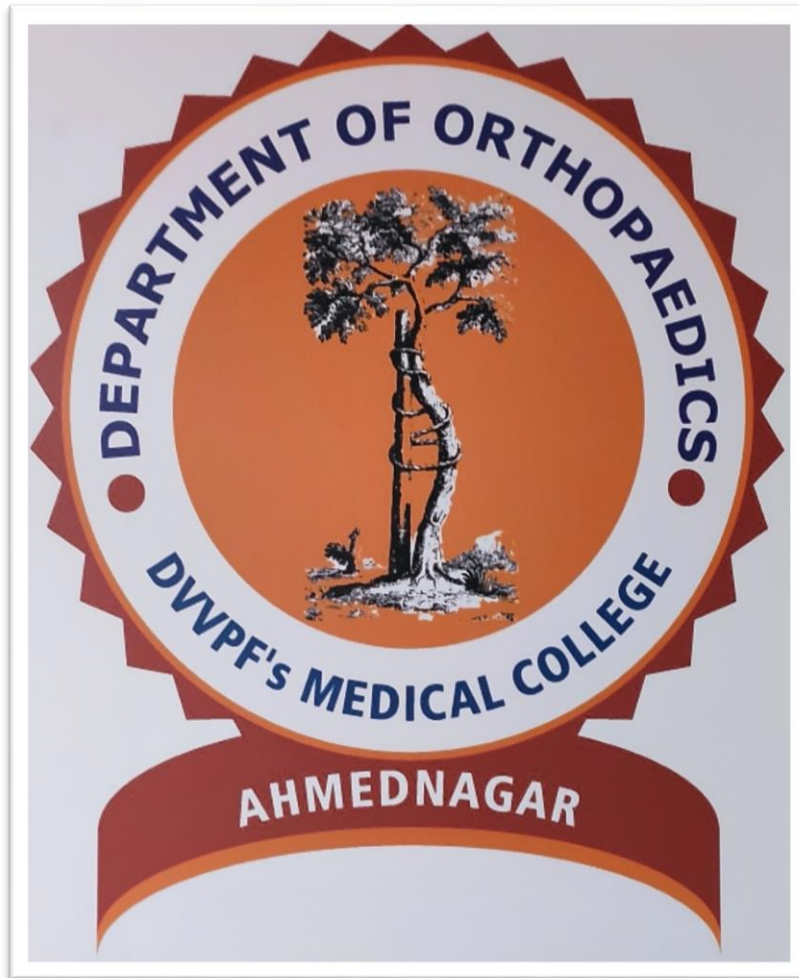


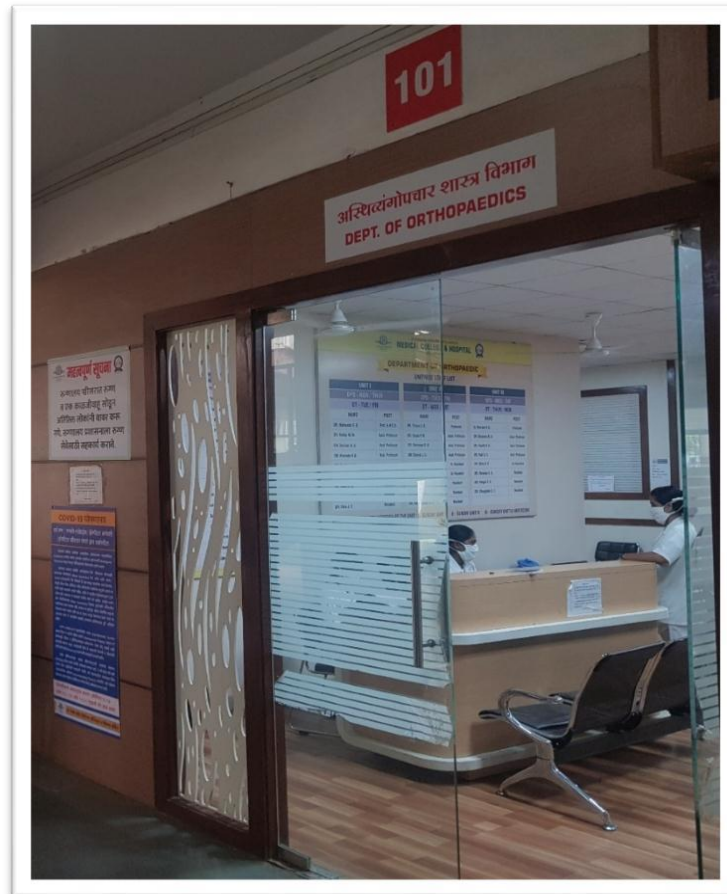
Orthopaedics Department

S.O.P- DEPARTMENT OF ORTHOPAEDICS



Department of Orthopaedics

Orthopaedics Department



INTRODUCTION

- Established in the year 2004 along with medical college and hospital
- Affiliated to MUHS [MUHS/PB/PG/Med /158/2011 dt.13.04.2011 and permission from MCI
- Evolved in all aspects till date
- One of the super special and busiest and fully functioning department of hospitals
- Provide training to all undergraduates and post graduates students
- Patient care which includes basic orthopedic surgery and specialty services

Orthopaedics Department

- Actively involved in research activities such as publications, poster and paper presentation

Orthopaedics Department

Scope of Orthopaedics Surgical Services:

- All kind of Trauma
- Polytrauma
- Total Hip Replacement
- Total Knee Replacement
- Arthroscopy
- Spine Surgery
- Cold Orthopaedics
- Metabolic Disorder
- Polio
- Cerebral Palsy
- Pediatric Orthopaedics
- Nerve Injuries

Orthopaedics Department

SUPPORT SERVICES:

- CCL
- Pathology
- Radiology
- Surgical ICU
- Anesthesia
- Medical and radiation oncology
- Well Equipped Physiotherapy Centre

Orthopaedics Department

FACILITIES

- Modular operation theatre 1 surgical + 1 septic OT
- Well-equipped minor OT
- Intraoperative with C arm
- 64 slices CT scan, 1.5 tesla MRI
- Departmental and central Library
- Departmental Museum
- TKR and THR OT with laminar air flow
- Departmental X ray facility
- Well-equipped Physiotherapy department and Orthotic unit

Orthopaedics Department

STAFF STRENGTH

- Professor and head -01
- Professor-01
- Asso. Prof -04
- Asst. Prof - 10
- Sr. Resident -10
- Junior Residents -06
- No. of units/beds: 4/120
- Divided in 4 units

Orthopaedics Department

TECHNICAL STAFF

- Lab technician- 1
- Store keeper/clerk- 1
- Record clerk- 1
- Steno typist-1
- Attendant -1

Orthopaedics Department

CREDENTIALS

Sr	Designation	Qualification Require	Experience Require	Publication Require
1	Professor	Recognized PG qualification in the sub. Eg MS/DNB	08 years of post pg experience	03 publications
2	Associate Prof.	MS/DNB	05 years of post pg experience	01 publication in index journal of subject
3	Assistance Prof	MS/DNB	01 year of ms and 02 year of dnb	
4	Senior Resident	MBBS/MS ortho/DNB		
5	Junior Resident	MBBS		

Orthopaedics Department

DUTIES AND RESPONSIBILITIES

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 organize / participate in teaching programs 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. 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 'Academic Year i.e.1April to ^s31 ^t 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.

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(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 student.

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.

(1) 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

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(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, equipment & 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 Lunchtime) 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

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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) : ☐

B) 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.

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- (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/Group Discussions-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. 1st April 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

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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. 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 Lunchtime) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.

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- (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 department 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, ect.] 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 ie. To develop their knowledge , skills & attitude.

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- (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. 1st April 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 and 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 ie."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

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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.

(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 ie. 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. higher authority like Dean, Medical Municipal Commissioner,

(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.

(v) To exhibit keen interest, initiative and drive in the overall development of department

(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) B)

Objectives :

1.To perform all such duties [under the Statutory provisions of Medical College /

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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 be considered as “On Duty”) of not exceeding 7 days in an Academic Year 1st April 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) :-

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[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 ie. Indian Medical Council Act 1956" "Code of Medical Ethics, 2002", "Consumer protection Act, 1980". "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 Lunchtime) 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.

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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

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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 ie.“Indian Medical Council Act,1956", “Code of Medical Ethics2002. “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.

