



Rohilkhand Medical College & Hospital

Pilibhit By-pass road, Bareilly

Re. No.: RMCH/03...../2023

Date: 02.01.2023

Office Circular

Meeting of Quality Core Committee

- A meeting of Quality Core Committee has been fixed as per schedule given below.

Date : 04.01.2023

Time : 03:00 PM to 04:00 PM

Venue : College Council Room

- All members are requested to attend.

- **Agenda of the meeting:**

1. Previous meeting points
2. Nursing & Housekeeping Staff should be aware about the patient transfer protocols
3. Equipment ID, Preventive maintenance (Done & due date) and calibration (Done & due date) stickers are not labelled on each & every equipment.
4. Intimation of critical results is not evidenced in patient case files
5. Proper Box is not available for sample transportation.

Dean / Principal
Rohilkhand Medical College & Hospital
Bareilly (Dr. Digvijay Singh)

(Dean/ Principal)

Copy to:

1. Chairman, RECT – for information please
2. Medical Superintendent
3. All members of Safety Management Committee
4. Sr. Administrative officer (College)
5. Administrative officer (Hospital)



Rohilkhand Medical College & Hospital

Pilibhit By-pass road, Bareilly

Minutes of Committee Meeting

Committee Name: Quality Core Committee

Date: 04/01/2023

Time: 03:00 PM to 04:00PM

Location: College Council Room

List of Attendees:-

S.No.	Name of Committee Member	Designation	Designation in Committee
1	Dr. Digvijay Singh	Principal	Chairperson
2	Dr. Bhushan Kumar	M.S.	Member
3	Dr. Cheena Garg	Asso. Prof. Pathology	Team Leader
4	Dr. Faiz Shamsi	Dy. M.S.	Member
5	Dr. Ashutosh Dokania	Prof. Ophthalmology	Member
6	Dr. Malti Agawal	Prof. Anaesthesia	Member
7	Dr. Sharad Seth	Prof. General Surgery	Member
8	Dr. Varun Agarwal	Asso. Prof. Orthopaedics	Member
9	Dr. Arjun Agarwal	Asso. Prof. Oncosurgery	Member
10	Dr. Seema Seth	Prof. General Medicine	Member
11	Dr. Rajesh Agarwal	Prof. Chest & TB	Member
12	Dr. P.K. Rathore	Prof. Skin and VD	Member
13	Dr. Kanchan Dalmia	Prof. Obst. & Gynae	Member
14	Dr. Nitesh Mohan	Prof. Pathology	Member
15	Dr. Madan Mohan Nagar	Prof. Orthopaedic	Member
16	Dr. Prasad Nayak	Prof. Paediatric	Member
17	Dr. Pramod Kumar	Prof. Radio diagnosis	Member
18	Ms. Poonam Azad	N.S.	Member
19	Ms. Loveena Saloman	D.N.S.	Member
20	Ms. Sapna George	D.N.S.	Member
21	Mr. Sachin Kr. Saxena	Quality Assurance Dept.	Member
22	Ms. Reshma Kashyap	Quality Assurance Dept.	Member
23	Mr. Anuj Pachauri	Chief Engineer	Member

Rohilkhand Medical College & Hospital

Pilibhit By-pass road, Bareilly

Quorum: 72% attendance

Agenda of the meeting:

1. Previous meeting points
2. Nursing & Housekeeping Staff should be aware about the patient transfer protocols
3. Review of Equipment ID, Preventive maintenance (Done & due date) and calibration (Done & due date) stickers are not labelled on each & every equipment.
4. Intimation of critical results is not evidenced in patient case files
5. Proper Box is not available for sample transportation.

- Status of the points discussed in the last meeting held 16th December 2022.

S.No.	Point Discussed	Compliance Status	Action to be taken/Responsibility
1	Review of IEC and BCC in Hospital as per NABH Guidelines	completed	Facility Supervisor /QA Cell
2	Calibration of all the equipment,	In Process	BME Department
3	Display of floor description	In Process	Facility Supervisor /QA Cell
4	Ambulance medicines, Equipment checking & documentation of preventive maintenance	completed	Transport Incharge / QA Cell

- Following points were discussed in meeting:

S. No.	Point discussed	Action Taken	Responsibility	Time lines
1	All Committee members suggested that Nursing & Housekeeping Staff should be aware about the patient transfer protocols.	Routine trainings are provided to staff regarding patient transfer protocols by quality dept. & respective in-charges	Ward Incharges/ Housekeeping Incharges/ QA Cell	One Week
2	Equipment ID, Preventive maintenance (Done & due date) and calibration (Done & due date) stickers are not labelled on each & every equipment.	All Facility Incharges instructed by Dy. MS that it should be completed by 15 th Jan 2023 and the compliance report will be submitted to Dy. MS office & Quality Assurance Deptt.	All Supervisor and Facility Incharges	Next Meeting



Rohilkhand Medical College & Hospital

Pilibhit By-pass road, Bareilly

3	Intimation of critical results is not evidenced in patient case files	Clinical interventions in response to critical value result should be documented in the Case files.	All Clinical Consultant /Residents/ Ward In-charges	One Month
4	Proper Box is not available for sample transportation.	Fully covered boxes with vials holders should be used for sample transportation.	House Keeping Incharges	One Week

- Next meeting will be scheduled on April 2023.
- Meeting ended with vote of thanks.

MOM Circulated to:

1. Chairman, RECT – for information please
2. Medical Superintendent
3. All members of Code Blue Committee
4. Sr. Administrative officer (College)
5. Administrative officer (Hospital)

Prepared By: Ashwin

AS
Deputy Medical Superintendent
& Administrative Officer
Rohilkhand Medical College & Hospital
Bareilly



ROHILKHAND MEDICAL COLLEGE AND HOSPITAL, BAREILLY

Receiving of Minutes of Meeting

Committee Name : Quality Management Committee

S.No.	Name of Committee Member	Designation in Committee	Department	Signature
1	Dr. Digvijay Singh	Chairperson	Principal	Sita.
2	Dr. Bhushan Kumar	Member	M.S.	Deekshy
3	Dr. Cheena Garg	Team Leader	Asso. Prof. Pathology	Anmol
4	Dr. Faiz Shamsi	Member	Dy. M.S.	Umar
5	Dr. Ashutosh Dokania	Member	Prof. Ophthalmology	Kanchan
6	Dr. Malti Agawal	Member	Prof. Anaesthesia	Fatima
7	Dr. Sharad Seth	Member	Prof. General Surgery	Sumedh
8	Dr. Varun Agarwal	Member	Asso. Prof. Orthopaedics	Varun
9	Dr. Arjun Agarwal	Member	Asso. Prof. Oncosurgery	Breeta
10	Dr. Seema Seth	Member	Prof. General Medicine	Rani
11	Dr. Rajesh Agarwal	Member	Prof. Chest & TB	Danesh
12	Dr. P.K. Rathore	Member	Prof. Skin and VD	Rekha
13	Dr. Kanchan Dalmia	Member	Prof. Obst. & Gynae	Komal
14	Dr. Nitesh Mohan	Member	Prof. Pathology	Anmol
15	Dr. Shikha Saxena	Member	Prof. Biochemistry	Shikha
16	Dr. Madan Mohan Nagar	Member	Prof. Orthopaedic	Rajiv
17	Dr. Prasad Nayak	Member	Prof. Paediatric	Chitra
18	Dr. Pramod Kumar	Member	Prof. Radio diagnosis	Sonal
19	Dr. Abhinav Srivastav	Member	Prof. ENT	Chanchal
20	Dr. Ved Prakash	Member	Prof. Microbiology	Charmain
21	Dr. P.C. Shrivastava	Member	Prof. Forensic Dept.	Sushma
22	Dr. Apurva Bansal	Member	Blood Bank Officer	Reenu
23	Dr. Arun Kumar	Member	Prof. Community Medicine	Vani
24	Dr. Shalini	Member	Prof. Pharmacology	Naveen
25	Ms. Poonam Azad	Member	N.S.	Atul
26	Ms. Loveena Saloman	Member	D.N.S.	Agush
27	Ms. Sapna George	Member	D.N.S.	Ramya
28	Mr. Sachin Saxena	Member	Quality Assurance Dept.	Arijun
29	Ms. Reshma Kashyap	Member	Quality Assurance Dept.	Arijun
30	Mr. Anuj Pachauri	Member	Chief Engineer	Neha



Rohilkhand Medical College & Hospital

Pilibhit By-pass Road, Bareilly

Office Circular

Ref. No.: RMCH/JUL/ 2023

Date. 19th July 2023

A meeting of Quality Management Committee (QMC) members has been fixed as under:

Date : 20th July 2023

Venue : College Council Room

Time : 3:00 P.M.

The following Committee members are requested to attend the meeting.

Chairman : Dr. Dig Vijay Singh, Dean cum Principal, RMCH

Co-Chairman : Dr. Lekh Raj Verma, Medical Superintendent

Members :

1. Dr. Seema Seth, Professor & Head, General Medicine
2. Dr. Rajesh Agarwal, Professor & Head, Respiratory Medicine
3. Dr. P.K. Rathore, Professor & Head, Skin & VD
4. Dr. Siddharth Dixit, Professor & Head, Psychiatry
5. Dr. PreetiLataRai, Professor & Head, Paediatrics
6. Dr. Sharad Seth, Professor & Head, General Surgery
7. Dr. M.M. Nagar, Professor & Head, Orthopaedics
8. Dr. Abhinav Srivastava, Professor & Head, ENT
9. Dr. AshutoshDokania, Professor & Head, Ophthalmology
10. Dr. Pramod Kumar, Professor & Head, Radio Diagnosis
11. Dr. Neeharika Arora, Professor Head, Anaesthesia
12. Dr. KanchanDalmia, Professor Head, Obst. &Gynae.
13. Dr. Nitesh Mohan, Professor Head, Pathology
14. Dr. Arjun Agarwal, Professor Head, Surgical Oncology
15. Dr. Varun Agarwal, Professor, Orthopaedics
16. Dr. Cheena Garg, Professor, Pathology
17. Dr. Pragya Mishra, Professor, Obst. &Gynae.
18. Dr. Faiz Shamsi, Dy. Medical Superintendent cum A.O. Hospital
19. Ms. Poonam Azad, Nursing Superintendent
20. Ms. Divya Raghav, Quality Manager – Member Secretary
21. Mr. AnujPachauri, Chief Engineer

Copy to:

1. Hon'ble Chairman, RECT – for information please.
2. Medical Superintendent
3. All Members of Quality Management Committee

.....
Dean/Principal

Chairperson of Quality Management
Committee



Rohilkhand Medical College & Hospital Bareilly

ATTENDANCE SHEET

Committee Name:- Quality Management Committee

Date: 20.07.2023

Time:- 3PM

Sl.No.	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	Dr. Cheena Gavry	Prof.	Pathology	
2	Dr. L.R. Meena	MA-S.		Shree
3	Dr. Faiz Shamji	Dy. M.S/A.O		JK
4	Dr. Abhinav	Med & Prof	ENT	W
5	Dr. Kanchan	Med & Prof		Gauri
6	Ms. Poonam Ayad	NS		
7	Mrs. Divya Raghav	Quality Manager	Quality Dept.	Divya Raghav
8	Dr. Preeti Lata	HOD Prof	HOD	✓
9	Dr. Sharad Seth	Med & Prof	Surgery	✓
10	Dr. Seema Seth	HOD & Prof- Radi	Radiation	✓
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Trainer Signature

Review by

Dr. [Signature]
Dean / Principal
Rohilkhand Medical College & Hospital
Bareilly



Rohilkhand Medical College & Hospital Pilibhit By-pass Road, Bareilly

Minutes of Meeting

Ref. No.: RMCH/JUL/ 2023

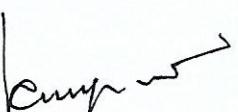
Date. 21th July 2023

1. A Meeting of Quality Management Committee was held on 20th July 2023 at 3:00 pm in College council room
2. Following Members attended the said meeting:

S.No.	Position in Committee	Name of the committee members	Dept& Designation
1	Chairperson	Dr. Digvijay Singh	Principal-RMCH
2	Co-chairperson	Dr. L.R. Verma	Medical Superintendent
3	Member	Dr. Faiz Shamsi	Dy. M.S./A.O.
4	Nodal Officer	Dr. Cheena Garg	Asso.Prof. -Pathology
5	Member	Dr. Sharad Seth	Prof & Head-Surgery
6	Member	Dr. Seema Seth	Prof & Head-Medicine
7	Member	Dr. Abhinav Shrivastav	Prof & Head-ENT
8	Member	Dr. Kanchan Dalmia	Prof & Head-ObstGynae
9	Member	Dr. Preeti Lat Raai	Prof -Pediatric
10	Member	Ms. Poonam Azad	Nursing Superintendent
11	Member-Secretary	Mrs Divya Raghav	Quality Manager

