HEAD QUARTERS OFFICE
EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI
(ISO 9001-2000 CERTIFIED)
WEB SITE- www.esic.nic.in

No. L-11/12/3/2018/RTI-ME Cell /124 Dt. 14.03.2018

To

The CPIO,
ESIC- Hqrs office.
New Delhi.

Sub:- **Information under R.T.I. Act 2005 - reg.**

Sir,

Kindly refer to RTI application received online vide registration No. ESICO/R/2018/00150 dated 19.02.2018 from Sh. Ankit Panwar on the captioned subject; it is informed as under:-

Point No.	Sought Information	Reply
1	With respect to the above mentioned memorandum will the students of 2010-2015 and 2011- 2016batch of ESIC Dental College and Hospital Rohini be considered for the job under Bond which they entered into at the time of admission?	No
2	Are the batches of 2010-2015 and 2011-2016 of ESIC dental College and Hospital Rohini, relieved from the bond which they entered into with ESIC at the time of admission for providing 5 years of service to the corporation if required by it or in the default pay a sum corporation if required by it or in the default pay a sum of Rs. 7.5 lakhs along with 15% interest?	Yes
3	If yes (they are relived) please provide the relieving letter/notice.	Reliving letters are enclosed for both years
4.	Which are the other batches of ESIC dental college and hospital Rohini that are relieved from the above mentioned bond.	No other batch have been relieved other than above two batches
5.	Will all the batches of ESIC Dental college and hospital Rohini that are passed out till date and also the batch which is in final year at present be considered for job under or in-furtherance of the above mentioned memorandum.	Regarding present batch matter is still consideration.
6.	Are all the students of ESIC Dental and MBBS college all over India, relieved from the bond which they enter into at the time of admission with ESIC for providing service if required by the corporation or in default pay a sum of money as soon as they pass out from the college?	Matter is still under consideration.
7.	If no on what grounds why are some batches of some colleges relieved and some not?	As above point no. 6.
8.	Will all the pass out batches of ESIC Dental College all over India be considered equally for job in respect of the above mentioned memorandum. Irrespective of the fact whether they are relieved from the bond or not.	Information sought is not available in material form, hence can not be provided.
9.	If no, on what grounds are the pass out students, preferred for the job in respect of the above said memorandum.	As per point No. 8 above.

This is issued with the approval of Medical Commissioner (ME).

Yours faithfully,

Encl:- As above.

(A.N. PRASAD)
JT. DIRECTOR (ME)

केन्द्रीय लोक सूचना अधिकारी
Office of the CPIO
पावती सं./Receipt No. 2366 114

HEADQUARTERS' OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAVAN: C.I.G. ROAD:
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E-Mail: dmc-dl@esic.nic.in
VOIP No: 10011079

No: L-11/12/3/2015/Student Bond/MEC – 08

Dated: 04.01.2016

To
The Dean
ESIC Dental College,
Rohini Secor-15, New Delhi-110085

SUB: Release of 1st batch of Dental (BDS) graduates from condition of Bond-reg.

Sir

I am directed to refer to the captioned subject and to inform that the Competent Authority has been pleased to accord approval for the release of 1st batch of Dental (BDS) graduates who have completed their internship in 2015, from condition of compulsory service under Bond.

This is issued with the approval of Director General.

Yours Sincerely

04/1/16

(Dr. Vivek Handa)
Dy. Medical Commissioner (ME-II)

O/C

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EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD: NEW DELHI
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F.No.L-11/12/3/2010/Bond/-MEC(PF-III) – 1180 Dt. 17.11.2016

To,

The Dean,
ESIC Dental College & Hospital,
Sector-15, Rohini
DELHI – 110089.

Sub: **As per the executed Bond students are liable to serve the Corporation for Five years after completion of Course – Clarification thereof.**

Sir,

I am directed to refer to letter No. 115-G-12./19/Internship/2014/Estt.DC dated 06/08.07.2016 on the above captioned subject and to inform you the decision to release 35(27+8) Dental graduates of ESIC Dental College, Rohini after completion of their internship period in October/December 2016, from condition of Bond.

