

DO'S & DON'TS FOR MEDICAL DEPARTMENT

DO's

- Follow rigidly the procedure regarding issue of sick/ fit certificate and in case of a departure give specific reasons.
- Specify period of sickness, indicating period of absence if any, and give date on the certificate. Maintain attendance register as applicable personally. Make all entries correctly and properly so that they are in conformity with other hospital records.
- Ensure sample test of all medicines irrespective of the cost involved.
- Insist of advance payment of non-railway cases in the hospital and ensure payment to necessary charges in the private cases treated in the railways hospital at your instance.
- Purchase short self- life drugs at different point as per requirement.
- In case of bulk purchase ensure staggered delivery of medicines at regular intervals.
- Ensure faster disposal expiry medicine.
- Keep records of each medicine in the registrar for high value medicine.
- Ensure proper procedure of purchase of high value medical instruments/apparatus.
- To prevent theft measure, ensure that name of unit railway, date of receipt & stamp of medical unit is labeled on the medicine.
- Ensure that pharmacist of unit /hospital should check actual stock of the medicines on periodic basis.
- Medical officer should conduct surprise check with regard to the quantity available in ledger balance with physical /ground balance and both should match.
- Ensure regular checking of available stock of linen/bed sheet blanket etc and follow the prescribed procedure of declaring linen/bed sheet/blanket etc a scrap.

DON'ts

- Avoid leaving blank entries in the Medical attendance Register.
- Avoid issuing back date certificates without specifically recording

reasons.

- Avoid delay in sending the certificates pertaining to the Railway employees to the Department concerned.
- Avoid simultaneous use of two sick/fit certificate books.
- Do not issue medical pass in routine manners.
- Do not purchase spurious /inferior quality off medicine.
- Do not show wrong transaction of medicine so as to hide some lacuna.
- Do not put signature on scrap register without physical verification of proposed scrap items & duly observe the prevalent procedure of disposal of scrap.
- Do not handover the sick /fit certificate book for up keep to persons other than the nominated employees of the hospital.

