



MADHYA PRADESH MEDICAL OFFICER'S ASSOCIATION

THE BIGGEST ORGANISATION OF GOVT. DOCTORS IN THE STATE

Advisors

Dr. Deo Patodi
Dr. S.K. Saxena
Dr. A.L. Sharma
Dr. Ashok Dagaria
Dr. Anand Sharma
Dr. M.S. Sagar
Dr. Anand Singh
Dr. Kuldeep Shrivastava
Dr. Sunil Bahal

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Vice President

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Dr. Akhand Pratap Singh, Ratlam
Dr. Girish Chaturvedi, Shivpuri
Dr. G.P. Bhanariya, Narsinghpur
Dr. Manish Sharma, Harda
Dr. Prahalad Patel, Damoh
Dr. K.K. Tiwari, Rewa

Organising Secretary

Dr. Amit Malakar, Indore

Executive Secretary

Dr. Rajendra Gujrati, Dewas

Treasurer

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Bhopal

Public Relation Officer

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Dr. Abhinav Chourasiya, Satna
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Dr. Sharad Sahu, Ujjain
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Dr. Vijay Baghel, Alirajpur
Dr. Arvind Singh, Chattarpur

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Dr. Yogesh Kaurav, Bhopal

NHM- HQ Representative

Dr. Manish Singh, Bhopal

Female Representative

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Dr. Kalpna Bhatnagar, Indore
Dr. Archana Rajput, Sehore
Dr. Nidhi Sharma, NHM Bhopal

State in-Service Coordinator

Dr. Diwakar Patel, Damoh

State NHM MO Coordinator

Dr. Ajay Sharma

Legal cell

Dr. Manish Mishra, Jabalpur
Dr. Shahid Sheikh, Indore
Dr. Vishal Shukla, Damoh

General Secretary

Dr. Ritesh Tanwar, Bhopal
M: 9755422107

State President

Dr. Madhav Hasani, Indore
M: 7566831606

HQ / MPMOA /2024/009

Date – 05 Sep 2024

To

All Esteemed Doctors,
Madhya Pradesh Medical Officer Association,
Madhya Pradesh

Subject: Guidelines for Professional Conduct and Responsibilities

Respected Members and Dear Colleagues,

In light of recent developments and to ensure the continued excellence and integrity of our healthcare system, this message has become necessary. The Madhya Pradesh Medical Officer Association (MPMOA) has always been committed to safeguarding the service conditions of its esteemed members, advocating for your rights, and working towards the betterment of your working environment. However, to strengthen our position and demand further improvements, it is crucial that we adhere strictly to the rules and regulations that govern our profession. Only by demonstrating our commitment to these principles we can effectively argue for enhanced conditions and better resources.

- Duty Time Punctuality** - Punctuality is not just about being on time; it is about respecting the trust that the public places in us. Ensure that you arrive at your workplace promptly and fulfil your duties without any delays. Timely presence is crucial for the smooth functioning of medical services and to meet the needs of patients who rely on us.
- No Private Practice During Government Duty Time** - Engaging in private practice during government duty hours is strictly prohibited. Your focus during this time must be on your official responsibilities. Any deviation from this rule not only violates the terms of your employment but also undermines public trust in our healthcare system.
- Empathetic Behaviour Toward Patients** - Empathy is a cornerstone of medical practice. Always approach your patients with compassion, understanding, and respect. Their health and well-being should be our primary concern, and a kind demeanour can greatly enhance the quality of care we provide.
- Adherence to Financial Rules in Administrative Positions** - For those of you in administrative roles, it is essential to strictly adhere to all financial regulations and guidelines. Mismanagement or deviation from these rules can lead to significant consequences, both legally and ethically. Ensure that all financial transactions and decisions are transparent and in compliance with government policies.
- Balanced Trust in Subordinate Staff and Caution in Financial Transactions** - While it is important to trust and delegate responsibilities to your subordinate staff, exercise balanced



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oversight. Be cautious in all financial transactions, ensuring that government financial rules and the “**Madhya Pradesh Bhandar Kraya Adhiniyam**” are followed. Regularly check that all guidelines related to budget utilization, budget limits, and financial powers are in line with your designation are adhered to. Missteps in these areas can have serious consequences, so always maintain vigilance and ensure compliance.

