti-ragging Committee , Grievance Committee etc. for counselling , as safety & security measures and for maintaining their Health & Hygiene.

(v) To make budgetary provisions for various departments of the College for purchase of Books/Journals for Library , plant & machinery, Equipments & instruments, Furniture & fixtures etc. and to attend to requirements and upkeep of movable and immovable property of the College of which Dean is custodian.

(vi) To exercise control and supervision over the entire teaching as well as non-teaching staff of College and to deal with all establishment matters including issuing Certificates of Teaching Experience to Medical Teachers, sanctioning / refusing of Leave , writing Confidential Reports , initiating Preliminary / Full-fledged Departmental Inquiry into any untoward incidence or in respect of any staff member for misconduct and inflicting punitive disciplinary action if found necessary in 'public interest' or in the interest of the institution.

(vii) To exercise control and supervision over all the students in the matters of their teaching programmes , hospital postings , College & University examinations, issue of various Certificates requested by the students , scholarships, freeships , attendance , sanctioning / refusing leave , inquiries , punishments / disciplinary action etc. and to ensure discipline among students and staff.

(viii) To attend meetings of various Committees / Authorities of MCI , MUHS , Health Dept.of Thane Municipal Corporation , State Govt. of Maharashtra, Govt. of India as and when required and to provide requisite information from time to time and to be in constant communication & correspondence/ liaison with these regulatory

bodies for any policy decisions to be implemented as regards Medical Education & Research , State / National Health Policies etc.

(ix) Without undermining his / her primary responsibility of administration of the College & the Hospital , Dean will be allowed to actively associate himself / herself with teaching & research in his / her respective speciality so as to keep himself / herself in continuous use of his / her training & knowledge. To enable him / her to contribute to his / her field of speciality, he / she can have facilities for active participation in teaching as well as research, both at the undergraduate & postgraduate level . (i.e. he / she may enjoy the status of an Undergraduate as well as a Postgraduate teacher at MUHS / MCI level.)

To achieve this, he / she may form a part of the team of teachers & research workers in the institution and have necessary facilities of laboratories & personnel or have clinical material available in the form of beds.

However, Dean cannot hold the post of Head Of Department of a particular subject or any special designation like Director-Professor.

(vide Govt. of Maharashtra, Urban Development Dept. GR No. MCG / 1073 / 6747-Q dt. 19th April 1973; vide General Body of Medical Council of India dt. 05.11.1999).

(x) To function as Appellate Authority under “Right To Information Act,2005”.

Duties related to Teaching Hospital :-

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.] 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 quality of patient care through efficient Health care delivery system.

(i) Dean will exercise academic , administrative and disciplinary control over the Hospital along with the Medical Officer Of Health , Thane Municipal Corporation and the Medical Superintendent of the Hospital ; to the extent of powers vested in him by the higher administrative authorities of TMC.

(ii) Complete day-to-day management of the Hospital including training & supervision of Medical teaching staff viz. Lecturers / Associate Professors / Professors & Resident Medical Officers as well as Medical non-teaching staff like Medical Officers of Health Dept. of TMC & Honorary Consultants , Panel Anaesthesiologists etc. 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 to the reputation of the Medical College / Hospital.

(iii) To maintain original hospital patient records especially of Medico-Legal cases for at least 15 years as required by the Law in this regard and present it to any Court of Law whenever asked for.

(iv) To maintain records / reports of Medical Statistics of the Hospital and to provide the same as and when required by any Government authority.

(v) To suggest / recommend use of certain managerial tools / techniques / skills to upgrade the quality of patient care.

Other Administrative / Supervisory / Executive duties :-

Objectives :

1.To perform all such duties [under the Statutory provisions of various Acts that govern the service of any Employee of Thane Municipal Corporation i.e.“Bombay Provincial Municipal Corporation Act,1949”,“Maharashtra Civil Service Rules,1979”, “Right To Information Act,2005, etc. as adopted by Thane Municipal Corporation from time to time] as to enforce the ‘disciplined work culture’ resulting in efficient & effective functioning of all the Departments of the teaching institutions (viz. College & Hospital) .

2. To perform all such duties to ensure continued enhancement in the quality of performance of all the College and Hospital personnel.

(i) Planning, proposing, processing the proposals , procuring & maintaining plant & machinery, equipments & instruments, Furniture & Fixtures (Dead Stock) and to maintain record of all such items required by the College / Hospital.

(ii)To work as Chairman for various Hospital Committees like Local Tender Committee , Theatre Committee,Hospital Infection Control Committee ,GrievanceCommittee ,Sexual Harassment Committee and Tender Committee of TMC etc.

(iii) To exercise control over all the sections of the common Administrative block of both the Teaching institutions (viz. College & Hospital) e.g. Academic Section , Establishment Section & Accounts Section)

(iv) The posting / local transfer of any employee of the College / Hospital will be done by the Dean for administrative convenience / purpose.

(v) To recommend or refuse any kind of Leave (Casual Leave/Special Leave/Earned Leave to any staff member of the College or Hospital as per rules in that regard.

(vi) He / She will ensure that every Full-time Medical Teacher works for 8 hours daily (inclusive of 1 hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.

(vii) He / She will conduct periodic audit of Muster Rolls of all the Departments regarding the timings of arrival / departure of the staff and will notify any irregularity in attendance or punctuality in respect of a defaulting employee.

(viii) He / She will write annual ‘Confidential Report’ (Performance Appraisal / Work Audit) of the employees working in the College & Hospital and will inform the erring member about the adverse remarks, if any, immediately through a memorandum.

(ix) He / She will encourage “Core Competency Development Programmes” for Faculty Development as also training programmes for other non-teaching staff of the College / Hospital.

(x) He / She may institute an “Inquiry” into a particular untoward incidence or in respect of a particular employee.

(xi) He / She will exercise control over the Security personnel of the College / Hospital in order to ensure overall security of medical students , Resident Doctors, patients & their treating Doctors and to safeguard the property of TMC.

(xii) Any other duty / task / work assigned by any higher authority like Medical Officer Of Health, Deputy Municipal Commissioner, Additional Municipal Commissioner, Municipal Commissioner ; either in “Public Interest” or in the interest of upkeep / development of the Institutions.

(xiii) To exhibit keen interest , initiative & drive in the overall development of the Institutions and ‘Leadership Qualities’ for others to follow.

(xiv) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

