



OFFICE ORDER

Sub:- Privilege of working from home – Faculty – reg.

In order to make sure that our staff and the patients do not contract the pandemic, a new system is put in place w.e.f. 21-3-2020 until further orders. This arrangement is tentative and is introduced on a trial basis, and it will be withdrawn if found ineffective.

- OP in Hospital
 - a) It will be departmental OP w.e.f. tomorrow (21st March) until further orders. This OP will be manned by a team of doctors (Hospital pool). OP time : 8-4 pm.
 - b) The team in-charge for the day will look into all the treatment aspect of the patient (IP, OP and procedures / surgeries).
 - c) Elective surgeries / procedures may be postponed to a feasible date.
 - d) None of the faculty will be eligible for duty-off or compensatory off for the duties taken during the period of this office order.
 - e) The Hospital pool faculty must sign the register by 8 am and immediately after 4 pm, on days of duty.
- The faculty of a department will be divided into teams as given below:
 - a) 4 teams (in departments with more than 4 faculty, but this will be 2 teams in the case of dept. of Anaesthesiology).
2 teams (less than 4 faculty but more than 2).
 - b) Each team of doctors will take turns on a weekly rotation basis. If anyone of the team is on leave, the HOD must post a substitute.
 - c) Those doctors who are above 65 years (optional), or who are more susceptible to infections may be put in the last pool (travel history, in direct contact with COVID-19 patients, showing any signs of respiratory infection or relatives under the same roof in home quarantine).
 - d) The final year clinical PG students are to be included in the hospital pool.
 - e) Interns may follow the status quo.
 - f) The other PGs (I year, II year and all non-clinical PGs) will be under Dr.Rajesh Anto, the Convener of the Core Team.
 - g) The JRs may report for duty every day as is the present practice.
- Since this system is meant to insulate our doctors from getting infected as far as possible, the doctors may not undertake private practice anywhere, until the crisis is over. Violation of the directive will be sufficient reason for cancellation of this privilege of working from home.
- All telephonic calls from Amala should be attended by the doctors, irrespective of whether they are in the Hospital pool or Home pool (doctors working from home).
- Failure in turning up promptly when called from hospital will be accounted as leave on LOP.
- The members of Medical Board, Core Team and Link Doctors must be available 24 hours for necessary service.
- The services of non-clinical doctors may be drafted whenever needed.

(2)

Doctors may be called to hospital at any time. Hence they may not leave home station unless they have applied for leave in advance, and have got it sanctioned by appropriate authority.

The HOD may submit a copy of the duty roster to the Director and to Dr.Rajesh Anto forthwith. The HOD shall monitor the implementation of this arrangement.

Unauthorized absence from duty (Hospital pool) will be marked as LOP.

Director

To

All HODs of clinical departments (to inform faculty, PGs and interns)

Copy to: Joint Director / Associate Directors / Principal /
Dr.Rajesh Anto, Convener Core Team / Chief Supdt. / COO / HR (H & MC)