This is issued with the approval of the Competent Authority.

Yours faithfully,

(Rumel Singh)
ASSTT. DIRECTOR (ME)

o/c

मुख्यालय / Headquarters
कर्मचारी राज्य बीमा निगम / **Employees' State Insurance Corporation**
पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली / **Panchdeep Bhawan, C.I.G. Marg, New Delhi**
E-mail ID – med6-hq@esic.in, **VoIP No. – 10011073**

MEDICAL BRANCH-VI

Subject: Information under RTI Act, 2005 sought by Sarita

Reference RTI application registered under no. ESICO/R/2017/00486 by above mentioned applicant. In this connection, information pertaining to this branch is appended below:

Point No.	Query	Reply
1.	Provide me the job profile card of Staff Nurse in ESI Dental College & Hospital in various departments (provide information department wise) i) Departments of Cons. Dentistry and Endodontics ii) Departments of Oral and Maxillofacial Surgery iii) Departments of Oral Medicine and Radiology iv) Dept. of Orthodontics v) Dept. of Periodontology vi) Dept. of Public Health and Dentistry vii) Dept. Pedodontics	Copy of Job Card/Profile of Staff Nurse in enclosed.

(Bhupender Kumar)
Deputy Director

RTI Branch, Hqrs.'
U.O. Note No.: Z-11/12/09/RTI/2014-Med.-VI

Date: 15.03.2018

केन्द्रीय लोक सूचना अधिकारी
Office of the CPIO
पावती सं./Receipt No. 2368
दिनांक/Date 16/03/18
हस्ताक्षर/Signature

मुख्यालय / Headquarters'
कर्मचारी राज्य बीमा निगम / Employees' State Insurance Corporation
पंचदीप भवन, सी. आई. जी. मार्ग,, नई दिल्ली / Panchdeep Bhawan, C.I.G. Marg, New Delhi
E-mail ID – med6-hq@esic.in, VoIP No. - 100 110 73

No. B-11/15/01/Job Cards/2016-Medical VI

Date: 05.10.2017

OFFICE MEMORANDUM

Subject: **Job card / profile of various Nursing posts in ESI Corporation.**

Competent Authority has accepted and approved the report of the committee, constituted to frame job card / profile of various Nursing & Para-medical posts existing in ESI Corporation. Henceforth, these job cards / profiles (***attached***) in respect of Nursing Cadre shall define the set of duties and responsibilities of all concerned.

Contents of this instrument may be brought to the notice of all concerned.

Hindi version will follow.

(Bhupender Kumar)
Deputy Director

To :-

- Director (Medical) Delhi / Noida
- Medical Superintendents of all ESIC Model Hospital.
- All SSMCs/SMCs.
- All Deans.
- Website Content Manger with the request to upload O.M. on website.
- Rajbhasha Shakha, Hqrs'. for Hindi translation.

STAFF NURSE

General duties:

1. Work under the instructions of Assistant Nursing Superintendent, Nursing Sister and Ward Incharge.
2. Maintain professional ethics. Encourage colleagues to maintain professional ethics and participate in professional activities.
3. Keep professional knowledge up to date and encourage colleagues to do the same.
4. Act as "de facto" sister as and when situation arises in the ward or department. Work in place of the Ward Incharge in his/her absence.
5. Implement and maintain ward policies and routines.
6. Help the Ward Incharge to carry out her work. Draw up nursing care plan for all patients in the ward in consultation with the ward sister.
7. Help the ward sister in indenting and checking drugs and other supplies and maintaining the inventory of each category of items.
8. Keep a sub-store of drugs, linen and other supplies in her charge for use. Ensure availability of materials and drugs round the clock in all three shifts. Report shortages to sister in charge.
9. Co-ordinate patient care with various health team members including those from other departments.
10. Accompany very ill patients to other departments or to other institutions when transferred.
11. Take reports and take detailed bed to bed round at the time of changing of shift in the unit. Sign night report after checking. Give and receive reports.
12. Help in making diet register and supervise distribution of diet. See that diets are served to and eaten by the patient.
13. Maintain poison (schedule) drugs registers.
14. Supervise students and other junior nursing personnel. Supervise medicine given by students. Supervise nursing care being given by nursing students.
15. Maintain emergency trays and other duty room trays, sterilizers, instruments in working condition by getting indents from sister or getting repairs done in case of a break down. Maintain all procedure trays in readiness.
16. Maintain safety of the ward equipment.
17. Take over from previous duty nurse all new and serious patients, instruments, supplies, drugs etc.
18. Write day and night orders.
19. Prepare Checklist and keep patients belonging in safe custody as per hospital policy.
20. Routinely check dressing trolleys, cupboards, apparatus etc. and ensure their cleanliness and keep them adequately stocked and in working order respectively.

