

# HOSPITAL MANUAL



सत्यमेव जयते

## DIRECTORATE GENERAL OF HEALTH SERVICES

MINISTRY OF HEALTH & FAMILY WELFARE  
GOVERNMENT OF INDIA  
NEW DELHI-110011

# HOSPITAL MANUAL

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	<b><u>HOSPITAL ADMINISTRATION</u></b>	
	Medical Supdt., Addl. Medical Supdt. Deputy Director (Admn.), Welfare Officer/ Labour Officer/Public Relations Officers, Account Officer, Dietician	
	<b><u>MEDICAL STAFF</u></b>	112
	Heads of Clinical Department, Head of Clinical Units/Specialist Grade Officer, General Duties Cadre Medical Officers, Sr. Residents, Jr. Resident (Non PG), Post Graduate Student, Interns	
	<b><u>NURSING STAFF</u></b>	119
	Chief Nursing Officer, Nursing Superintendent Deputy Nursing Supdt., Asstt. Nursing Supdt. Sister Tutor, Public Health Nurse, Home Sister/ House Keeper(Nurses Hostel), Warden, Nursing Sister, Nursing Staff.	
	<b><u>MEDICAL RECORD STAFF</u></b>	130
	Medical Record Officer, Statistical Assistant (or Assistant Medical Record Officer), Medical Record Technician, Receptionist, (Central Admission & Enquiries), Medical Record Attendants.	
	<b><u>LABORATORY STAFF</u></b>	134
	Lab. Supervisor, Sr. Lab. Technician (Clinical Lab., Biochemistry, Hematology) Lab. Technician, Lab. Assistant, Lab. Supervisor (Histopathology) Lab. Technician(Histopathology) Lab. Assistant (Histopathology) Lab. Technical(Microbiology) Museum Curator (Histopathology Lab.)	

## BLOOD BANK

Sr. Blood bank Technician, Blood Bank  
Technician, Blood Bank Assistant

## OPERATION THEATRE

Operation Theatre Supervisor, Sr. Operation  
Theatre Technician/Sr. Plaster Technician, Operation  
Theatre Technician/Plaster Technician, Operation  
Theatre Assistant

## RESPIRATORY MEDICINE DEPARTMENT

Respiratory Technician, Respiratory Lab. Technician  
Respiratory Lab. Assistant

## CARDIO THORACIC VASCULAR SURGERY DEPARTMENT

Technician Cardiac Catherisation, Technician for  
operating the Pump for Cardiac Surgery, Monitoring  
Technician, Technical Assistant (Microvascular Surgery/  
Plastic Surgery)

## CARDIOLOGY DEPARTMENT

Echo Cardiography Technician, Electro Cardiography  
Technician

## CENTRAL STERILE SERVICE DEPARTMENT (CSSD)

Senior Technician (CSSD), CSSD Technician, CSSD Assistant

## E.N.T. DEPARTMENT

Senior Audiometry Technician

## NEUROLOGY DEPARTMENT

EEG Technician, Stereotaxy Technician, EMG Technician

## DENTAL AND MAXILLOFACIAL DEPARTMENT

Sr. Technician (Maxillofacial Prosthesis), Dental Hygienist,  
Dental Mechanic, Sr. Dental Technician, Dental Technician

## X-RAY DEPARTMENT

Junior Technical Officer (JTO), Imaging Services,  
Radiographer Supervisor, Senior Radiographer, Radiographer  
X-ray Assistant, Dark Room Assistant

RADIOTHERAPY DEPARTMENT

152

Jr. Technical Officer, Sr. Radiotherapy Technician (Supervisor), Sr. Radiotherapy Technician, Radium Curator, Mould Room Technician, Radiotherapy Technician

PHARMACY

154

Pharmacist

SANITATION STAFF/DOMESTIC STAFF

154

Chief Sanitary Supdt., Sanitation Supdt., Sanitary Inspector, Sanitary Supervisor, Care Taker, Steward, Store Keeper, Head Cook, Cook, Mate, Bearer and Khidmitgar, Masalchies, Peon Nursing Attendant, Security Guard, Stretcher Bearer & Safai Karamchhari

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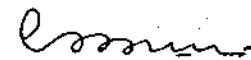
**PREFACE**

The new millennium has witnessed remarkable gains and unprecedented scientific achievement in the field of medical sciences in the last 2-3 decades. There has been an explosion of knowledge in the field of medicine and biotechnology. It has therefore become mandatory for providers of medical services to keep themselves updated with these advances. The reflection of the same is also desired to be observed in the running of the hospitals, both governmental as well as private.

It has been almost 25 years since the last hospital manual for Govt. hospitals was published. I am happy that the same has been updated by incorporating new developments. Similarly new chapters have been added in Hospital Infection Control, Autopsy and Mortuary Management, Hospital Waste Management and Transplantation of Human Organ Act, 1994. This will help in creating awareness amongst the hospital staff regarding various statutory and salient features of these subjects.

This hospital manual is the outcome of the hard work put in by Dr. (Mrs) Madhuri Sharma, DDG(P), Directorate General of Health Services and has come out as a unique document full of useful information.

It is hoped that the present hospital manual will serve as a guide and a reference book for providing necessary information towards the smooth functioning of the hospitals.



DR. S. P. AGARWAL

M. S. (Surg.) M. Ch. (Neuro)  
Director General of Health Services

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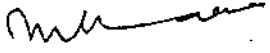
This Hospital Manual has been prepared with valuable contributions from Dr. (Mrs) Kaushalaya Kumari, Addl. Medical Superintendent, Safdarjung Hospital; Dr. Ashok Singhal, Chief Medical Officer, Dr. R.M.L. Hospital; Dr. A.N. Sinha, Chief Medical Officer, Dte. General of Health Services; Dr. Rajiv Chaudhri, Chief Medical Officer, Dte. General of Health Services.

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