

NURSING HOME BOARD OF INDIAN MEDICAL ASSOCIATION TAMIL NADU STATE BRANCH

CONSTITUTION / BYLAWS

THE PREAMBLE

The NHB was born in the year 1987 on 1st April, necessitated at the time by the three fold increase in the Nursing Home Municipal Taxation. Executive Committee Members of IMA who came to Madras and successfully defended the increasing taxation. We found that the Government withdrew the increase in taxation our representation we thought these problems will recur and IMA should have an exclusive body to represent Nursing Homes.

The NHB was born Prof. Dr. V. Varadarajan was the State President and Dr.V.N.Rajasekaran, State Secretary, Dr. K. Janakiraman the outgoing State Secretary offered to be the first Secretary of the NHB. The formation was subsequently ratified by the State Council at Tuticorin in May 1987

THE ORIGIN OF SEPARATE WING IMA NHB

Problems in Labor Laws, PF, Construction, Taxation etc., all required separate discussions and dealing with the Government Officials and the public necessitated formation of a separate self financing, self supporting autonomous wing under IMA like that of PPLSSS, FSS,HPS & FPS. The introduction of CPA and Clinical Establishment Act and PCB Act and prenatal diagnostic Act Organ Transplant Acts all these needed special study by Nursing Homes.

With increasing demand and the varying functions the structure has to be modified and the function has to be defined. We needed a separate NHB wing.

A Core Committee was formed with Dr. R. Nanjundarao, Dr. N. S. Chandrabose and Dr.V.Varadarajan to form the guidelines for IMA Constitution and also recommended autonomous status for NHB.

NAME

The name of the wing shall be Nursing Home Board of Indian Medical Association Tamilnadu State Branch.

SHORT TITLE:

The same will have the abbreviation as NHB IMA TNSB and will be here after called as NHB.

AIM:

The aim of forming the Association will be to bring in the Private Nursing Homes and Hospitals under one head.

1. To discuss their day-today problems.
2. To impart the knowledge about Rules and Regulations governing the Hospitals.
3. To discuss the problems with the officials for smooth conduct of the Hospitals.
4. To discuss with the Politicians and Law makers about the Rules and Regulations and day-today problems, so that these things are taken care of when legislation is made.
5. To formulate strategies to Regularize and Standardize the Hospitals needs and their functions
6. To consolidate the hospitals in to one group of a business group so that members have a forum to represent their grievances in the most professional manner.
7. To meet periodically and discuss the current issues that affect the members not only among themselves but also with concerned officials by inviting their participation

In short to address to all the problems of the hospitals and take it to the concerned platforms for smooth and proper running of hospitals.

All the activities of NHB shall be in coordination and in concurrence of the parent body IMA TNSB of which it shall function as a wing.

AREA OF OPERATION

The entire State of Tamil Nadu precisely the same area of IMA TNSB Office.

OFFICE

The office of the IMA NHB TNSB will be the place of the Secretary of the NHB.

OBJECTIVES:

1. NHB shall function as a wing of IMA.
2. Shall enroll members with relevant eligibility and maintain a separate office for details of membership.
3. Each enrolled member shall be given a distinct number of registrations.
4. He / She receive periodical information regarding latest Acts / Rules / GOs from the state office through E-mails / Short Messages / Letters.
5. Separate website www.imanhb.org shall be created to carry all relevant information the member may need from time to time which is regularly updated.
6. Shall print and publish quarterly journal NHB express that is sent to all the members as a mode of dissemination of information
7. Zonal meetings shall be held in each zone every three months as a forum of members meeting the office bearers and officials to get their grievances redressed
8. To have a full fledged office of the secretary on a full time basis with facilities to communicate through Post/ E-mail/ Mobile/SMS
9. To have a separate and independent source of funding to run the office as well as to publish the journal; Money comes from subscriptions raised from its members.
10. To establish an organization that includes chairman, secretary, advisor at the state level and district coordinators at the district levels. IMA State office bearers necessarily form a part of the management. Each office bearer of NHB shall have distinct responsibilities.
11. To function as a democratic body for which elections are regularly held once in two years at present. Every office bearer is elected to the post through a well conceived electoral process within the framework of IMA TNSB except the

Founder President. A committee of former office bearers of NHB and leaders of IMA TNSB ensures the continuity of the functioning of NHB.