6. **Compliance with Instructions from Higher Authorities** - It is your duty to read and understand every instruction issued by higher authorities. Once received, these instructions must be communicated effectively to your subordinate staff to ensure that they are implemented correctly and in a timely manner.
7. **Belief in Teamwork** - Teamwork is essential in our line of work. Encourage collaboration, support your colleagues, and work together to achieve common goals. A cohesive team can deliver better outcomes and create a more positive work environment.
8. **Reporting Quality Issues and Financial Irregularities** - If you encounter any issues related to the quality of drugs, equipment, hospital infrastructure, or if you observe any financial irregularities, it is your responsibility to report these through the proper channels immediately. Addressing these concerns promptly can prevent further complications and ensure that we maintain high standards of care and integrity.
9. **Familiarity with Guidelines and SOPs** - It is essential to read and thoroughly understand all guidelines and Standard Operating Procedures (SOPs) relevant to your work. Proper implementation of National Health Programs and State Guidelines depends on your knowledge. Adherence to these documents is necessary as they are designed to guide our daily operations and ensure consistency in our practices and implementation.
10. **Protecting Colleagues and Subordinates** - Take care of your colleagues and subordinates as valued team members. **In the unfortunate event of any verbal or physical attack, it is vital to inform the administration, as well as your District and State Body of the MPMOA, without delay.** Together, we must stand firm in protecting the dignity and safety of our workforce.
11. **Monitoring Security Measures** - Regular monitoring of security measures are the responsibility of every hospital staff member. If you observe anything unusual, any potential security breaches, or identify any blind spots on campus, immediately inform the Hospital In-charge, providing possible solutions to address these concerns.
12. **Ensuring Proper Documentation and Timely Reporting** – It is crucial to maintain proper documentation in all aspects of your professional duties, especially when it comes to patient care, administrative decisions, medicolegal cases and financial management. Accurate and timely documentation ensures transparency, accountability, and compliance with legal and



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medical standards. Additionally, ensure timely reporting of all departmental activities and updates, as these reports are essential for effective functioning and program implementation. Make sure all relevant records are up-to-date and readily available for review when necessary.

13. Timely Submission of ACR and Career Progression Documents - Ensure that your Annual Confidential Report (ACR) and all other documents pertinent to your career progression are submitted on time. These are essential for your promotions, professional growth, and overall career development. Delays in submitting these documents could hamper your progress, so please prioritize their timely completion and submission.

14. Ensuring Timely Payments and Incentives for Healthcare Staff - Make it a priority to ensure that salaries and other incentives assigned for healthcare staff are disbursed without delay. Avoid making unreasonable excuses that could demoralize staff. Timely payments contribute to a positive working environment and motivate staff to perform their duties effectively.

15. Mentoring Junior Colleagues in Administrative Skills and Medical Ethics - Commit to teaching administrative skills, medical ethics, and the medico-legal aspects of healthcare services to your junior colleagues. By doing so, you help create a more competent and ethically grounded techno-administrative workforce for the future. Sharing your knowledge and experience fosters professional growth and ensures that our association continues to uphold the highest standards of medical and administrative excellence.

By adhering to these principles, we not only ensure improving our service delivery but also reinforce our collective strength as an association. Thank you for your continued commitment to excellence.

Regards

Dr. Ritesh Tanwar
General Secretary
(MPMOA)

Dr. Madhav Hasani
President
(MPMOA)

Cc:

1. The office of the Chief Minister of Madhya Pradesh
2. The office of the Deputy Chief Minister cum Minister of Public Health and Medical Education Department of Madhya Pradesh
3. The office of the State Minister of Public Health and Medical Education Department, Government of Madhya Pradesh
4. The Principal Secretary Public Health and Family Welfare Department, Government of Madhya Pradesh
5. The Commissioner Directorate of Health Services, Madhya Pradesh
6. The Commissioner Directorate of Medical Education, Madhya Pradesh
7. The Mission Director, National Health Mission, Government of Madhya Pradesh
8. The Director, Directorate of Health Services Madhya Pradesh
9. To all Regional Directors Health Services Madhya Pradesh
10. To all CMHOs/Civil Surgeon under Directorate of Health Services Madhya Pradesh
11. To the Office Bearer, Shaskiya / Swashasi Chikitsak Mahasangh
12. To all District Body of MPMOA for circulating this letter to every member of association