

Date: 20-06-17

CIRCULAR

Dear All,

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

Date: 21-06-17

Time: 1:00 pm








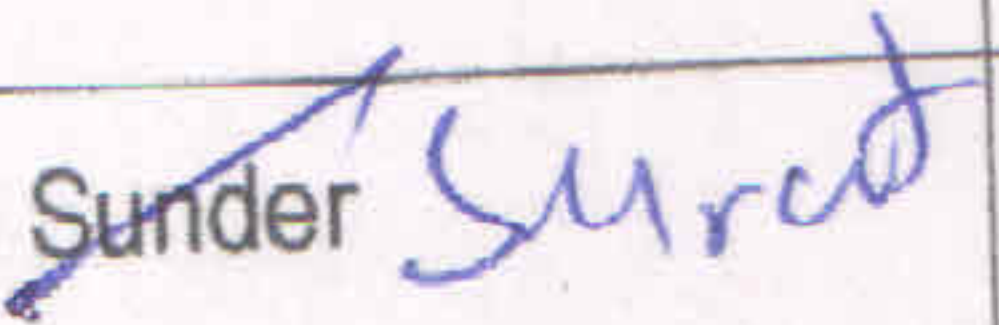


Place: CEO Office

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

- Reviewing current BMW management practices
- Status of BMW Management Training
- 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.





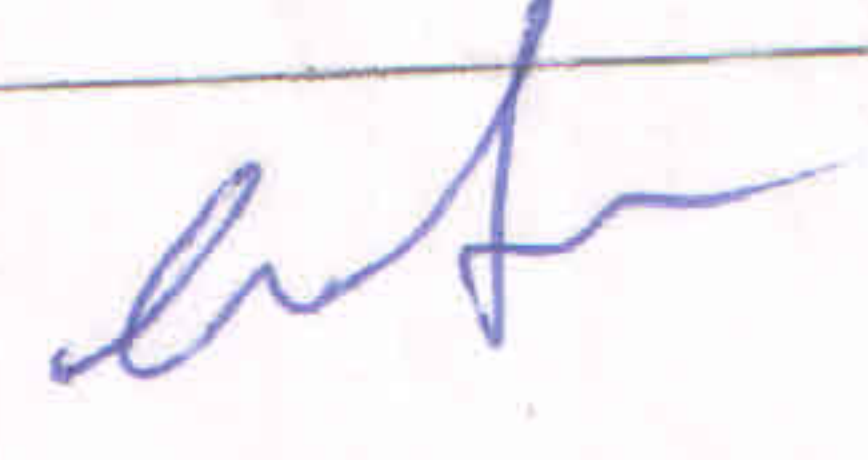

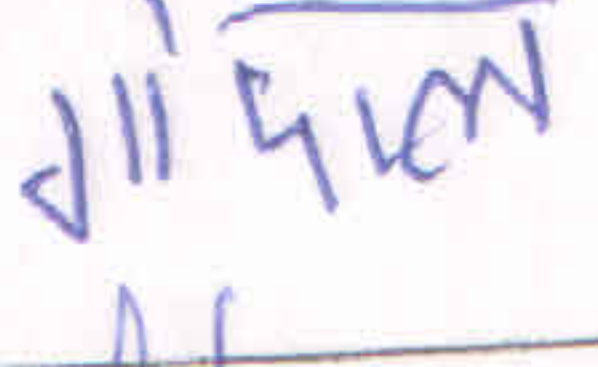
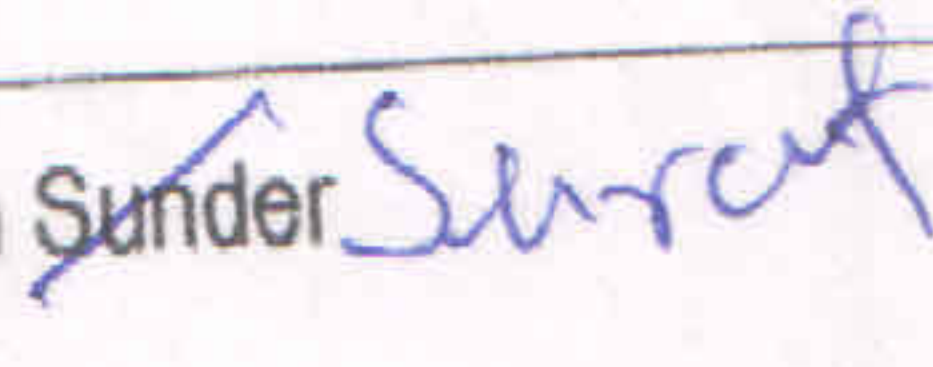


