

## Broad Guidelines of Rogi Kalyan Samiti (RKS)

### Concept

Rogi Kalyan Samiti (Patient Welfare Committee) is a simple yet effective management structure. This committee, which would be a registered society, acts as a group of trustees for the hospitals to manage the affairs of the hospital. It consists of members from local Panchayati Raj Institutions (PRIs), NGOs, local elected representatives and officials from Government sector who are responsible for proper functioning and management of the hospital / Community Health Centre / FRUs. RKS is free to prescribe, generate and use the funds with it as per its best judgement for smooth functioning and maintaining the quality of services..

### GOI reference:

### Illustrative Guidelines for allocation of Untied Grant amongst Public Health Facilities & Checklist of activities that can be taken up from the said fund.

In reference to the F no. 7 (80) / 2014 - NRHM -I, it has been conveyed that three grants namely AMG, RKS corpus Grant & AMG have been merged into single "Untied Grant" for all types of facilities to provide additional flexibility to priorities need based expenditure on items which were hitherto covered under the three separate grants in addition to upward revision of Untied Grants.

### Objectives the RKS:

- Ensure compliance to minimal standard for facility and hospital care and protocols of treatment as issued by the Government.
- Ensure accountability of the public health providers to the community;
- Introduce transparency with regard to management of funds;
- Upgrade and modernize the health services provided by the hospital and any associated outreach services;
- Supervise the implementation of National Health Programmes at the hospital and other health institutions that may be placed under its administrative jurisdiction;
- Organize outreach services / health camps at facilities under the jurisdiction of the hospital;
- Display a Citizens Charter in the Health facility and ensure its compliance through operationalisation of a Grievance Redressal Mechanism;
- Generate resources locally through donations, user fees and other means;
- Establish affiliations with private institutions to upgrade services;
- Undertake construction and expansion in the hospital building;
- Ensure optimal use of hospital land as per govt. guidelines;
- Improve participation of the Society in the running of the hospital;
- Ensure scientific disposal of hospital waste;
- Ensure proper training for doctors and staff;
- Ensure subsidized food, medicines and drinking water and cleanliness to the patients and their attendants;
- Ensure proper use, timely maintenance and repair of hospital building equipment and machinery.

## Functions:

- Identifying the problems faced by the patients in Public Health Facilities.
- Acquiring equipment, furniture, ambulance (through purchase, donation, rental or any other means, including loans from banks) for the hospital;
- Expanding the hospital building, in consultation with and subject to any Guidelines that may be laid down by the State Government;
- Making arrangements for the maintenance of hospital building (including residential buildings), vehicles and equipment available with the hospital;
- Improving boarding / lodging arrangements for the patients and their attendants;
- Entering into partnership arrangement with the private sector (including individuals) for the improvement of support services such as cleaning services, laundry services, diagnostic facilities and ambulatory services etc.;
- Developing / leasing out vacant land in the premises of the hospital for commercial purposes with a view to improve financial position of the Society;
- Encouraging community participation in the maintenance and upkeep of the hospital;
- Promoting measures for resource conservation through adoption of wards by institutions or individuals; and
- Adopting sustainable and environmental friendly measures for the day-to-day management of the hospital, e.g. scientific hospital waste disposal system, solar lighting systems, solar refrigeration systems, water harvesting and water re-charging systems etc.

**Suggestive guideline & checklist of activities:** Following is a list of activities which can be carried out using the RKS fund. This list is only indicative in nature, not an exhaustive one:

### 1. Purchase of Stores (Minor Medical Equipment & instrument) :

- a. Haemoglobinometer, Glucometer, instrument tray, baby tray, Neo natal ambu bag & mask, weighing scale for baby & mothers, scissor, forceps, stethoscope, B P apparatus, thermometer, torch, needle-cutters etc.
- b. Personal Protective Equipment
- c. Spare parts of Diagnostic & Therapeutic instruments

### 2. Purchase of Drugs:

- a. Purchase of life saving drugs, Inj. Mag-sulph, Oxytocics, ARS, AVS etc.
- b. filling of Medical gases cylinders

### 3. Purchase of Chemical, reagents, Other consumables:

- a. Purchase of X-Ray plate, ECG and USG paper rolls/films.
- b. Purchase of fans, bulbs, tube lights, switches, cut-outs etc. for replacement
- c. Purchase of Screens, Netting of windows, bed sheet.
- d. Purchase of Rexine Cover of mattress, slippers etc.

### 4. Maintenance & Repair of Medical equipment [which are not covered under AMC CAMC].

### 5. Repair of Medical equipments [which are not covered under AMC/CAMC].

### 6. Repair of Hospital Furniture [which are not covered under AMC/CAMC].

- a. Wheel Chair, Stretchers, Patient Carrying trolleys, Waste Trolleys, Diet trolleys, Oxygen Cylinders Stand, instrument cabinet, IV stand, Baby cradle, Bench, chairs, tool and other Sitting arrangement for patients/relatives etc.
- b. Attendant's stool, consultation table & chair for doctor, dispensing table for pharmacist, Almirah for keeping records, Patient examination table, delivery table etc.
- 1. Minor repair/ replacement/ renovation (Civil, electrical) including repair of EPBX/Intercom.**
  - a. Repairs/Installation of Doors, Windows, of Grill, window pane.
  - b. Repair and painting of fans, furniture, bed-side racks, almirahs, bedsteads, saline stands, bedside lockers, doors and windows
  - c. Repair of electric lines
  - d. Repair of Toilets, Drainage lines
  - e. Repair of water lines, overhead tanks
  - f. Repair of tube-well with platforms / arrangement for alternative water sources.
- 2. Construction of waiting rooms/sheds, toilet facilities for patient / Patient parties (Civil, Electrical).**
- 3. Public Information & Communication system**
  - a. Installations of Public address Systems.
  - b. Installation of display boards, 'May I help you' booth.
  - c. Installation of Intercom
- 4. Acceptance of donations in RKS account from people, NGO, social workers or anyone for further improvement of hospital facilities.**
- 5. Incidental Expenditure related to Bio-Medical waste Management.**
  - a. Purchase of Waste buckets, bags and bins.
  - b. Purchase of cleaning materials like bleaching powder, bio grade Phenyl, detergents.
- 6. Housekeeping, Cleaning & Sanitation:**
  - a. Installation of Water cooler, water heater, room heater, water purifier with regular check-up at least once in a month.
  - b. Installation of Fire safety System with regular check-up at least once in a quarter.
  - c. Regular Water testing, Purification regularly at least once in a quarter
  - d. Cleaning, Washing & ironing of bed sheet regularly at least once in a week
  - e. Cleaning & Washing mosquito nets, pardah etc. and other linen articles regularly at least once in a month
  - f. Emergency Cleaning of premises, buildings, and wards
  - g. White/lime washing regularly at least once in a year.
  - h. Painting of grills, furniture regularly at least once in 3 years.
  - i. Pest/Rodent control regularly at least once in a quarter.
  - j. Emergency Disposal of carcasses within 3 hours of reporting.
- 7. Emergency Referral Transport of victims of Natural and man-made disasters or destitute, vagabond, unknown patients who do not have the ability to pay.**
- 8. Revenue generation:** Each facility will generate revenue by using available fund.