

Date: 27-01-19

CIRCULAR

Dear All,

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

Date: 29-01-19

Time: 2:00 pm








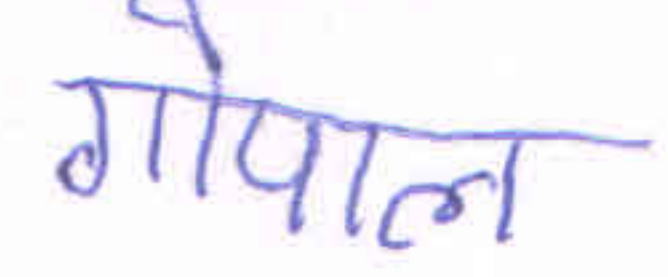


Place: CEO Office

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

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

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






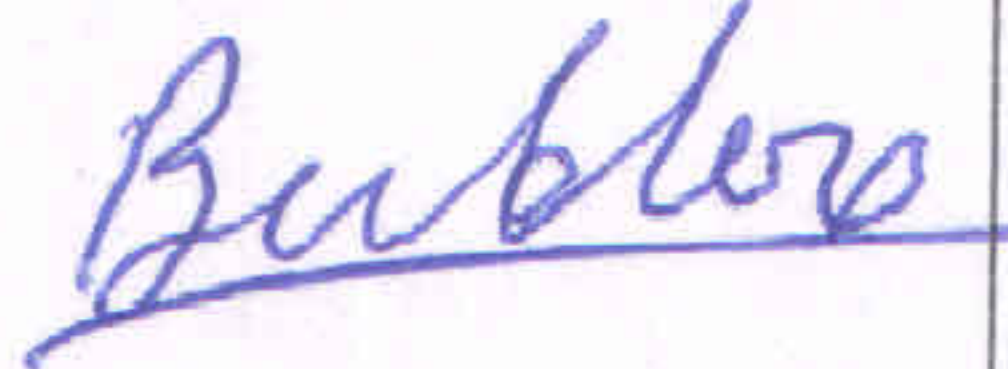



Thanking You,
With Best Regards,

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:29-01-19

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: 29-01-19








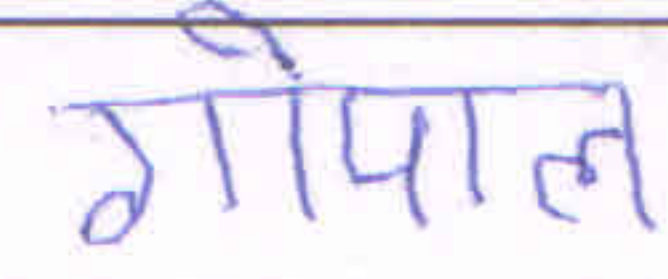


Time: 2:00 pm

Place: CEO Office

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

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

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. Naresh asked about the last	All committee	Already closed	29-01-19	Closed



	meeting points. Mr. Supta said that all points has been closed.	members			
2	Dr. Naresh asked Mrs. Supta about the needle stick injury in last 6 month. She said that there is no such injury. Dr. Naresh asked Mrs. Supta to give more training and motivate the staffs.	Mrs. Supta	Mrs. Supta to give More training	29-01-19	Training is on going
3	Dr. Faizan said that there are many new staffs who have joined recently. The need more training. Dr. Naresh said that Mrs. Supta should take more training on BMW Management rule.	Mr. Supta	Mrs. Supta to train new nursing staffs	29-01-19	Training is on going

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

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