

Date: 14-12-17

**CIRCULAR**

Dear All,

This is to inform all the member that a meeting of BMW Management Committee will be held on-

Date: 15-12-17

Time: 2:00 pm





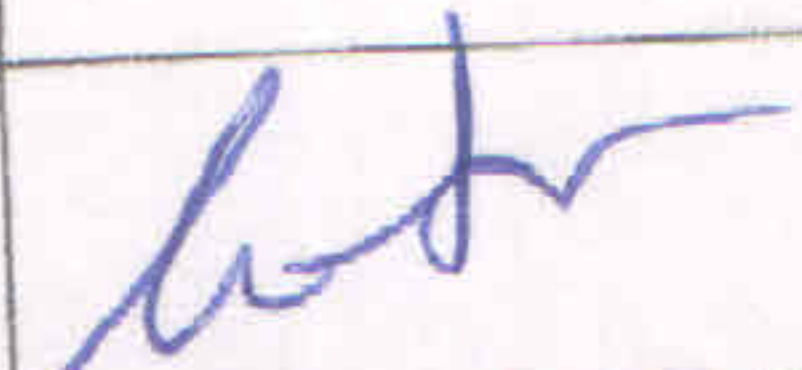


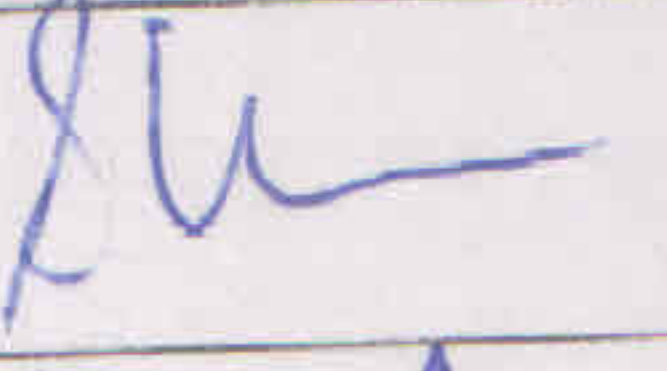

Place: CEO Office

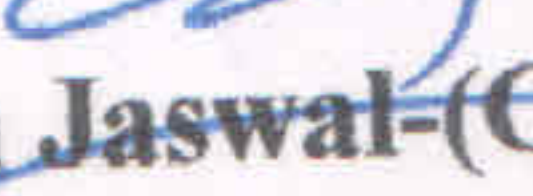
The **Agenda** of this committee would be:-

- Status of BMW bins
- Status of implementation of bar code for BMW collection
- Incident if Needle stick injuries

For any further information on the same please feel free to call the undersigned.  
Looking forward for your support as always.

Thanking You,  
With Best Regards,

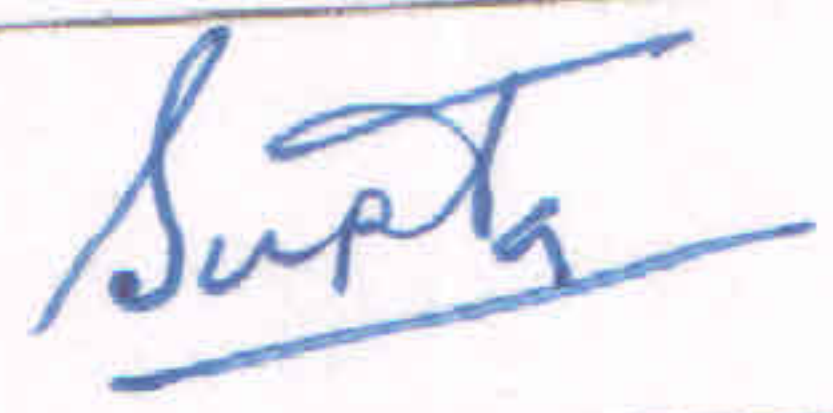


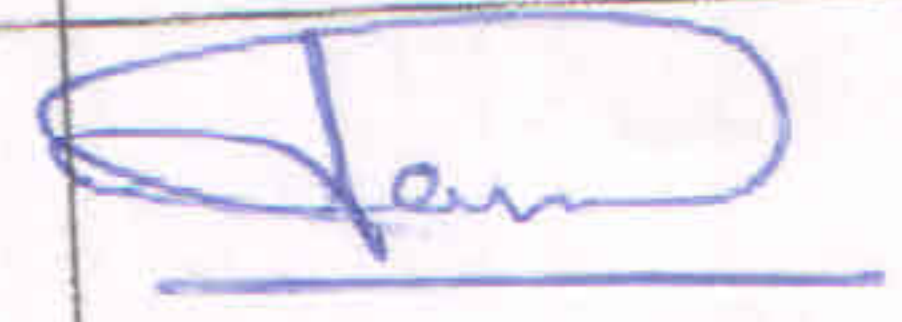
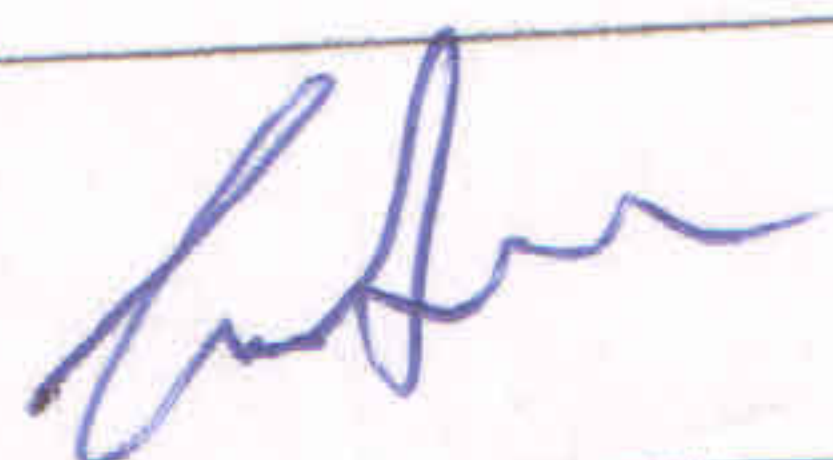
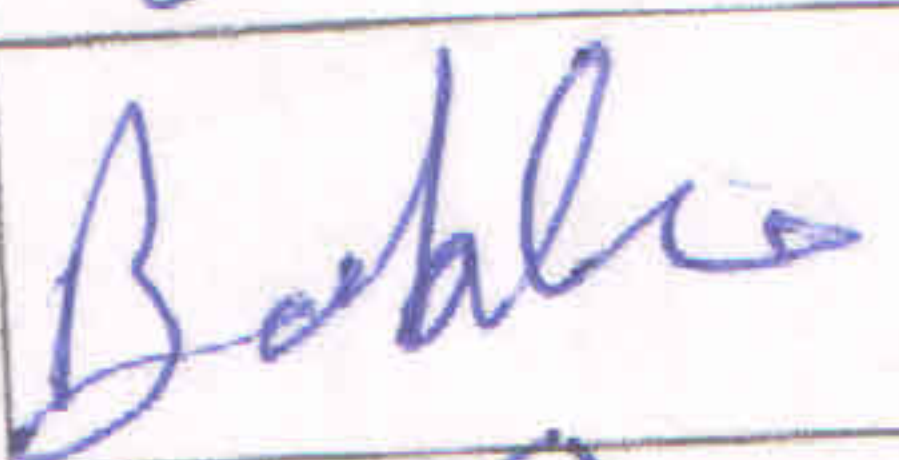
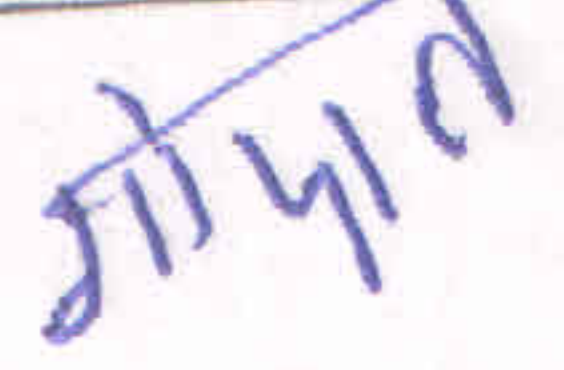
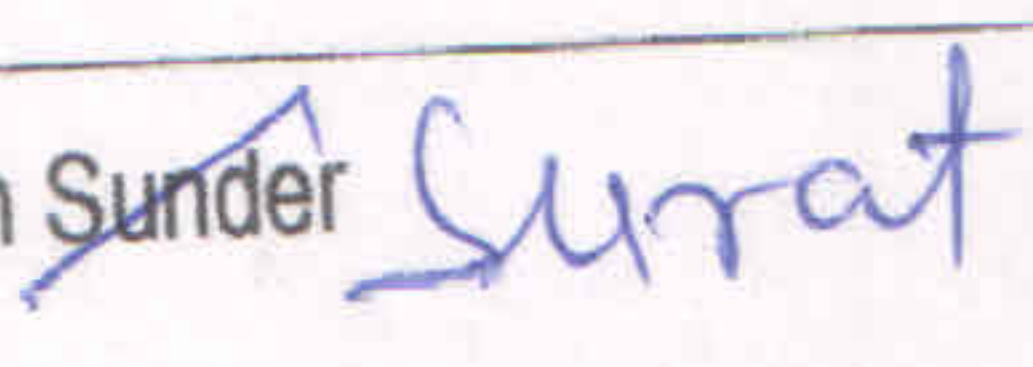
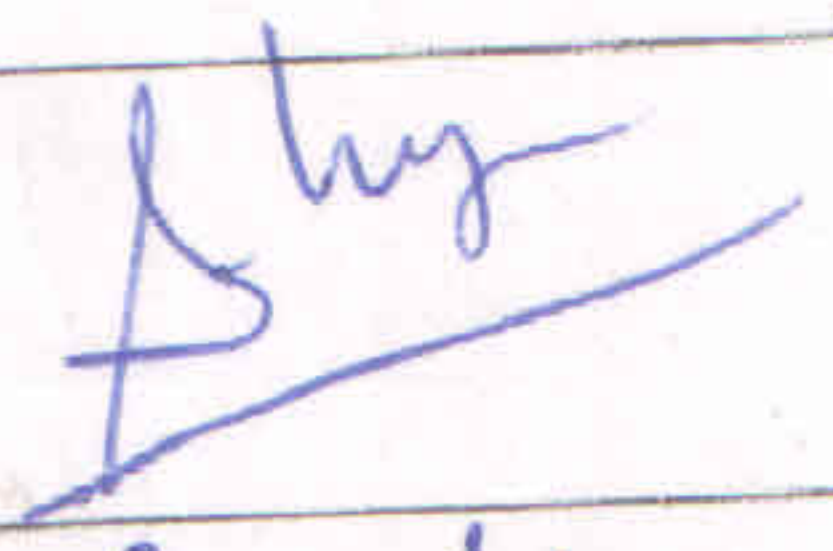

Name	Designation in Organization	Designation in committee	Signature
Mrs. Supta	ICN	Chairperson	
Dr. Naresh Jaswal	CEO medical	Member	
Dr. Pankaj Shrivastava	DDO	Member	
Dr. Faizan Ahmad	HOD Quality	Member	
Mr. R. M Tiwari/ Mr. Rakesh	Manager on duty	Member	
Mr. Gaurav Jain	Admin Executive	Member	
Mr. Babloo	Security Supervisor	Member	
Mr. Gopal	Plumber	Member	
Mr. Shayam Sunder	OT Incharge	Member	
Mr. Suresh/Mr. Mahinder	H/K Supervisor on duty	Member	

  
Dr. Naresh Jaswal-(CEO-Medical)



Dated:15-12-17

**ATTENDANCE**  
**“BMW Managment Committee”**

Name	Designation in Organization	Designation in committee	Signature
Mrs. Supta	ICN	Chairperson	
Dr. Naresh Jaswal	CEO medical	Member	
Dr. Pankaj Shrivastava	DDO	Member	
Dr. Faizan Ahmad	HOD Quality	Member	
Mr. R. M Tiwari/ Mr. Rakesh	Manager on duty	Member	
Mr. Gaurav Jain	Admin Executive	Member	
Mr. Babloo	Security Supervisor	Member	
Mr. Gopal	Plumber	Member	
Mr. Shayam Sunder 	OT Incharge	Member	
Mr. Suresh/Mr. Mahinder	H/K Supervisor on duty	Member	



## Minutes of Meeting

### BMW Management Committee Meeting

Date: 15-12-17

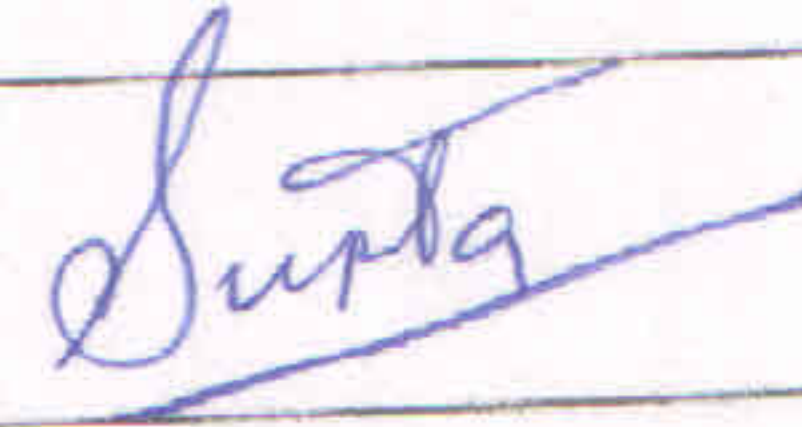



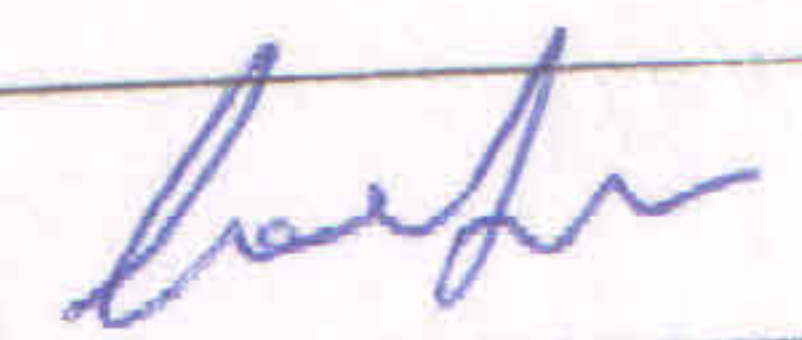

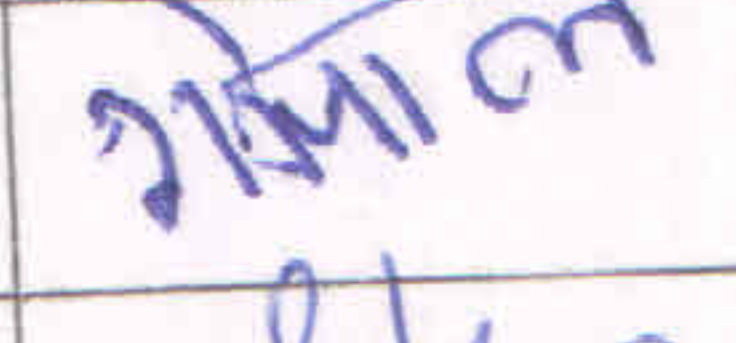
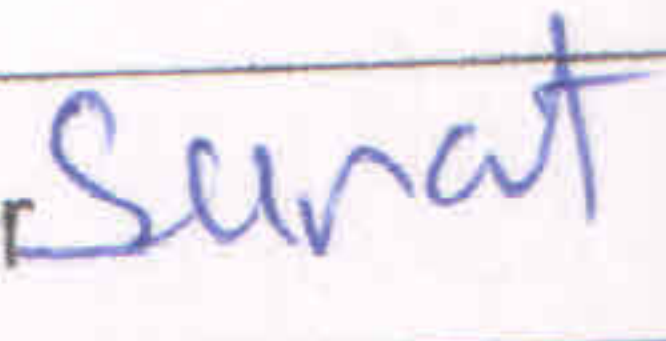
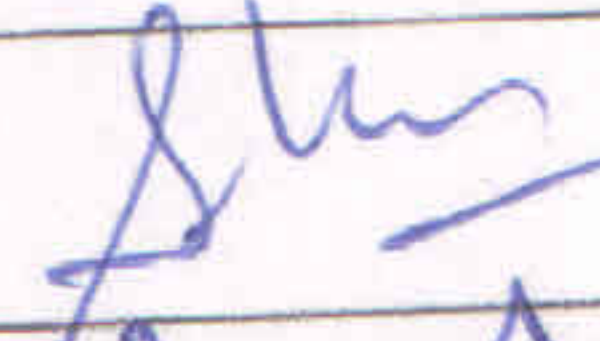

Time: 2:00 pm

Place: CEO Office

The **Agenda** of this committee would be:-

- Status of BMW bins
- Status of implementation of bar code for BMW collection
- Incident if Needle stick injuries

#### Meeting was attended by:

Name	Designation in Organization	Designation in committee	Signature
Mrs. Supta	ICN	Chairperson	
Dr. Naresh Jaswal	CEO medical	Member	
Dr. Pankaj Shrivastava	DDO	Member	
Dr. Faizan Ahmad	HOD Quality	Member	
Mr. R. M Tiwari/ Mr. Rakesh	Manager on duty	Member	
Mr. Gaurav Jain	Admin Executive	Member	
Mr. Babloo	Security Supervisor	Member	
Mr. Gopal	Plumber	Member	
Mr. Shayam Sunder 	OT Incharge	Member	
Mr. Suresh/Mr. Mahinder	H/K Supervisor on duty	Member	

#### Discussion held in Meeting :

S N	Activity And Discussion	Responsible Person	Action Taken	Target Date	Status
1	Dr. Faizan apprized the committee that there are few BMW bins which needs repairing as their paddle is not working.	Mr. Tiwari Mrs.	Mr. Umesh has repaired all the faulty BMW bins. Mr. Tiwari has purchased new yellow	30-12-17	completed









	Dr. Naresh said that it can be repaired by our carpenter. He asked Mr. Suresh to identify such bins and give them to Mr. Umesh(Carpenter) for repair. Dr. Faizan also added that there is requirement of yellow bin in new ECG room and installation of hand hygiene poster is also required. Dr. Naresh asked Mr. Tiwari to purchase new yellow BMW bin with paddle. Mrs. Supta was asked to get Hand Hygiene poster installed in ECG room.	Supta	BMW bin. Mrs. Supta has installed Hand Hygiene poster in ECG room		
2	Dr. Faizan apprized the committee that as per BMW Management and handling rule 2016, we were supposed to implement the Bar coding system in 2 years and now it is the time to start the process so that we could have it in 2018. Dr. Naresh asked Mr. Gaurav to get the quotation from different vendor and get it approved by top management.	Mr. Gaurav	Mr. Gaurav has received the quotation from different vendor and it is under consideration by top management	30-12-17	Completed
3	Dr. Naresh asked Mrs. Supta about the <u>needle stick injury and blood and body fluid exposure in last 6 month</u> . Mr. Supta said that there were <u>4 incident in last 6 month</u> which are following <u>Mr. Jesty Jason-11-7-17</u> <u>Dr. Nupur Chabra-11-7-17</u> <u>Ms. Manisha-18-9-17</u> <u>Dr. Gurpeet-21-11-17</u> In all cases test were done and found negative. Dr. Naresh asked Mrs. Supta to give more training on Needle stick injury/ Blood and body fluid exposure.	Mrs. Supta	Mrs. Supta to give training on Needle stick injury/ Blood and body fluid exposure	15-12-17 7	Training is on going

Approved by:  
Dr. Naresh jaswal  
(CEO-Medical)

*Supta*  
Mrs. Supta Barbahuiya  
Infection Control Nurse  
(Chairperson of the Committee)