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Observations & Learnings-

ACTIVITY	OBJECTIVE	KEY LEARNINGS
Visited various Departments of OPD – Cardio,Ortho,Urology,Dialysis	To Understand the Process & No of Patients Coming for consultation along with no of Staffs present to attend them	Manpower Planning Required for smooth process to be followed.
Recruitment of Nursing Staffs	To understand Recruitment Process	Need of Nursings Staffs in Hospitals due to covid
Documentation	To understand how organization keeps record of the activities .	Learnt the process of Documentation
Visited Radiology Department	To find out no of Tests done in a day.	Calculated total no of manpower required in Radiology Department so that load of the staffs will be reduced.
Collected Datas	To do the Proper Analysis	Made a report based on Analysis



ABOUT THE HOSPITAL



Medica Super-specialty Hospital

- **Medica Superspecialty Hospital** is a multi-speciality hospital on EM Bypass in Mukundapur, Kolkata. It is headed by Dr. Alok Roy of Medica Group of Hospitals. It is one of the largest hospitals in eastern India and is part of the Medica Hospital chain.
- Medica Hospitals, one of the most reputed and leading healthcare chains in eastern India today, has built and managed a number of multispecialty and superspecialty healthcare facilities across the region over the past few years.



Medica has eight Centres of Excellence – Neurological Diseases, Cardiac Sciences, Orthopaedics, Gastroenterology & GI Surgery, Kidney Diseases, Critical Care, ENT and Breast Diseases – headed by renowned specialists and surgeons, with comprehensive treatment facilities.


MEDICA Hospitals
caring for life



Project Title:

MANPOWER PLANNING IN MEDICA SUPER-SPECIALTY HOSPITAL



JOB



What is Manpower Planning ?

Manpower planning is the process (including forecasting, developing, implementing and controlling) by which a firm endures that it has the right number of people and the right kind of people, at the right places, at the right time, doing things for which they are economically most useful

-EDWIN B.GEISLER

BENEFITS OF MANPOWER PLANNING-

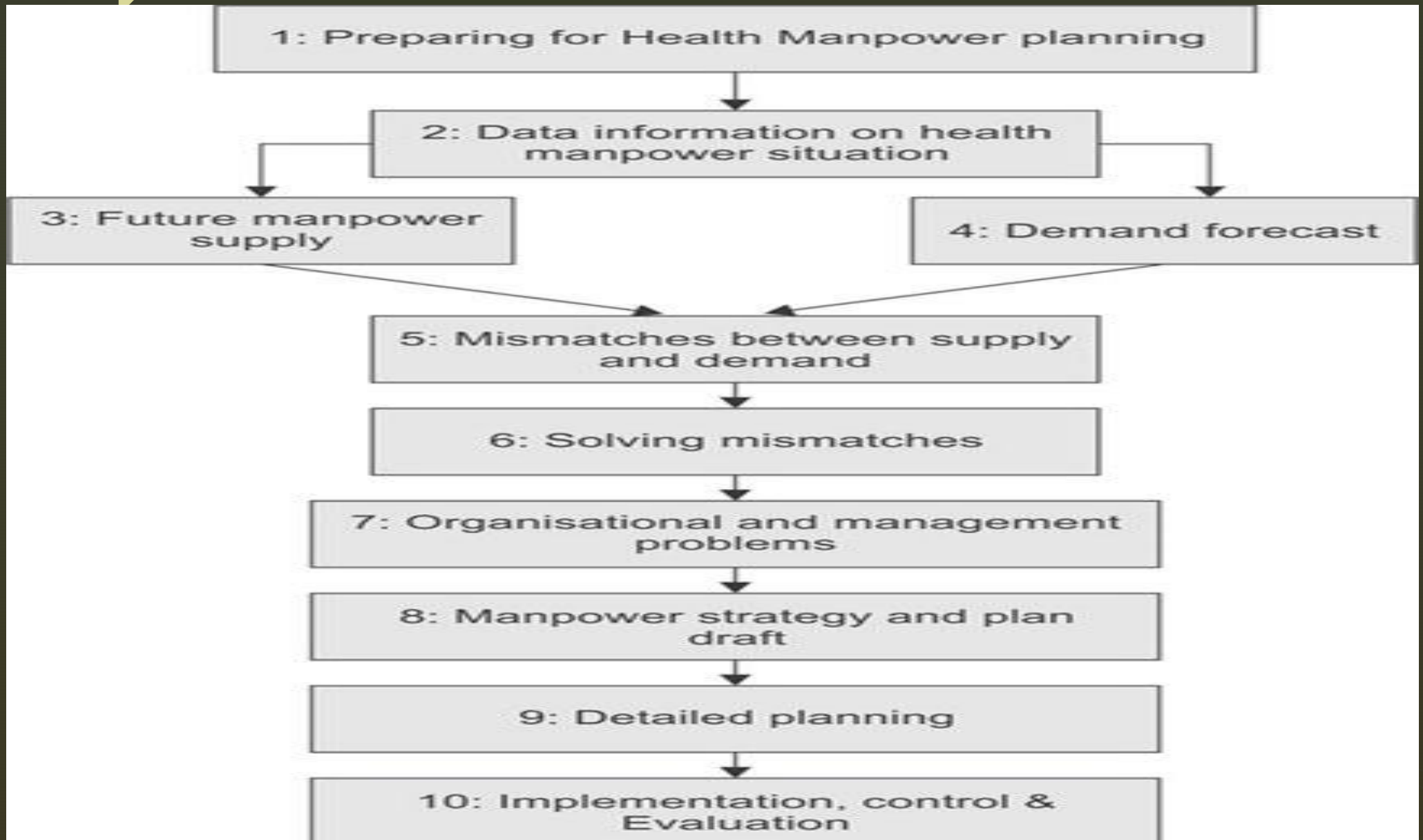
Manpower planning is very important tool of human resources management because it is beneficial in a number of ways: for instance