12. NHB shall cooperate and coordinate with the national body HBI but retain its identity and independence; shall pay a prescribed contribution to HBI.
13. Shall execute grading and accreditation of the member hospitals to enable them to apply for various schemes of the state and private.
14. To arrange members to attend various courses as well as conduct program to train small and medium hospitals face up to competition from organized sector
15. To provide a forum to small hospitals to fight legal issues and if necessary take up the legal battle in its own hands.
16. To assist IMA in carrying dialogue with government on issues like CEA or conduct dialogue with agencies like IRDA.
17. To engage in dialogue with suppliers and service providers, on behalf of members as a collective bargain, and get the best prices and service.

Each of the above will be discussed in detail in relevant sections

NHB AS A WING OF IMA TNSB:

IMA TNSB for the benefit of its nursing home owner members formed a wing, called **“NURSING HOME BOARD”**. The idea was to focus on issues related to hospitals, interact with officials and get grievances redressed. All meetings are chaired by the state president, secretary and the other office bearers also partake in the proceedings. The State Office Bearers also form part of the management committee. NHB contributes part of the subscription to the IMA fund. NHB in turn has its own office bearers.

MEMBERSHIP

ELIGIBILITY

- Any Private Nursing Home or Hospital which is represented by a Doctor who is a **life member** of the Indian Medical Association of the TNSB can become a member. The representing **doctor should belong to the Branch of IMA within whose jurisdiction the Hospital is situated or any one branch in a city with multiple branches, e.g.,**

Chennai. This is essential for the proper coordination between the doctors practicing and the Local IMA.

- Any company running the Hospital in many places shall be represented in each place by a local doctor representing the Hospital in that area.
- Day care centers where they admit patients for monitoring, treating for less than a day.

APPLICATION METHOD

1. Application form for enrolment is available with NHB office, district coordinator or the local branch office. Same can be down loaded from the official website www.imanhb.org.
2. Filled application shall carry details of the name of the owner/hospital with full Postal Address / E-mail ID / Mobile Number of the owner / PAN Number [where ever applicable]. The **IMA life membership details of the representing doctor should be clearly stated**. Application without life membership details or incomplete in any form is liable to be rejected. NHB shall make all efforts to collect full details from the applicant through the secretary's office before rejecting an application.
3. Filled up application should **carry the endorsement of the local IMA branch** office bearer with his seal.
4. Application should give all details regarding the number of beds, man power strength, area of the hospital, facilities available etc., so as to facilitate grading.
5. **Membership is for five years.** For convenience of data maintenance, membership starts in January of that year and ends in December at the end of five years.
6. Each member is given a certificate that carries the name of the hospital, name of the representing doctor, branch he/she belongs, period of membership, name of the local district, besides his membership number. He/she shall quote this number for future communications with the state or mention it for registering with various bodies.
7. Renewal of membership- Period of membership is five years. This can be renewed with an application .Fee is half the enrolment fee.
8. Rejection of membership shall be considered if data provided in the application are incomplete/ incorrect or a deliberate attempt has been made to hide true details. Member can always approach the NHB with correct data and request enrolment.

Rejection can also be considered if found practicing unethically-example will be employment of doctors of other systems of medicine.

9. **NHB is not a disciplinary body and does not punish its members.** But, if notices of unethical practice/acts of corruption/nefarious activities are brought to its notice either by a court of law / Tamilnadu Medical Council with specific charges, termination of membership may be considered after duly discussing it in the NHB general body and later in the state council of IMA TNSB. The member shall be given enough chances to put forward his case in the proper forum.
10. Change of address/ownership is intimated to the NHB office with proper evidence and a new certificate got after surrendering the old original. Evidence shall include a signed letter from previous owner with copies of identity, copies of any deed regarding the change; change of address shall carry no objection from the owner of premises if rented. NHB reserves its rights to cross check the details either directly or through local IMA branch. The name change process shall carry a nominal fee to meet out stationary/postal expenses.
11. The member has an option to apply for accreditation. Currently accreditation is being carried out by NHB itself through its senior members who are specialists of various fields. **NHB has plans to go for professional accreditation by designated bodies.** The ultimate goal is to grade all member hospitals and bring them under accreditation.