Thanking You,
With Best Regards,

| 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: 21-06-17

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: 21-06-17

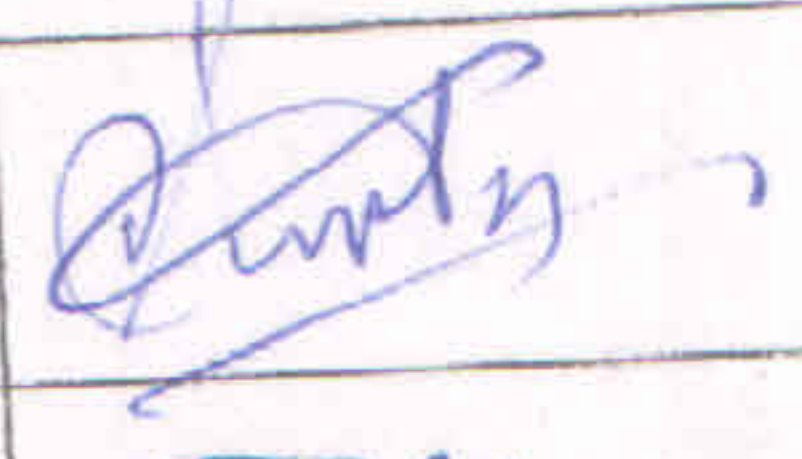
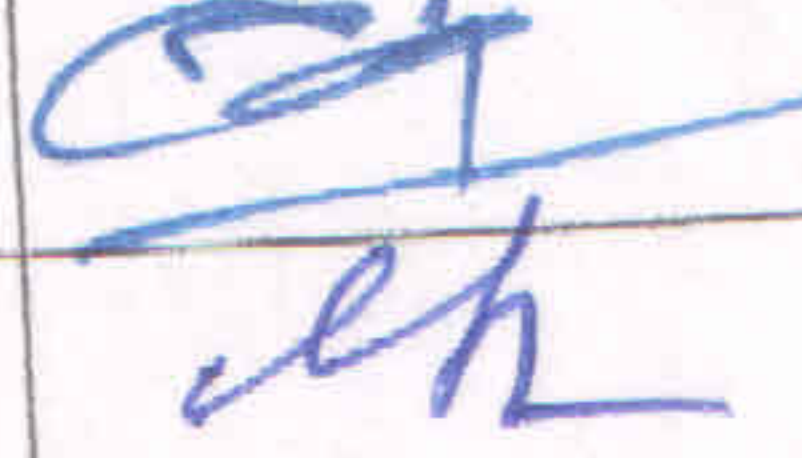

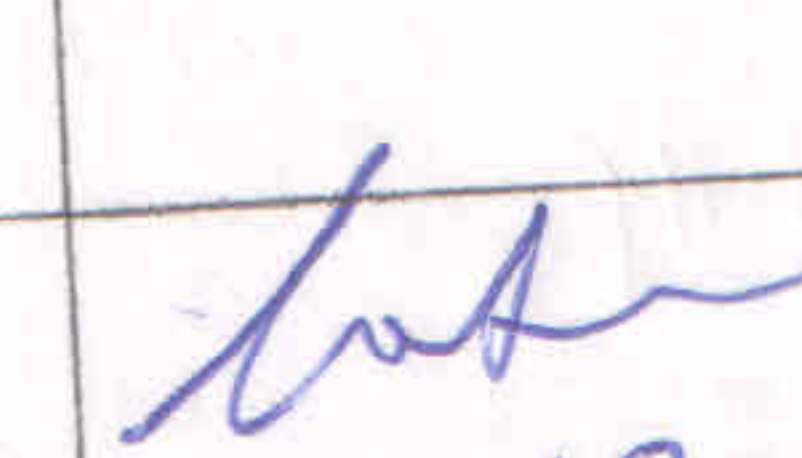
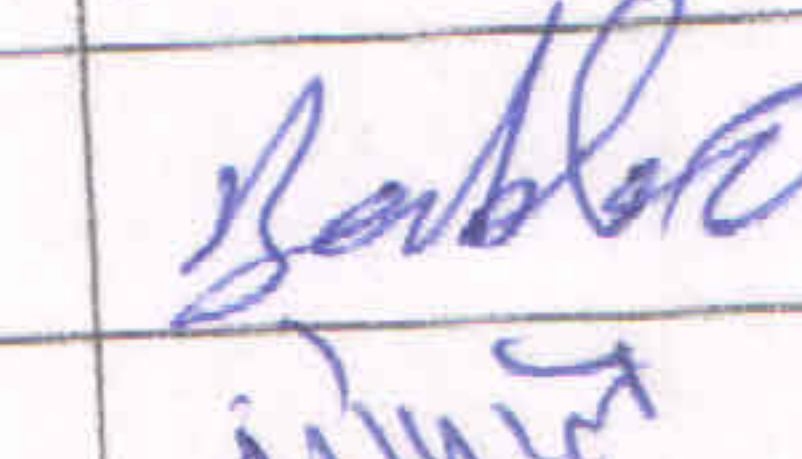
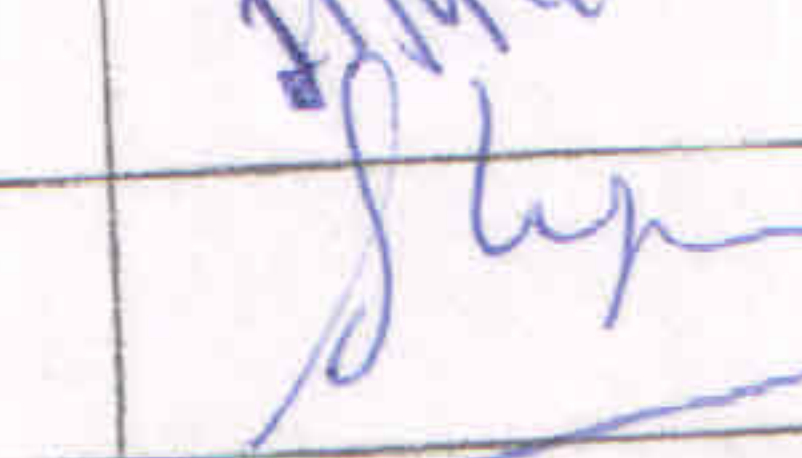
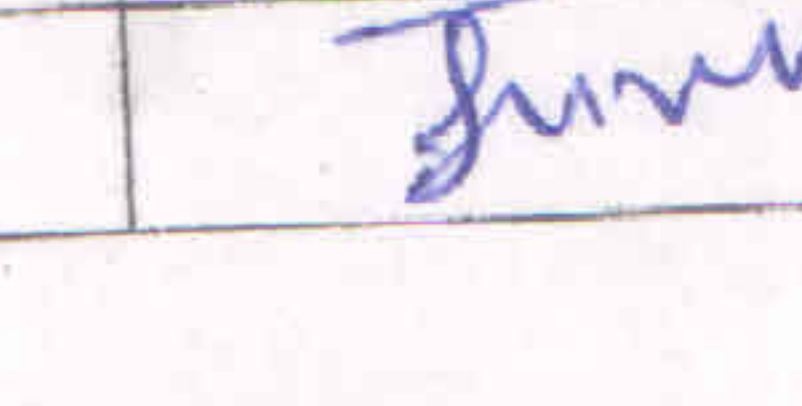

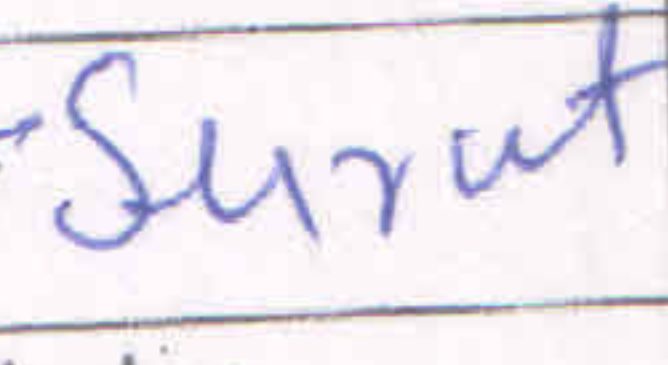
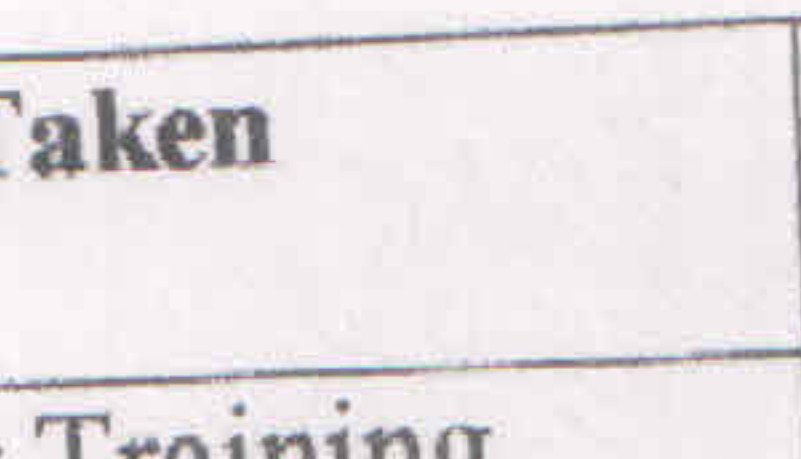
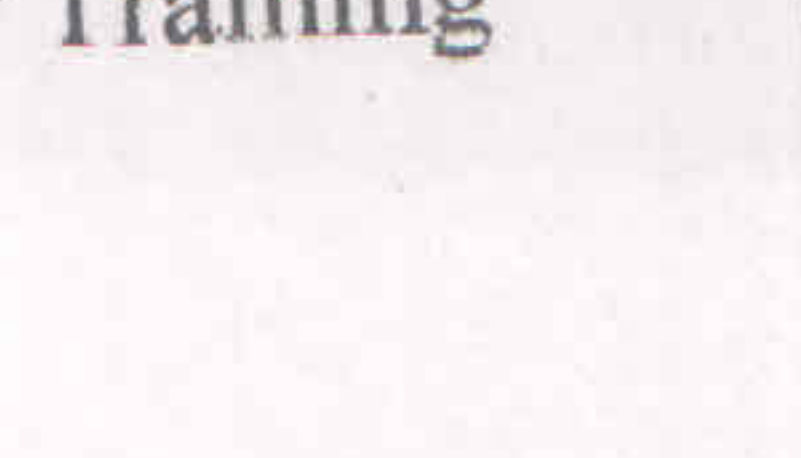
Time: 1:00 pm

Place: CEO Office

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

- Reviewing current BMW management practices
- Status of BMW Management Training
- 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 | Activity And Discussion | Responsible Person | Action Taken | Target Date | Status |
|---|--|--------------------|------------------|-------------|----------------------|
| 1 | Dr. Naresh Jaswal asked Mrs. Supta about segregation of Bio Medical Waste. Mrs. Supta said that new BMW Management policy has been | Mrs. Supta | Regular Training | 21-06-17 | Training is on going |



| | | | | | |
|---|--|------------|---|----------|----------------------|
| | implemented and segregation are been done as per BMW management and handling rule 2016 but there are few area where segregation is not proper and she has given the training to that staffs. | | | | |
| 2 | Dr. Pankaj asked Mrs. Supta to give regular training and check regularly for proper segregation. Mrs. Supta said that regular training is going on and he will further strengthen them. | Mrs. Supta | Strengthening of BMW management and handling 2016 training | 21-06-17 | Training is on going |
| 3 | Dr. Naresh asked Mrs. Supta about the <u>needle stick injury and blood and body fluid exposure</u> in last 6 month. Mr. Supta said that there was no incident in last 6 month. Dr. Naresh asked Mrs. Supta to continue monitoring the needle stick injury and blood and body fluid exposure. | Mrs. Supta | Mrs. Supta to give training on Needle stick injury/ Blood and body fluid exposure | 21-06-17 | Training is on going |

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


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