(1) To work under the direct timely guidance / supervision / assistance / advice of Lectures / 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 emphasized that except in dire (life and 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/

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liability” jointly or severally for any act of commission or omission in patient care amounting to “medical negligence” on the part of 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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Work Distribution

- Staff is divided in 4 units with fixed unit wise schedule of OPD, OT, and ward day.
- All minor OT procedures and scopes are performed on Ward day

Department of Orthopaedics Weekly working pattern of units for clinical work

Unit	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday and Sunday will be Rotation
1	Opd	Ot	Ward Day	Opd	Ot	Ward Day
2	Ward Day	Opd	Ot	Ward Day	Opd	Ot
3	Ot	Ward Day	Opd	Ot	Ward Day	Opd
4	Opd/Ot	Opd/Ot	Opd/Ot	Opd/Ot	Ward Day	Ward Day

1. Emergency calls will be attended by OPD days
2. Unit four is superspeciality unit will be functioning independently
3. Sunday emergency call will be as per rotations

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Specialty Clinics

Sr. No.	Specialty Clinic	Day	Time	Average No. Of Cases Attended/ Clinic
1	Ankle and foot clinic	Monday	3.0 pm to 4.0 pm	05
2	Fracture clinic	Tuesday	3.0 pm to 4.0 pm	20
3	Arthroscopy clinic	Wednesday	3.0 pm to 4.0 pm	10
4	Arthroplasty clinic	Wednesday	3.0 pm to 4.0 pm	10
5	Spine clinic	Thursday	3.0 pm to 4.0 pm	10
6	Hand clinic	Friday	3.0 pm to 4.0 pm	05

ACADEMICS

- UG intake - 200 students, started in 2004
- PG student- 01 per year/started in 2011
- 02 per year/started in 2015

Teaching Activity U. G. (MUHS Syllabus)

Theory:

- 3 ½ years curriculum
- 50 lectures, 50 tutorials
- 6th term- 16 lecture
- 8th term lecture I-17 to 32
- 8th term lecture II-33 to 48
- Lecture and demo: two hours every Tuesday/20hours
- Seminar-04
- Tutorials-09

Clinics:

Orthopaedics Department

- Total clinical posting of 10 weeks of 180hours
 - 5th term -4weeks/daily 3hours
 - 6th term- 4 weeks
 - 9th term – 2 weeks
 - Tutorials and revision 50hours
 - Total 130 teaching hours
-
- **For Theory lectures term wise micro time table planned**

• **ACADEMIC ACTIVITY IN THE DEPARTMENT- FEB. TO JULY:**

Day/Academic	8-9 Am	9-10 Am	10 Am To 1 Pm	1 -2 Pm	2 - 3pm	3-5 Pm
Activity In The Department	Lecture	Lecture	Beside Clinics For UG As Per Posting	Lunch Break	Lecture	PG Activity
Monday			10 Am To 1 Pm Daily			Grand Ward Round
Tuesday					Ug Lecture Demo	Long Case Presentation
Wednesday		U G Lecture				Seminar
Thursday	Ug Lecture					Short Case
Friday					Bpth Lecture	Lecture

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Saturday						Group Discussion And Journal Reading
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• **ACADEMIC ACTIVITY IN THE DEPARTMENT- AUGUST TO JANUARY:**

Day/Academic Activity In The Department	8-9 Am Lecture	9-10 Am Lecture	10 Am To 1 Pm Beside Clinics For UG As Per Posting	1 -2 Pm Lunch Break	2 - 3pm Lecture	3-5 Pm PG Activity
Monday			10 Am To 1 Pm Daily			Grand Ward Round
Tuesday					Ug Lecture Demo	Long Case Presentation
Wednesday		U G Lecture				Seminar
Thursday	Ug Lecture					Short Case
Friday					Bpth Lecture	Lecture

Orthopaedics Department

Saturday						Group Discussion And Journal Reading
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• PG Teaching Schedule:

Sr	Day And Time	PG Activity
1	Monday 3.30 pm to 5. Pm	Grand Round
2	Tuesday 3.30 pm to 5. Pm	Long Case Presentation
3	Wednesday 3.30 pm to 5. Pm	Seminar
4	Thursday 3.30 pm to 5. Pm	Short Case Presentation
5	Friday 3.30 pm to 5. Pm	Lecture
6	Saturday 10.0 am to 11. Am	Group Discussion and Journal Reading

✓ Internal Assessment Examination:

- ✓ is taken as Term ending in the form of Theory and Practical Examination

✓ U.G. University Exams:

- ✓ Held at the end of every year Methods- Theory and practical in the presence of 1 internal examiner

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✓ P.G. University Exams:

- ✓ At the end of academic year PG university exam carried out as per university rules

Innovative Ideas

- Problem based learning
- Integrated teaching
- Group discussions
- Mentorship system
- Monthly Death audit

Functions of the Dept.