1. Forecasts of long-range manpower requirements are helpful in forecasting the compensation costs involved.
2. Anticipation of future manpower needs provides an opportunity for training and developing existing personnel to fill up future openings through internal promotions which may create a favorable psychological climate for their motivation.
3. Manpower planning makes it possible for the management to correct the weakness of the existing personnel determined by them through employee evaluation/performance appraisals by incorporating necessary corrective training /retraining programmes or refresher training programmes effectively. This may also contribute towards reduction of manpower costs.
4. Manpower planning can ensure control of labor costs because it helps the management to anticipate shortages and surpluses of manpower and correct these imbalances before they become unmanageable and expensive.
5. Manpower planning is important to the individuals of an organization since it assists them in the development and application of critical skills and knowledge.
6. Organizations many times face the problem of under utilization of human resources. Prudent manpower planning provides for rewarding opportunities for proper utilization of human resources.
7. Manpower planning can provide the necessary personnel with requisite capabilities, qualifications, skills, aptitudes and work experience in accordance with the changing requirements of any organization.

▀ Study Objective-

- Manpower Requirements of Radiology Department
- Recruitment Procedure
- Analysis on increased no of Patients in OPD
- Analysis on Nursing Staffs & and their requirement .

Manpower Flow Chart-



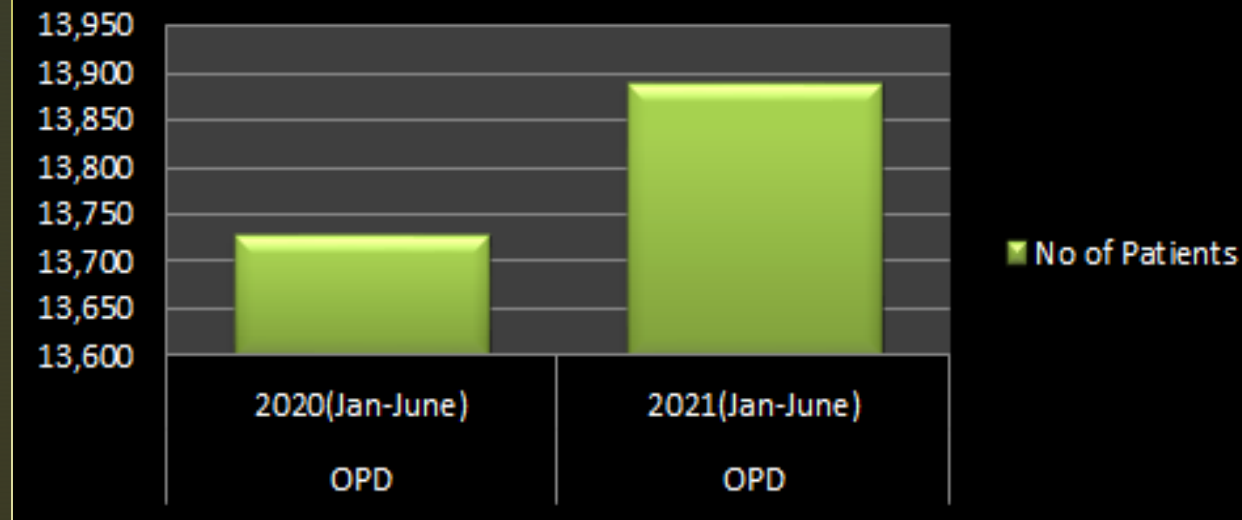
Methodology-

- Study Area-OPD & Radiology department was considered for study
- Study Type-Descriptive Study
- Study Duration-3rd May 2021 TO 5th July 2021
- Mode of Data Collection-Observational
- Data Analysis-No of Patients increasing from the year 2020 to 2021 & total no of manpower required to make the work done



Data Analysis

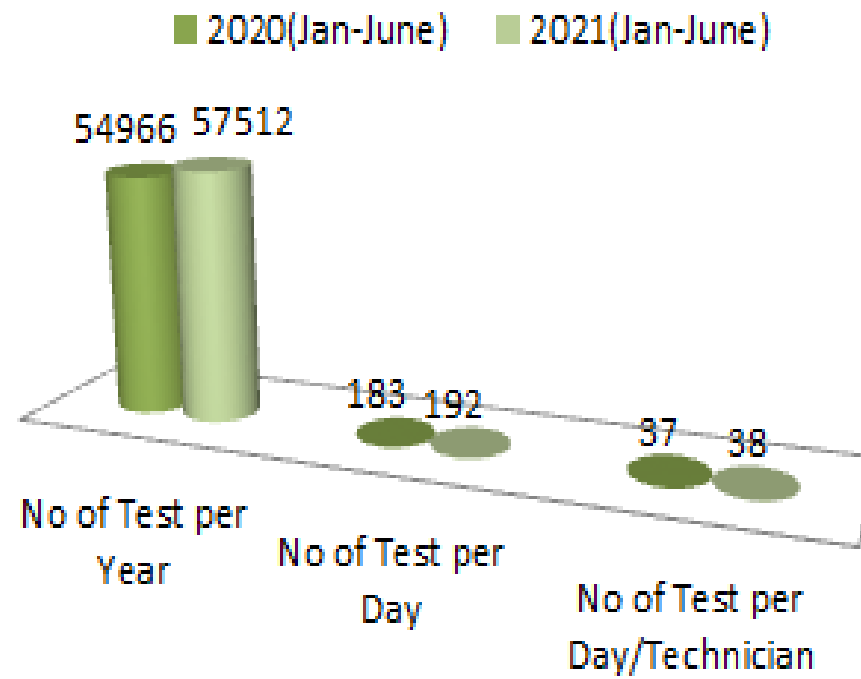
Increase in no of Patients from the year 2020-2021 in OPD



Departments of OPD included are-
Cardiology,Orthopaedics,Respiratory,Urology,Diabetes-

Increased Percentage of Patients in OPD(2020-2021jan-june)=1.18%
Therefore Manpower required will be increased

Radiology



Increase in no of Patients is - 4.4%

Estimation-

No of Investigation /year	59179
Investigation/ day	197
X-Ray Technician /30 Investigation	7

Dosctor's to Bed Ratio :1:3

NURSE TO BED RATIO: The nurse to-bed ratio should be 1:3 according to the Indian nursing council.

