

**GOVERNMENT OF NCT OF DELHI  
OFFICE OF THE MEDICAL SUPERINTENDENT  
ARUNA ASAF ALI GOVT HOSPITAL  
5, RAJPUR ROAD DELHI-54**

**F. No. 1(126)/MSO/ AAAGH /2013/15030**

**Dated:01/03/2013**

**CIRCULAR  
CME's/TRAINING/WORKSHOP**

To update the knowledge of our Medical/Nursing & paramedical staff we are planning to organise CME,s on regular basis on issues of paramount importance related to Health/Admn./establishment which will benefit all & ultimately will lead to better patient care& hospital services. Dr. Sanjivini Nodal Officer (CME) along with her link officers will organise it on monthly/quarterly basis or as frequently as needed in co-ordination with different wings of the hospital. The following points are to be taken care off.

1. All Officials for which the CME is meant must attend & a record for this shall be maintained.
2. Speaker to be from our own hospital but if need arise we can arrange speakers from other hospital/organisation as per existing rules.
3. Training may be for one day/two days or more as required/needed. If CME arranged through pharmaceutical company, must see that there is no product promotion and MCI guidelines are followed.
4. ACLS/BCLS/First Aid Training/BMW Training to the concerned will be the part of CME programme.
5. An induction programme for new batch of 'SR's'/'JR's shall be held as soon as they join the department.
6. Nodal Officer shall prepare a schedule of such training /CME in advance with Date, Time, Venue, Speaker, Topic and target audience.
7. Light refreshment shall be provided by the competent authority.
8. There will be a Pre & Post Training Evaluation to assess success of the training programme.
9. I/C Care taking to arrange the conference hall and to see that AC /Lighting/Cleanliness/Audio Video System/Projectors etc. are functioning.
10. Case Presentation, achievement by a department/current issues and matter related to advancement in the field can be the part of the CME.
11. A hard copy of the CME may be circulated to all the participant & may be compiled inform of booklet for future reference.

12. Make the programme brief, interesting with fact and figures, having documentary video and practical tips of day to day importance.
13. Nodal Officer CME, may also see feasibility of arranging some training programme/workshop/observing functioning of departments/branches at other hospitals i.e. AIIMS, LNJP, CNBC/Pvt. Hospitals for imbibing the best practices of other hospitals.
14. Best CME/Workshop/Training programme shall be awarded yearly /6 monthly with trophy/certificate.

In first series of such CME's /Training programme/workshop following topics shall be considered and thereafter CME's I/C to follow:

S. No.	Date & Time	Topic	Target Audience	Speaker
1.	March 2013	Mechanical Injuries and its medico legal aspects	CCMO A&E, Medical Officers, Casualty Medical Officers, SR's /JR's & any other doctor interested.	FM Specialist, Subzi Mandi Mortuary, AAAGH
2.	March 2013	Sexual Assault Examination Accused Examination of Victim	CCMO A&E, Medical Officers, CMO's Casualty, SR's /JR's Obs. & Gyn. Deptt. Sister I/C & Nursing Sisters casualty & Obs. & Gyn. Any other doctors/Staff nurse	FM Specialist & specialist from Obs. & Gyn. Deptt.
3.	March 2013	How to collect & preserve Biological & other materials of medical legal importance.	--Do--	FM Specialist & Specialist from Obs. & Gyn. Deptt.
4.	March 2013	ICTC Training Programme	All doctors & Nursing Staff	Dr. Monika Chaudhary & others
5.	Mar -Apr., 2013	Medical negligence & common directions issued by Hon. Court/Competent authority while handling accident/Emergency cases.	CCMO A&E, Medical Officers, Casualty Medical Officers, SR's /JR's & any other doctor interested.	FM Specialist.
6.	Mar -Apr., 2013	Common CrPC codes a doctors should be aware/ must know	CCMO A&E, Medical Officers, Casualty Medical Officers, SR's /JR's & any other doctor interested.	FM Specialist from Obs. & Gyn. Deptt.
7.	Mar -Apr., 2013	Bio-Medical waste handling	All doctors & Nursing & Paramedical Staff	Dr. Monika/Dr. Sonali Deptt of path. & micro

8.	Mar -Apr., 2013	DOT – An update	--Do--	Dr. Solomi/Dr. Rawat and others
9.	Mar -Apr., 2013	Workshop on First AID, handling Oxygen Cylinder/Fire extinguisher /Alarm System etc.	Group C&D/ Nursing & Paramedical Staff	Dr. Sanjivini Dr. Hemant
10.	Mar -Apr., 2013	Induction programme for all SR's/JR's	SR's/JR's and all clinical HOD's, A.O. Admn. & Sr. Account Officer	Dr. G.P. Kaushal Dr. Anuradha Khanna Dr. Sanjivini Gupta
11.	Mar -Apr., 2013	Training on Stress management/Yoga	All employees	Dr. Sanjivini to arrange
12.	April 2013 onward	A Documentary/short film/message giving Video on health related issues & Bollywood film related to health i.e. Tare Zameen Par, Black, Barfi, My Name is Khan etc. Similarly films shows on national days – The Legend of Bhagat Singh/Shaeed etc.	All Hospital Staff	Dr. Sanjivini

**ALL TO CO-OPERATE.**

**(Dr. ASHOK JAISWAL)**  
**MEDICAL SUPERINTENDENT**

**F. No. 1(126)/MSO/ AAAGH /2013**

**Dated:**

Copy to: -

1. PA to MS, AAAGH
2. Nodal Officer CME Dr. Sanjivini
3. All HOD's and Branch Incharges/Unit I/C's
4. ANS/DNS/ Link Officer, AAAGH
5. I/C Poor House, AAAGH
6. I/C Mortuary, AAAGH
7. Notice Board
8. Guard File

**(Dr. ASHOK JAISWAL)**  
**MEDICAL SUPERINTENDENT**

**LET'S SHARE/INCREASE/UPDATE KNOWLEDGE FOR THE  
BETTERMENT OF THE PATIENTS.**