Following points were discussed in the meeting-

S. No	AGENDA	DECESION/RESOLUTION	RESPONSIBILITY
1.	Previous Minutes	Last committee minutes revised allotted work complete.	
2.	Quality Indicator	Chairperson asked to properly captured all the quality indicator.	All department
3.	Quality project	It was discussed about the status of the progress of quality project.	Quality Department
4	Quality Indicator	Quality indicators to be made all the departments	Quality Department
5	Committee Reviewed	The functioning of HIC, Safety and BMW and CPR committee is reviewed for their effectiveness functioning of committees is found satisfactory	Top Management


Dr. Digvijay Singh

Chairperson -Quality Management Committee



Rohilkhand Medical College & Hospital Pilibhit By-pass Road, Bareilly

Office Circular

Ref. No.: RMCH/NOV/ 2023

Date. 19th Nov 2023

A meeting of Quality Management Committee (QMC) members has been fixed as under:

Date : 20th Nov 2023
Venue : College Council Room
Time : 3:00 P.M.

The following Committee members are requested to attend the meeting.

Chairman : Dr. Dig Vijay Singh, Dean cum Principal, RMCH
Co-Chairman : Dr. Lekh Raj Verma, Medical Superintendent
Members : 1. Dr. Seema Seth, Professor & Head, General Medicine
2. Dr. Rajesh Agarwal, Professor & Head, Respiratory Medicine
3. Dr. P.K. Rathore, Professor & Head, Skin & VD
4. Dr. Siddharth Dixit, Professor & Head, Psychiatry
5. Dr. PreetiLataRai, Professor & Head, Paediatrics
6. Dr. Sharad Seth, Professor & Head, General Surgery
7. Dr. M.M. Nagar, Professor & Head, Orthopaedics
8. Dr. Abhinav Srivastava, Professor & Head, ENT
9. Dr. AshutoshDokania, Professor & Head, Ophthalmology
10. Dr. Pramod Kumar, Professor & Head, Radio Diagnosis
11. Dr. Neeharika Arora, Professor Head, Anaesthesia
12. Dr. KanchanDalmia, Professor Head, Obst. &Gynae.
13. Dr. Nitesh Mohan, Professor Head, Pathology
14. Dr. Arjun Agarwal, Professor Head, Surgical Oncology
15. Dr. Varun Agarwal, Professor, Orthopaedics
16. Dr. Cheena Garg, Professor, Pathology
17. Dr. Pragya Mishra, Professor, Obst. &Gynae.
18. Dr. Faiz Shamsi, Dy. Medical Superintendent cum A.O. Hospital
19. Ms. Poonam Azad, Nursing Superintendent
20. Ms. Divya Raghav, Quality Manager – Member Secretary
21. Mr. AnujPachauri, Chief Engineer

Copy to:

1. Hon'ble Chairman, RECT – for information please.
2. Medical Superintendent
3. All Members of Quality Management Committee

Copy to:
Dean/Principal
Chairperson of Quality Management Committee



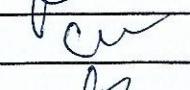
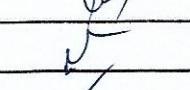
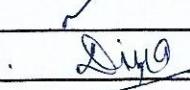
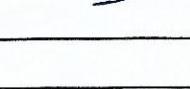
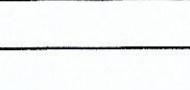
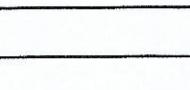
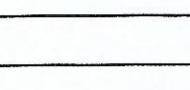
Rohilkhand Medical College & Hospital Bareilly

ATTENDANCE SHEET

Committee Name:- Quality Management Committee

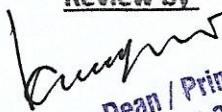
Date: 20th Nov 2023

Time:- 3:00 pm

SI.No.	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	Dr. Digvijay Singh	Principal	-	
2	Dr. L.R. Verma	MS	-	
3	Dr. Faiz Shamji	Dy. M.C./A.o	-	
4	Dr. Chenn Gang	Nodal officer		
5	Dr. Shereen Cost	HOD & Prof	Gen. Med	
6	Dr. Akhilesh	HOD & Prof	CNT	
7	Dr. Kanishka	HOD & Prof	out Cynical	
8	Ms. Farha	NS	MS	
9	Ms. Divya Raghav	Quality Manager	Quality Dept.	
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Trainer Signature

Review by


Dean / Principal
Rohilkhand Medical College & Hospital
Bareilly



Rohilkhand Medical College & Hospital

Pilibhit By-pass Road, Bareilly

Minutes of Meeting

Ref. No.: RMCH/NOV/2023

Date. 21th Nov 2023

1. A Meeting of Quality Management Committee was held on 20th Nov 2023 at 3:00 pm in College council room.
2. Following Members attended the said meeting:

S.No.	Position in Committee	Name of the committee members	Dept& Designation
1	Chairperson	Dr. Digvijay Singh	Principal-RMCH
2	Co-chairperson	Dr. L.R. Verma	Medical Superintendent
3	Member	Dr. Faiz Shamsi	Dy. M.S/A.O.
4	Nodal Officer	Dr. Cheena Garg	Asso.Prof. -Pathology
5	Member	Dr. Sharad Seth	Prof & Head-Surgery
7	Member	Dr. Abhinav Shrivastav	Prof & Head-ENT
8	Member	Dr. Kanchan Dalmia	Prof & Head-ObstGynae
10	Member	Ms. Poonam Azad	Nursing Superintendent
11	Member-Secretary	Mrs Divya Raghav	Quality Manager

Following points were discussed in the meeting-

S. No	AGENDA	DECESION/RESOLUTION	RESPONSIBILITY
1.	Previous Minutes	Last Committee minutes revised, allotted works are completed.	
2.	Introduction of 5 th edition - NABH	Quality manager informed all the committee members about the 5 th edition of NABH and also informed about the gap analysis did by the quality team.	Quality Department
3.	Internal audit schedule	Medical superintendent informed to all the committee that internal audit is going as per the schedule.	
4	NABH Manuals Updation	It has been informed to the committee members that work of NABH manuals updation is in progress and all the concerned department in-charges are requested for their inputs & cooperation.	Quality Deaprtment
5	Internal Training effectiveness	Issue of Internal Training NS effectiveness raise in the committee and has been decided to meet with nursing in charges to know the problems or any arising in the effective implementation of the training	


Dr. Digvijay Singh
Chairperson –Quality Management Committee



Rohilkhand Medical College & Hospital

Pilibhit By-pass Road, Bareilly

Office Circular

Ref. No.: RMCH/NOV/ 2023

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16. Dr. Cheena Garg, Professor, Pathology
17. Dr. Pragya Mishra, Professor, Obst. &Gynae.
18. Dr. Faiz Shamsi, Dy. Medical Superintendent cum A.O. Hospital
19. Ms. Poonam Azad, Nursing Superintendent
20. Ms. Divya Raghav, Quality Manager – Member Secretary
21. Mr. AnujPachauri, Chief Engineer

Conc to:

1. Hon'ble Chairman, RECT – for information please.
2. Medical Superintendent
3. All Members of Quality Management Committee

[Signature]
Dean/Principal

Chairperson of Quality Management
Committee



Rohilkhand Medical College & Hospital Bareilly

ATTENDANCE SHEET

Committee Name:- Quality Management Committee

Date: 20th NOV 2023

Time:- 3:00 pm

SI.No.	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	Dr. Divyajay Singh	Principal	-	
2	Dr. L.R. Verma	MC	-	
3	Dr. Faiz Chauhan	Dy. M.C./Ac	-	
4	Dr. Neena Gang	Nodal officer		
5	Dr. Shreedhar	HOD & Prof	Gen. Med	
6	Dr. Adhav	HOD & Prof	CNT	
7	Dr. Kanekar	HOD & Prof	and Cytorial	
8	Ms. Lodha	NS	MS	
9	Ms. Divya Raghav	Quality Manager	Quality Dept.	
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Trainer Signature

Review by

Dr. Jayant
Dean / Principal
Rohilkhand Medical College & Hospital,
Bareilly



Rohilkhand Medical College & Hospital

Pilibhit Bv-pass Road, Bareilly

Minutes of Meeting

Ref. No.: RMCH/NOV/2023

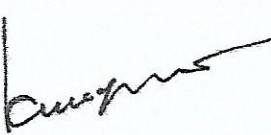
Date. 21th Nov 2023

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5	Internal Training effectiveness	Issue of Internal Training NS effectiveness raise in the committee and has been decided to meet with nursing in charges to know the problems or any arising in the effective implementation of the training	


Dr. Digvijay Singh
Chairperson - Quality Management Committee