Nurse to bed ratio in different wards-

Ward	Nurse	Beds
Casuality	1	1
I.C.U	1	1
Operation Theatre	2	1
Orthopedics	1	3

Nurses to Bed Ratio Can be tabulated as-

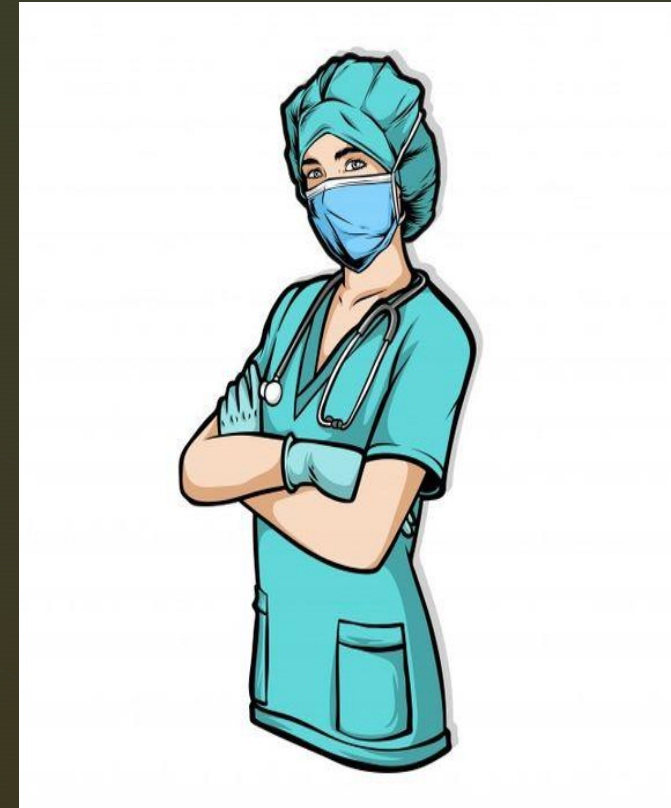
Ward	Nurse	Beds	Nurse to Bed Ratio
Casuality	5	5	1:1
I.C.U	9	9	1:1
Operation Theatre	5	2	2:1
Orthopedics	32	98	1:3

ANALYSIS OF NURSING STAFF -

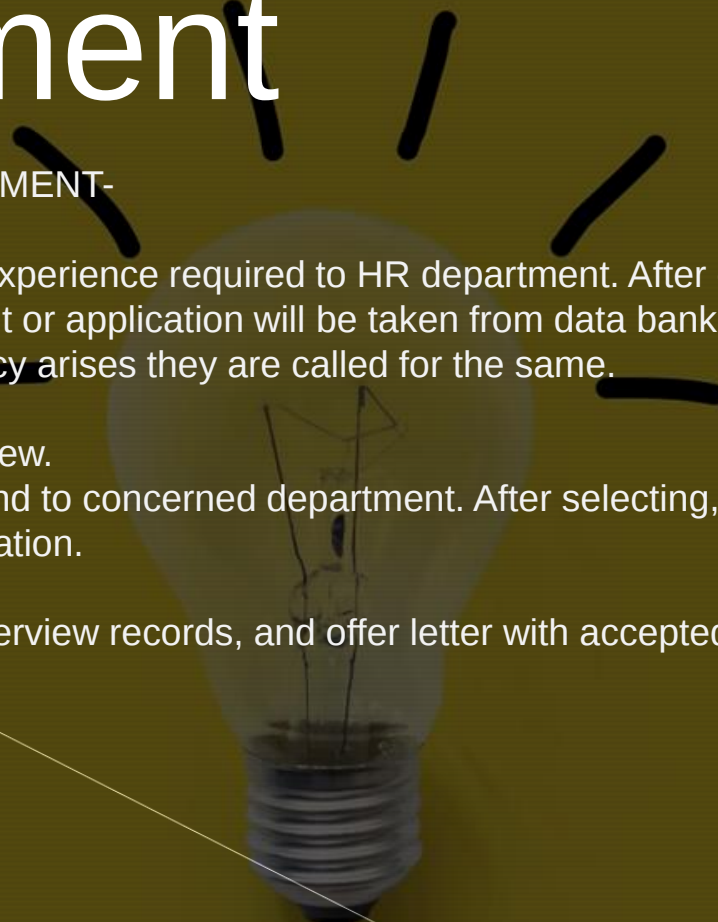
To analyze the nursing staff on the basis of their skills, qualification, experience, training, absenteeism records, performance records and appraisal records a questionnaire was prepared a 1. Name 2. Age 3. Gender 4. Designation 5. Qualification 6. Experience 7. From how many years you are working here 8. Training: On job training/ vestibule training /apprenticeship training 9. Marital status: Married/single 10. Location of relatives 11. Career plans 12. Special skills 13. Absenteeism records 14. Performance rating 15. Appraisal report 1

