St.JOSEPH UNIVERSITY

(A State Private University established under Tamil Nadu Private Universities Act, 2019)

KMMC MEDICAL COLLEGE AND HOSPITALS

INSTITUTIONAL POLICY FOR CRMI
&
UNDERTAKING FORMAT FOR CRMI

1. You will report for duty as follows

	Punch In	Punch Out
Day Duty	8.00 AM	6.00 PM
Night Duty	6.00 PM	7.30 AM

2. Duty Interns should not leave their Station without a replacement. You should ensure that at least one Intern stays back.

3. CRMI are not allowed to go back to hostel after punching in.

4. No intern on duty shall leave without the next person taking over.

5. Provide a proper handover during each shift. The same should be documented in the case sheet.

6. In Wards/ICUs:

   a. Should assemble in ward at sharp 8.00am for day duty and 6pm for night duty.

   b. Put daily progress notes. Notes should start with a title - Patient Progress at _____ (Time)

   c. Collect all pending investigation and keep ready for consultant rounds.

   d. All the discharge summaries should be kept ready before 2pm

   e. Educate the Patient while discharge regarding Medications, their Indication, Timing, Duration and its Relationship with food.

   f. Ward progress notes:

      i. Wards: 8 am - 2pm - 8 pm and as necessary.

      ii. ICUs: Every 1 hour.

      iii. Transfer In and Out of patients between wards.

      iv. On admission and Discharge

   g. Handover all cases to night duty intern through a register maintained in ward and verbally.

   h. All calls should be informed to the JR on duty and detailed documentation should be made on the case sheet: Informed to : Dr. _____ / advice: _____, Date ____ / ____ / ____ Time _____, Interns signature.

   i. All patient related events should be properly documented.

7. Discharge Summaries should be typed in computer provided in wards. Print-out of Discharge summaries should be given to patients before 2.00 pm latest.

8. Minor Procedures: Should not be done without a supervision by the JR / Junior / Senior Consultant. Proper documentation should be made for all procedures.

9. You are not expected to provide Medical Certificate or Prescribe any drug independently.

10. You will be on duty on all days during the period of internship.

11. You will attend and participate in all the academic activities of the institution.

12. Leave will be granted only if prior permission of Head of the Department, CRMI Co-ordinator and Dean.

13. Being absent without leave will attract penalty of extension of 1 week for each day of absence.

14. Any act of indiscipline will be viewed seriously, and a penalty extension may be imposed. The duration of the penalty extension will be determined by the authorities of the institution.

15. You are informed that the University will permit an extension of 90 or more days, only after obtaining a special permission. You are therefore advised not to accrue a large extension.

16. In the event of an extension, a registration will have to be obtained from the Tamil Nadu Medical Council for the number of days of extension. You will need a certificate from the Dean and the Provisional Pass Certificate to apply for the registration.

(*The rules are subject to change as and when needed*)

I Agree,

Signature of CRMI

DRESS CODE

Dress Regulations in Hospitals for CRMI – (Male)

1. Hair must be groomed well (Preferably oiled).
2. Face must be neatly shaven.
3. First button of the shirt must not be left open.
4. Sleeveless shirts or Full or ¾ sleeve should not be worn.
5. No bracelets should be worn in the wrist.
6. Rings can injure patients and hence not permitted.
7. No slippers should be worn. Only shoes are accepted.
8. Jeans or Shorts or T-Shirt should not be worn.
9. ½ sleeved White Coat (with their college Logo) should be worn inside the college.

Dress Regulations in Hospitals for CRMI – (Female) while examining patients

1. Hair should not be left loose but should be well groomed (Preferably oiled). (Hair in dissection hall / lab / and on patients in wards & Surgery is a disaster).
2. Sleeveless or ¾ Sleeve Shirts / Salwars should not be worn.
3. Jeans / Shorts / T-Shirts are prohibited.
4. Too many bangles should not be worn.
5. Flowers or Perfumes should not be worn.
6. Anklets with bells should not be worn.
7. Long nails with polish are not acceptable (This will injure the patient).
8. Mehendi on hands will look odd while examining patients and hence not permitted.
9. Pallus of Sarees and Dupattas of Churidars should not be flowing.
10. Shoes or Clogs which cover the toes are to be worn.
11. ½ sleeved White Coat (with their college Logo) should be worn inside the College.

All this is to ensure that female students do not create the feeling that they are women (while examining male patients).

Coat Regulations for CRMI – (Boys & Girls)

1. All CRMI must wear a UNIFORM and WHITE COAT (with their college Logo) inside the College and Hospital.
2. The white coat must be HALF SLEEVED ONLY. (Full sleeve coats will hamper use of your elbows for dissection or in lab or wards). Hence coats must expose the elbows.
3. White Coats must be washed and changed periodically. Unclean and unwashed coats have been the source of infection.

4. All CRMI's must have 3 uniform sets and 3 white coats in their possession. (Not Two). The 3rd coat should be kept as a standby for use in times when the 2nd coat is delayed in the laundry).

(*The rules are subject to change as and when needed*)

I Agree,

Signature of CRMI