21. Maintain clean and safe environment for the patients. Supervise the work of the subordinate staff and ensure that cleanliness and sanitation of ward and cleanliness of furniture, equipment and all ward fixtures are maintained by them. Ensure regular mopping and dusting. Report any dereliction of duty in this regard to superiors.
22. Ensure that items are properly sterilized and sterilize items as and when required.
23. Supervise Nursing Orderlies in preparation of bandages, gauze pieces, pads and other surgical supplies and splints and ensure that they have been prepared in advance and ensure their availability at all times.
24. Manage clean and soiled linen. Supervise Nursing Orderlies and Housekeeping staff to ensure timely washing and availability of clean linen. Ensure disinfection of linen, beds, floor and bed pans.
25. Maintain ward records and reports assigned to her/him by the sister incharge. Maintain ward statistics.
26. Maintain good inter-personal relations with all other staff
27. Supervise subordinate staff. Make sure that they maintain discipline.
28. Be polite and sympathetic to the patients and their attendants. Assist and instruct patient and their relatives.
29. Ensure that Universal Precaution equipment is readily available and is being used by the staff.
30. Look after Bio-medical hazards and Bio-medical waste management and ensure that equipment and processes for the same are in place.
31. Follow and ensure that others follow appropriate universal precautions and hospital waste disposal rules and regulation.
32. Utilize HIS and other software as needed/instructed.
33. Assist in measures directed towards management of mass casualties and disasters.
34. Maintain cleanliness of person and dress.
35. Educate and direct junior staff.
36. Any other duty assigned by competent authority.

Nursing duties:

1. Give expert bedside care to patients and perform special technical duties in areas like operation theatres, intensive care units, clinical specialties etc., as assigned. Ensure that total health needs of all the patients are met.
2. Be aware of the physical condition of all patients, especially paying attention to those who are seriously ill and be aware of any special nursing problems. Attend to patients with utmost sincerity and devotion.
3. Especially responsible for the care of acutely ill or seriously ill patients.

lucose level testing by Glucometer and other tests as feasible and desired by Competent Authority.

Keep Blood transfusion tray ready and help the doctor with the procedure.

Accompany doctors on rounds. Take round notes, note and make alterations in treatment as prescribed by the doctors in treatment book and carry out all their instructions.

Ensure that reports are collected in time and attached to case sheets.

Make proper case sheets with details of patient in each page and keep them in neat and clean order. Maintain them properly and in good condition and keep them up to date. Attach all reports, temperature charts and intake output charts or any other special chart to it. Make sure that case sheets are not handled by anyone except the doctor in-charge of the patient, especially medico legal cases. Ensure that case sheets are not misplaced, mishandled or mutilated.

Supervise Nursing Orderlies in preparation of dead bodies as per protocol and ensure that they are transferred to the Mortuary or handed over to relatives after completing all legal and hospital formalities.