ADMINISTRATION

ELIGIBILITY CRITERIA

THE CHAIRMAN NHB

Will be elected by the members of the NHB. He should have served as District coordinator of NHB for two terms or Secretary of NHB or IMATNSB or Past President or Past State Secretary of IMA TNSB. Period is two years.

THE SECRETARY NHB

Will be elected by the members of the NHB. He will have two years term. He should have served as District Coordinator of the NHB for two terms or a bonafide member of NHB for minimum of five years or Secretary IMA TNSB.

THE FINANCE SECRETARY

Will be nominated by the management committee preferably from the local district of the Secretary of NHB.

DISTRICT COORDINATORS NHB

Each District will elect one District Coordinator for every two hundred NHB members in the District. For every additional two hundred or part there of one more will be elected. They will have a term of office for two years. They will be responsible for the coordination of the Nursing Home with in their Districts. They are eligible for the Reelection

FOUNDER PRESIDENT HENCE FORTH CALLED PATRON

The Founder President **hence forth called Patron** is a nominated person of high standing. His post is permanent. He guides the organization and forms from time to time the rules and regulations of the body. For his conception and promotion of NHB from its day one till date, Dr. V. Varadarajan shall be the Patron of NHB, for his life time.

ROLE OF SECRETARY:

ADMINISTRATION IS DONE THROUGH THE SECRETARY'S OFFICE:

1. The office receives applications for enrolments, processes them, records them both on paper and digital and issues certificates of membership duly signed by the state office bearers and NHB office bearers. Other duties include conduct of zonal meets, information dissemination through E-mails / SMS, publication of quarterly journal, apart from cooperating with the state IMA in matters of mutual interest and also

negotiations with various agencies both government and private. NHB takes pride in implementing various mass contact program of the mother body.

2. Office functions in the secretary's address. Office work is done by a clerk with computer knowledge and a helper to assist in errands.
3. The post of secretary is a honorary one and carries no salary.
4. Staffs are paid by the NHB through its own funds on monthly basis. They receive annual increment, and bonus
5. Stationary and postage are borne by NHB and proper receipts/vouchers are kept for every expenditure incurred.
6. Expenditure is kept to a minimum by digitalization. Office has the state of the art desktop backed by scanner and printer. Most of the communications are by emails. The Email ID is secretary.imanhb@gmail.com
7. Methods of communications are augmented by a well compiled SMS communication that goes by the name "Maniosai". Recently we have established a network of Whatsapp/ Telegram also for quicker communication
8. All income/expenditure are regularly verified by our advisor. Accounts are submitted to the state finance standing committee for scrutiny every three months.
9. Past State President, State Secretary and State Treasurer changing of Wings / Schemes

ROLE OF THE CHAIRMAN:

Chairman usually a senior past office bearer of IMA advices and guides the secretary on the conduct of administration. His vast experience helps in the smooth running of NHB.

ROLE OF FOUNDER PRESIDENT HENCE FORTH CALLED AS PATRON:

Founder President hence forth called the Patron is a nominated senior member who is the guiding spirit in the formation of the board, and framing of the rules as well as constitution. He is a permanent member of the board will guide the office bearers and NHB.

ROLE OF TREASURER:

NHB intends to go for a treasurer – he / she will be mostly and preferably nominated from the same branch of the secretary's and will assist secretary in matters of accounting and money transactions

WEB SITE:

NHB takes pride in having its own web site www.imanhb.org. The site is monitored by the secretary's office. On a permanent basis the site carries information on enrolment, renewal, grading besides data like standard forms, guidelines of endemic fever treatment protocol from time to time, minimum wages chart and other govt. related information. We also announce forthcoming events as well as carry important instructions.

From a 2GB limited site it has been recently upgraded to carry unlimited data. Also, we have uploaded standard protocols for various specialties.

Subscription of the site to the server is from internal accruals and paid for a 5 year period. We also have an annual maintenance contract with server.

JOURNAL:

NHB circulates a quarterly journal by name "**NHB EXPRESS**". It shall be edited by the secretary - **comes every three months** just before the zonal meets carrying useful information on day to day running of hospital, messages from leaders as well as brochure of registration form on the coming meet. Expenses are met from the account "A/C IMA NHB Journal Fund". Funds for the account are raised through money paid on enrolment/renewal and kept under a separate head. Finance standing committee of IMA has advised NHB to come out with "Annals" –an annual book of information. First book is to be published shortly.