Observation-

Analysis 80% of the nursing staff is between the age group 19-35, this shows that the nursing staff is very young and therefore the working capacity is more. The nursing staff is all women brigade with exception of one male nurse. Most of the nursing staff is married therefore their chances of leaving the job for the sake of marriage is less because of which the attrition rate will be less. Nursing staff has great skills like apart from knowing the local language, Hindi and English the also some of the other Indian languages like Telugu, Tamil, Malayalam, Urdu ,Bengali this decreases the communication barrier between the patients and the staff members and makes patients stay, in Medica more comfortable



Recruitment



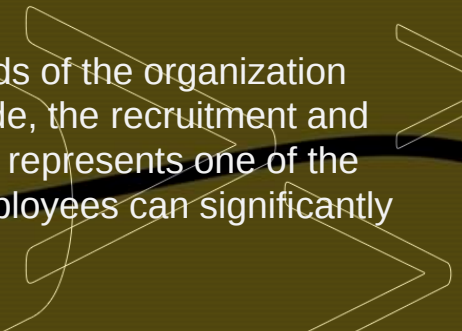
DEPARTMENTAL PROCEDURE FOR RECRUITMENT AND APPOINTMENT-

1. If any vacancy arises in any department
 - (a) HOD informs in writing (about the nature of work, qualification and experience required to HR department. After obtaining sanction for DA suitable advertisement is placed in newspaper by HR department or application will be taken from data bank.
 - (b) For walk in- interview, Bio data s are collected and whenever vacancy arises they are called for the same.
2. On receipt of application they are short listed and called for an interview.
3. First interview is conducted by HR manager then the candidate is send to concerned department. After selecting, for final interview and appointment candidate and papers are sent to director of administration.
4. Offer letters are given, after joining, appointment letter is given.
5. Individual personal file with required records like application form, interview records, and offer letter with accepted appointment letter is maintained by HR department

HR involvement in recruitment is -

- placing advertisement
- scrutiny of application
- preliminary interview I
- ssue of appointment letter

The first step in the procurement function that is manpower planning aims at ascertaining the manpower needs of the organization both in right number and or right king. Once a determination of human resources requirements has been made, the recruitment and selection process-which forms the next phase to procurement function, can begin. Recruitment and selection represents one of the most routine yet one of the most vital functions of any organization. Procurement of efficient and capable employees can significantly contribute to the success of an organization



Conclusion-

- From the analysis it is visible that the nursing staff comprises of average performers therefore further training and development activities needs to be undertaken to increase the efficiency of the nursing staff
- Medica hospital has a very systematic recruitment procedure where the vacancies are notified through newspapers and the interview is taken together by the concerned department head and the HR person and then the required candidate is short listed. There are continuous training and development programmes conducted to increase the effectiveness of all the staff members through various seminars, lectures and on job training processes
- Increase in Manpower is required in Radiology Department.

THANK
YOU