In special areas carry out special duties in addition to normal duties, as assigned by competent authority. Some of the duties which require expert handling are below (this is by no means a comprehensive list) :

(I) **Operation Theatre:**

a. Check the list of scheduled cases for next day and check availability of instruments and implants required for the cases posted and ensure there availability.
b. Ensure that gauze pieces, swabs, bandages are cut and ready. Prepare instruments trays and packs and send them for sterilization and ensure their return the same evening for surgery on the next day.
c. Receive patients from wards and ensure that they are ready to be taken up for surgery. Check and ensure part preparation, proper dress etc. along with consent for surgery.
d. Ensure availability of scopes, instruments, trays, packs, gauze and equipment etc. as per cases, table wise.
e. Supervise shifting of patient to OT table, assist surgeon during surgery and procedures, keep counts of instruments, swabs etc. before and after completion of surgery.
f. Supervise the shifting of patient from OT table to recovery.
g. Wash and clean all instruments, trays etc after surgery, ensure that they are dried and packed and ready for use again. Ensure correct number of each instrument in each tray.

h. Wash, clean and sterilize all peripheral parts and accessories of all kinds of endoscopes used during surgical procedures.
i. Maintain suture material, linen, instruments, gloves, sterilization trays and trolleys.
j. Attend to all emergency cases.
k. Supervise and ensure cleaning of OT.
l. Supervise and ensure carbolization and fumigation of OT as per protocol.
m. Maintain records and registers.

(ii) **Nursery:**

a. Receive newborns and other babies.
b. Undertake care of babies. Do daily sponging and give chord, genital and eye care etc.
c. Tube feed the child.
d. Change clothes and nappies.
e. Closely monitor and record vitals as per protocol.
f. Insert I/V cannulae and N/G tubes and give gastric lavage.
g. Give immunization.
h. Handover and takeover babies from breast feeding mothers.
i. Educate mothers in feeding best practices.

(iii) **ICU/CCU:**

a. Take over from bed to bed.
b. Total patient care including care of eyes, back and oral hygiene etc. and close observation of patient.
c. Care of back and change of position every two hours or as mandated.
d. E/T tube suctioning, N/G tube feeding.
e. Prepare for and assist doctors in various procedures.
f. Operate various types of infusion pumps, give nebulizations and operate BIPAP machines etc.
g. Connect leads of monitors and other devices; operate VT pumps in the absence of Technician.
h. Perform CPR when required; assist the doctor in delivering DC shock.

(iv) **Labour Room:**

a. Antenatal and post natal care.
b. Monitoring of vitals of mother and fetus.
c. Monitor Fetal Heart Sounds.
d. Do Non-stress tests.

e. Assist in all deliveries and procedures.
f. Attach baby tags with all relevant details.
g. Take care of the new born, including cleaning and bathing. Give cord care.
h. Give perineal care.
i. Clean, wash and dry instruments and prepare packs and trays.
j. Give health education to mothers about breast feeding, care of breast, perineal care, episiotomy care (where needed), personal hygiene and nutrition.
k. Keep meticulous records.

Teaching duties:

1. Impart health education to patients and their attendants. Carry out health teaching for individuals or groups of patients. Take public lectures on health topics.
2. Assist in orientation of new staff nurses and other subordinate staff.
3. Initiate and plan for staff education programme in consultation with superiors. Participate in staff education programmes and attend staff meetings.
4. Directly supervise all work done in the ward by nursing students.
5. Instruct and demonstrate to students the various ward procedures and all aspects of patient care. Teach, supervise and guide nursing procedures performed by student nurses. Assist and participate in clinical teaching programme of student nurses as and when required. Instruct students specially the newly appointed ones in the correct ways of handling bed pans, urinals, sputum cups, kidney trays, soiled dressings, bandages, binders and linen etc. Provide for and demonstrate methods of disinfection and cleaning.
6. Participate in clinical teaching, both planned and incidental.
7. Teach and guide subordinate staff.

* Those nurses who do not feel confident in doing I/V procedures, like inserting cannulas and drawing blood, shall be made to undergo a 15 days training programme by a team as constituted by the Medical Superintendent/Controlling Authority.

DR. KAUSAL PANT (MEMBER)
DR. DEEPAK SAXENA (MEMBER)
DR. KAJAL GOLDAR (CHAIRMAN)