- **OPD procedures:**
- Dressings, suture removal
- Plaster & Plaster removal,
- Lipoma, cyst excision
- I & d of abscess
- Local hydrocortisone injections

Orthopaedics Department

Orthopaedics OPD.



As per MCI specifications.

Orthopaedics Department

- Registration room.
- Patients waiting lobby-90sq.M.
- Examination rooms- 4.
- Dressing rooms- 2. {Male and female}
- Minor OT.
- Recovery room.
- Specialty clinics- 6
- X ray room
- Well equip physiotherapy department
- Orthotic and prosthetic unit

Main OT Complex

- 02 major + 1 septic = 3 OT
- Casualty : 1 major + 1 minor = 2 OT OPD : 1 minor OT

Equipment's In Ot.

- All theatres are AC & well equipped with basic requirements like hydraulic table, shadow less lamps, electro cautery units, basic monitors resuscitation, anesthetic instruments, central suction, central oxygen supply.
- Operating microscope for spine surgery
- Portable X-Ray, USG, C-Arm.
- Teaching aid CCTV with two way A-V communication.
- Orthopaedics table with attachments

Orthopaedics Department

- Laminar air flow

Special Instruments Available.

- Drill machines
- Arthroscopic surgery set.
- Total knee replacement set.
- Total hip replacement set.
- Ellizarow instrumentation
- Spine microscopic surgery

Orthopaedics Surgeries

All types of trauma surgery:

Inter locking intra medullary nailing for all long bones

Plating

- All types of plating's
- Dynamic compression plate
- Mippo

Arthroplasty

- Total hip replacement
- Total knee replacement
- Shoulder replacement & Elbow replacement

Spine surgeries:

- Cervical disc
- Lumbar disc and fixation
- Spondylo-listhesis surgical fixation

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Arthroscopic repairs:

- Knee
- Shoulder

Pediatric surgeries:

- C.T.E.V.
- Perthe's disease
- Congenital deformities
- Bony deformities

Consent policy

- Written and informed consent is obtained by Patients and relatives in their Own language before the procedure
- Satisfaction form:

Feedback forms are made available for outpatient and indoor patients

Surgical I.P.D.

- Bed strength -120 [Teaching beds]
- Male beds -80; Female beds -40.
- Surgical ICU – 10.
- Post-operative beds available.
- Surgical wards - 6 {Male-3, Female-3}

Units – 4.

- Unit wise bed distribution :

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- Beds In Each Unit - 30

Library

- 36 sq.m. space with seating arrangement of 20.
- Total books available - 124
- Journals available - (in central library)
- 1) Indian : 10
- 2) Foreign : 24
- Internet access available.
- Educational DVD available.

Museum

- Surgical pathology –
- Mounted specimens.
- Images-
- X-ray, (b) CT scan (c) MRI displayed on vertical rotating view box.
- Educational CDs.
- Power point presentation lectures.
- Instruments

Orthopaedics Department

- Models
- Clinical photographs & educational charts.
- Photographs of legends in orthopedic surgery.

Achievements

- Orthopaedics department has highest number of O.P.D. patients in hospital
- Orthopaedics department has highest number of admissions in hospital
- 100% P.G. Result every year
- Orthopaedics department has excellent superspeciality unit
- 30 publications in the last 5 years in international and national journals
- Out of 12 post graduate MS Ortho and 05 Ortho students, all are Successful in their carrier
- 05 students are doing specialty work

Future Plans of the Department

- Establishment of surgical skill laboratory
- To organize National As Well As International Conferences
- Robotic Surgery
- Establishment of cadaveric surgeries
- Development of bone bank
- Development Sport medicine center
- Development Super special trauma center

Orthopaedics Department

Thank you...