

**CHAPTER XVIII**  
**MISCELLANEOUS**

**(Public Relations, Library, Hostel Rules, Maintenance of  
Building, Horticulture)**

**PUBLIC RELATIONS**

18.1 An officer should be nominated for doing public relations work.

18.2 He should have a flair and demonstrable ability for the work.

18.3 His duties will involve wide contact with mass communication media.

18.4 He will have a day earmarked for inviting correspondents of news agencies, T.V., Radio, leading social workers and politicians and showing them the good and bad points of the hospital working.

18.5 He will function as the spokesman of the hospital.

18.6 In times of strikes, disasters, etc., he will organize work round the clock.

18.7 His office will be located near the accident and emergency department.

18.8 His system of working will be officer-oriented.

18.9 His concern will be to develop effective-communication between the hospital and community.

**LIBRARY**

18.10 Library of the hospital will be divided into two sections - recreational and educational.

18.11 Under recreational section light literature and journals will be stocked. Under educational section books and journals on medicine, nursing and administration will be procured.

18.12 Recreational section will remain open during normal hospital hours.

18.13 Educational section will be kept open outside normal hospital hours also.

18.14 Each section to be headed by a qualified librarian.

18.15 The librarian should have adequate number of assistants to provide efficient service.

18.16 Whether the library should only function as a reference library or as an issue library should be decided by hospital administration.

18.17 If departmental libraries are built up, the main hospital library should function only as a reference library.

18.18 Detailed rules to facilitate day-to-day working of the library should be framed by hospital administration.

18.19 Acquisition of new books and journals to be done normally by a Committee appointed for this purpose by hospital administration. In emergencies the librarian should be authorized to act using his discretion.

18.20 Inter-library loans should be encouraged.

18.21 The library should be situated in a quiet corner of the hospital as far as possible.

#### HOSTEL RULES

18.22 Hospital administration will lay down policies of the hospital's hostel as far as possible.

18.23 A responsible officer should be designated as warden of each hostel i.e. Resident Doctors and Nurses hostel etc.

18.24 Each hostel's mess should, as a general rule, be run by the members themselves on a 'no profit, no loss' basis.

18.25 Running the hostel's mess by private contractors should be the last alternative.

18.26 Aid in the form of accommodation, staff and equipment should be provided by hospital administration for the mess.

18.27 Timing and place, tariff of bed tea, breakfast, lunch, evening tea and dinner should be prominently exhibited in the hostel.

18.28 Detailed rules for the day-to-day working of the hostel to be prescribed by a warden in consultation with the members.

#### MAINTENANCE OF BUILDINGS

18.29 A designated authority should be made responsible for maintaining hospital buildings including electricity, air conditioning and fire fighting measures.

18.30 A time schedule for this purpose to be prepared by the authority in consultation with hospital administration.

18.31 Emergency arrangements particularly for attending the sewerage repairs round the clock should be well organized by the authority.

18.32 Minor repair works to be done by this authority on its own initiative.

18.33 Special repair works, minor works and major works will be done on the express sanction of the appropriate authority.

#### HORTICULTURE

18.34 A master plan for development of horticultural surroundings should be prepared in consultation with the authorities concerned.

18.35 It should be executed in phases.

18.36 Maintenance of garden, flowerbeds, trees, and meadows should be the active concern of hospital administration. For this purpose sufficient number of gardeners and supervisors should be employed either by the hospital or the concerned authority. The motto of 'Clean and Green' environment should be followed.

18.37 Felling of trees should be avoided. Tree planting should be a regular annual feature.

18.38 An organization for developing horticulture on a scientific basis in the hospital should be established by hospital administration where necessary.