



UNION TERRITORY OF JAMMU & KASHMIR
DIRECTORATE OF HEALTH SERVICES,
KASHMIR
Health Secretariat, Bemina Bypass, Srinagar-190018
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CIRCULAR

In order to improve the functioning of District & Sub District Hospitals & to bring transparency, accountability in their working, all the Medical Superintendents of the District Hospitals, Sub-district Hospitals & Community Health Centers are impressed upon to conduct the “Morning Meetings” in their respective Hospitals, the outline of which is given here under:

- *The meeting will ideally start at 9.30 AM, half an hour prior to the start of the day activities in the Hospital and end before 10:00 AM, so that no day activity of the institution is impeded in any manner.*
- *The meeting will be chaired by the Medical Superintendents/Block Medical Officers in person without delegating to some other officers of the hospital, so that the patient care in the hospital shall not suffer.*
- *It will be ensured that meeting will be attended by Heads/ In charge of all the Hospital sections including: Clinical Departments, Casualty In charge Medical Officer/ In charge of Labs/ X-Ray/ ECG/ Blood bank/ Nursing Supervisors/ ward nurse on Night duties/ sanitary Inspector/ in-charge sanitation/ central heating/ Electrician/ plumber/ Lenin/ Store In charge/ accounts Section etc.*
- *Focus of the meeting will be improving the delivery of patient related services.*
- *The meeting will compulsorily ascertain the work done during the night and any issues that have arisen (including discussing referrals/ Deaths etc....*
- *The resolution of the issues of the previous day will be recorded in the meeting note (A suggested template of the meeting note is enclosed Annexure “A”).*

It shall be ensured that the minutes of these meetings will be diligently recorded in a separate register created for the purpose. The register shall be kept open for audit by the supervisory officers of the District and at the level of this Directorate.


29/12

(Dr. Mushtaq Ah. Rather)
Director Health Services,

Kashmir

Dated: 29-03-2021

No. PS/DHSK/2021/circular/2296-2361

Copy for information to the:

1. Financial Commissioner, Health & Medical Education Department Civil Secretariat Jammu.
2. Chief Medical Officers (All).
3. Medical Superintendents (All).
4. Block Medical Officers (All).
5. Office file for record and reference.

Annexure "A"

of the institution..... Date:..... Time of Start:..... Time of End:.....

Chaired By:.....

Meeting Attended By

Paramedical & Support Staff

Clinical Side (Casualty Incharge/ Night Duty
Officers, Head of Departments/ Specialties)

Minutes Recorded By:.....

Record Note of Briefing of issues handled during the night by the
Night Duty Officer / Nursing Incharge/ Technicians/ Sanitation/
Other services:-

Issues/ resolution Agenda for the Day:-

Follow-up Update on previous days issues and resolutions _____

Signatures of the attendees: