

**Internship
at
Sir Takhtasinhji General Hospital
(February 3rd 2014 to April 30th 2014)**

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ABOUT THE HOSPITAL

Sir Takhtasinhji General Hospital was established in 1895 which later on took over by Government of Gujarat in the year 1961. It was established as a district hospital for the welfare of public of Bhavnagar. In 1997, Government Medical College was setup in Bhavnagar by Government of Gujarat and after that it was Government Medical College and Hospital (GMCH) .

It is actually a multi-speciality hospital which is run by experienced and talented team of medicos. To support the team of medicos there is highly qualified support staff and acceptance of technology, The staff of STGH works in coordination with each other and caters to more than four lakh OPDs and more than thirty thousand IPDs Moreover, the organization culture welcomes freshers' with open arms and motivates them to learn as much as they can. The organization is open to innovations.

The hospital is spread over wide area of land and comprises of 995 beds with 90-95% occupancy rate. It provides services in following areas:

- Primary/acute Care
- Invasive and non-invasive procedures
- Prevention and control of communicable and non-communicable diseases
- Surgical Procedures
- Treating cancer patients

1.2 MISSION

Health & Family Welfare Department Government of Gujarat

To enhance the patients' quality of life by providing specialized medical treatment and preventive healthcare at free/affordable cost.

1.3 VISION

Health & Family Welfare Department Government of Gujarat

To be the network of finest public healthcare institutions in the state of Gujarat, providing quality medical care services with the state of art technology with easy accessibility, affordability & equity to the people of Gujarat & beyond.

1.4 ACCREDITATION

The hospital has NABH accredited blood bank and NABL accredited laboratories.

NABH BLOOD BANK



Blood is a Drug which has to be administered with great caution. This life saving elixir can save lives but can also prove fatal for the recipient.

Effective Quality assurance is essential to ensure transfusion of safe, high quality blood and its components.

National Accreditation Board for Hospitals and Healthcare providers (the highest quality assurance wing of Quality Counsel of India) ,after a thorough check of processes and procedures being practiced at STGH Blood Bank appreciated the high standards being maintained and were pleased to grant NABH accreditation. ***The Blood Bank was the third in the country to achieve this honour in public sector.***

Effective from- 29-04-2011

NABL LABORATORIES



National Accreditation Board for Testing and Calibration Laboratories (NABL) is an autonomous body under the aegis of Department of Science & Technology, Government of India, and is registered under the Societies Act 1860. NABL has been established with the objective to provide Government, Industry Associations and Industry in general with a scheme for third-party assessment of the quality and technical competence of testing and calibration laboratories. Government of India has authorised NABL as the accreditation body for Testing and Calibration Laboratories.

In order to achieve this objective, NABL provides laboratory accreditation services to laboratories that are performing tests / calibrations in accordance with ISO/IEC 17025:2005 and ISO 15189:2007 for medical laboratories. These services are offered in a non-discriminatory manner and are accessible to all testing and calibration laboratories in India and abroad, regardless of their ownership, legal status, size and degree of independence.

The laboratory is the first one in the country to achieve this honour in public sector.

Effective from- 25 /09/20

1.5 ORGANOGRAM

1.6 HOSPITAL LAYOUT

STGH is spread over wide area of land and its most of the facilities are available in two blocks but it has many other scattered blocks which are listed below:

1. Scattered facilities
2. Old Building
3. New Building
4. Gopinath Materinty Home (GMH)
5. Paediatrics

Scattered Facilities- (From outside to inside of the campus)

1. Medical superintendent office
2. Administrative Block
3. Pulmonary medicine
4. Central store
5. Nursing college
6. Medicine department
7. Dialysis unit
8. Psychiatry ward
9. Burns ward
10. Cancer Department
11. Skin & venereal disease ward
12. ENT Department

13. Paediatric ward
14. PICU
15. Gopnath Maternity Home (GMH)
16. NICU
17. Trauma centre
18. CT scan & MRI centre
19. Staff quarters (four 9 floors blocks)
20. 2 canteens for staff
21. 1 Canteen for Patients
22. 2 RKS Canteen For Patients
23. Parking area for Ambulances
24. Parking area for visitors

Old Heritage Building

- **Ground floor**

1. Kitchen
2. ICCU
3. ICU (MEDICINE unit-D)
4. CCU
5. Radiology Department
6. Blood Bank
7. VIP Room
8. Linen store

- **First Floor**

1. Main Operation Theatre Complex
2. Anaesthesia HOD Room
3. Recovery Room
4. Medicine Unit-
5. Surgery Unit-
6. Special Room- (1 to 5)

New Building

- **Basement**

1. Medical Record Department
2. ART Centre
3. Microbiology Laboratory
4. CSSD
5. Physiotherapy department
6. HR Manager's office (for contractual staff)
7. Bio medical engineers room
8. Laundry

- **Ground Floor-**

1. RMO Office
2. AHA office
3. Matron office
4. SI Office
5. Server room
6. Casualty
7. Casualty Operation theatre
8. General OPD
9. OPD Pharmacy
10. Obstetrics & Gynaecology OPD
11. Biochemistry Laboratory
12. Pathology Laboratory
13. Surgery OPD
14. Orthopaedic OPD

- **First floor**

1. ENT OPD
2. Pulmonary Medicine OPD
3. Skin OPD
4. Ophthalmic OPD
5. Psychiatry OPD
6. Anaesthesia OPD

- **Second Floor**

1. Dental OPD
2. Paediatric OPD
3. Surgery Department

- **Third floor**

1. Ortho Operation theatre
2. Male orthopaedic ward
3. c) Female orthopaedic ward

- **Fourth Floor**

1. Male Surgical ward
2. Female surgical ward
3. Emergency Medicine ward
4. New Emergency Operation Theatre
5. Eye Operation Theatre

- **Fifth Floor-**

1. Male Ophthalmic ward
2. Female Ophthalmic ward
3. Medicine ward

- **Sixth Floor**

1. Gynaecology Operation Theatre
2. Pre-op Gynaecology ward
3. Post-op Gynaecology ward

- **Seventh Floor**

1. Medicine unit A male ward
2. Medicine unit A Female ward

Gopinath Maternity Home (GMH)

- **First Floor**

1. Labour Room
2. Special Labour Room
3. NICU
4. Ante natal ward
5. Post natal ward

- **Second Floor**

1. Operation Theatre
2. Post operative ward

Paediatrics

- Baby Medical I
- Baby Medical II

MAJOR ACTIVITIES AT SIR TAKHTASINHJI GENERAL HOSPITAL

I joined Government of Gujarat under National Rural Health Mission (NRHM) on February 3rd, 2014 as Assistant Hospital Administrator at Sir Takhtasinhji General Hospital, Bhavnagar. As per my appointment I have to report to Medical Superintendent and assist him in all his activities.

Key Responsibilities

- Manage non-clinical staff and oversee logistics.
- Upkeep the financial functions of the hospital and facilitate the “Rogi Kalyan Samiti” actions & meetings.
- Schedule, coordinate, organize and maintain various departmental activities.
- Assign specific duties to each non-clinical staff and train them for specific duties.
- Maintenance of quality assurance & TQM of the hospital.
- Organizing committee meetings and writing minutes of meetings.
- Maintaining infrastructure and other areas of hospital in coordination with the Plan Implementation Unit (PIU) of the hospital.
- Analyse the utilization of various hospital services.
- Management of Bio-Medical Waste as per guidelines.
- Infection control practices in Hospital.
- Implementation, monitoring and scoring of 5 S.
- Arrangement of blood donation camps and other camps.
- Equipment maintenance & Calibration.
- Licenses & statutory requirement fulfilment.
- Various training program for hospital staff as per NABH.

