

KANDLA PORT TRUST

Medical Department



TERMS & CONDITIONS OF ENGAGEMENT

1. The engagement is purely on contractual basis for a period upto 11 months from the date of joining.
2. The contract engagement shall not confer any right to lay claim to permanent absorption in the Port service against any post whatsoever.
3. Nurse / Pharmacist will be paid a fixed lumpsum contractual amount of Rs.23,950/- (Rupees Twenty Three Thousand Nine Hundred and Fifty Only) per month during the contractual period. For engagement less than a month, the payment will be made on pro-rata basis.
4. The Nurse will be responsible for Total Nursing Care of the patients admitted in the hospital, in particular the following:
 - (a) Admission, orientation and assessment of the patients' nursing needs and planning patients' care.
 - (b) Observation and collection/recording data for making diagnosis and nursing intervention, e.g. vital signs (BP, temp, pulse, respiration), intake-output chart, secretions and excretion and conditions of wounds etc, preservation and maintenance of hospital documents.
 - (c) Performing routine ward activity in making round in the wards with doctors and implement physician's order in administering medication, injection, surgical dressing, catherization, bladder wash, Ryle's Tube intubation and aspiration, intravenous and blood transfusion, helping in physical examination and investigations, collection of specimens and sending to the laboratory, enema

and bowel wash, tube feeding (Lavage), Pre and Post Operative Care etc.

- (d) Assist in direct care of the patients, e.g. maintaining personal hygiene, bed making and assist in activity of daily living (ADL), eg, bed making, feeding, sponging, dressing etc.
- (e) Maintenance of safe environment, segregation of Bio-Medical Waste as per WBPCB guidelines, protect patients from any kind of injury and preserve legal and human rights in terms of health and illness.
- (f) Provide patients and their family members with information about health, treatment, therapy and life style changes and impart health education to patients'.
- (g) Assist in planning and administrating therapeutic diets.
- (h) Co-ordinate healthcare with other members of the health team and maintain pier relationship.
- (i) Assist in making ward requirement and periodical stock verification and keeping necessary records.
- (j) Service booking for radiological and pathological tests etc.
- (k) Hand over and takeover of ward equipment when changing shifts.
- (l) Such other related jobs as may be assigned by superior authority.

5. The Pharmacist will be responsible for Total Pharmacy Care in the Hospital, in particular the following:

- (i) Distribution of medicine as per the prescription of Medical Practitioner
- (ii) Provides pharmacological information by answering questions and requests of health care professionals; counseling patients on drug therapies.

- (iii) Complies with Rules and Regulations of the Organization and State Board of Pharmacy, maintaining records for controlled substances; removing outdated and damaged drugs from the pharmacy inventory; supervising the work results of support personnel; maintaining current registration;
- (iv) Assisting the CMO on matters related to purchase, storage and distribution of Drugs
- (v) He/she will verify/inspect all the supplies and see a) Whether the supplies made are correctly accounted and properly stored under the prescribed storage condition. b) Whether the distribution/issue made by the sub stock custodians are in order and properly accounted c) Whether there is any, stagnant, surplus, slow moving drugs, idling equipment, if so, whether it is properly reported to the higher authorities in time. In such cases, verification report should be in detail, pointing out the exact reason for the same d) Whether the date expired, freezed, sub standard, banned drugs are kept separately with clear tag on it. e) Whether any action has taken to dispose off of the date expired Drugs, sub standard Drugs as per the departmental procedure. f) Whether any action has taken to condemn the perishable, nonperishable items as per the departmental procedure. g) Whether the Annual & Periodical verification of the sub stock is done by the concerned officer, wherever it is applicable. h) Whether there is any loss due to shortage or due to negligence or due to any other discrepancies or due to unavoidable causes like wastage, shrinkage, spilling etc. or due to improper storage condition. i) He/she will physically verify the stock balance in the presence of the concerned officer or in the presence of an officer authorized by the concerned officer. j) He/she will recommend to the Head of the institution to transfer any, stagnant, surplus, slow moving drugs wherever it is required. k) He/she will give guidelines for the maintenance of various sub stock registers, documents etc. l) Verification shall be conducted periodically and the verification report will be submitted to the Head of the institution

6. Nurse / Pharmacist shall be posted at any Hospital within the jurisdiction of Kandla Port Trust i.e. Port Hospital, Gopalpuri, Port Hospital, Kandla, Dispensary at Adipur, Health Center at Vadinar as per the direction of the Chief Medical Officer.

7. Nurse/Pharmacist will be required to work full time for 6 days in week in shifts on rotation i.e. morning, afternoon and night, as per requirement and the daily working hours shall be 8 hours. Nurse / Pharmacist may also be required to work in general shift duty, if situation so warrants. If the situation so warrants, the weekly day of rest may be changed with prior intimation. For work of any weekly off-day/declared National Holiday in exigency, you will be granted a compensatory day of rest conveniently in lieu thereof and you will not be entitled to any other compensation, monetary or otherwise.

8. Nurse / Pharmacist will not be eligible or entitled for any other allowances/ Financial or other benefits as may be available to regular employees. They will not be eligible for any conveyance or conveyance allowance.

9. Nurse / Pharmacist will not be entitled/eligible for any type of leave during the contract period, except weekly rest days/closed holidays applicable to employees of KPT. However, they will be entitled to avail C.L. @ 1 day per month subject to maximum 11 days during the contractual period and the leave may be availed of with prior approval.

10. In the event of his/her absence from duty on whatsoever reasons, no payment shall be payable for the said date.

11. Additionally, sick leave to the extent of 10 days in a year (11 months from the date of engagement and proportionate in case of shorter period of engagement) on critical illness may be allowed without any deduction from the remuneration on the basis of certification from KPT Medical Officer. Intimation of sickness should be reported to the Head of the Department/Reporting Officer forthwith in writing together with the certificate of illness from a registered Medical Practitioner in addition to verbal intimation over phone.

12. The Nurse / Pharmacist will be entitled to outdoor medical facilities (OPD) for self only. However, no

reimbursement for medicine/medical articles purchased from outside will be allowed.

13. Nurse / Pharmacist will be responsible for the charge and care of the KPT goods, stores and all other property that may be entrusted and he / she will be accountable for the same.

14. Any kind of criminal or civil proceedings that may arise during the contract period against Nurse / Pharmacist, the Port will not be held responsible.

15. In the event of death of a person appointed on "Contract Basis" while in service, the balance contractual amount, due if any, against the work done, will be paid to his/her legal heirs, and no any other financial benefits shall be given.

16. The period of contract can be terminated at any time by giving 15 days notice in advance on either side, without assigning any reasons thereof. However, the engagement is terminable on 24 hrs. notice for unsatisfactory performance and for any act considered to be derogatory/detrimental to the interest of KPT.

17. In the event of any dispute arising out of this contract, the interpretation and decision of the Chairman, KPT will be final and binding.

18. Court of jurisdiction for any dispute at Gandhidham only.

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