ZONAL MEETINGS

NHB zonal meetings were originally conceived to disseminate information to members especially in rural areas. Ever since formation, **meetings are held every three months** one

in each zone. Host branch spends for the meeting and NHB gives a seed money of Rs.20000/= to the host branch. The host branch is allowed to collect the registration fee which is usually a nominal one.

FINANCE

NHB is deriving its funding by raising subscriptions for enrolment and renewal. The subscription is received in two heads-“IMA NHB JOURNAL FUND”&”IMA NHB GENERAL FUND”. The resources of general fund shall be used to meet daily expenditure of running the office that includes salary, stationary, web site, postage and equipment maintenance. The journal fund is used to print, publish and distribute a quarterly Journal “NHB Express”. Seed money to host branches of zonal meets is given from the general fund. The surplus is kept as deposits in banks and interest accrued is ploughed back so that the corpus fund remains intact.

NHB will not have any claim over the assets of IMA TNSB or responsible for any of the liabilities of the IMA TNSB. Similarly IMA TNSB will not have any claim over the assets or responsibilities over the liabilities of the NHB. Both are financially independent units. But in matters of mutual interest and benefit, transfer of funds without straining the NHB’s resources may be allowed with the approval of the management committee and after passing the same in the general body of NHB.

ELECTION PROCESS

NHB is a democratic set up and the office bearers are elected by the members of the NHB.

1. Elections are declared by the state election commission as for any other post or wing of IMA TNSB.
2. Nominations are invited from eligible candidates, last dates given for nomination and withdrawal.
3. If more than one candidate, election date is announced which is usually the date of the immediate next zonal meet.

4. Elections are held on the floor of the next immediate meet-only members of NHB are eligible to vote. Election commission supervises the process.
5. Election is by secret ballot and the votes are counted immediately.
6. Election commissioner submits the result and the state president announces the result.
7. Basic qualification to contest in NHB elections is he must be a member of NHB

ACCREDITATION

NHB has already got its own accreditation process by which it sends an expert committee for inspection of applying hospitals and awards accreditation on the recommendations of the committee. Member hospitals pay separately for application to the accreditation process to cover costs. Future plans are afoot to do professional accreditation with independent experts to meet national standards; if necessary to interact with HBI and other accrediting agencies and evolve a common pattern.

ACADEMIC PLANS:

NHB shall look in two ways of entering in to understanding with institutions and evolve training program to train our members run their small hospitals profitably. Continuing medical education will also be paid attention.

AWARD OF ORATION:

NHB has instituted an award in the name of our founder President Dr. V. Varadarajan and conducts an oration lecture in every annual state conference.

LEGAL ISSUES:

With increasing legal issues confronting hospitals, in future NHB may form a legal cell and take up legal battles independently on behalf of its members. NHB will like to interact with other legal wings of IMA like QEC, PPLSS etc., in this regard. NHB will also take up common issues like acts and laws, in the court of law with the approval of the management committee to achieve common goals.

PARTICIPATION IN DIALOGUES:

Member hospitals are often burdened with numerous acts and laws. Agencies implement “divide and rule” methods to force members to play to their tune. NHB shall engage in dialogues with such players including the government and strive to get a fair deal for its members. NHB shall assist the mother body IMA in this regard to achieve a uniform opinion.

THE MANAGEMENT COMMITTEE

The day to day administration is run by the Secretary NHB under the guidance of the Management Committee.

The Management Committee will consist of representatives from IMA TNSB and NHB.

FROM IMA TNSB

The IMA President

The President Elect

The Immt. Past President

The State Secretary

The Immt. Past Secretary

The State Finance Secretary

FROM NHB

Founder President

Chairman

Immediate past Chairman

Secretary

Immediate past Secretary

Finance Secretary

All the District Coordinators

All the Conveners

COMMITTEE OF PERMANENT INVITEES:

It has been decided to form a permanent committee of invitees to ensure the smooth running of NHB. They shall attend all meetings of NHB and contribute their suggestions for the smooth functioning of NHB. All the past chairmen and secretaries will be members of last six years.

Thank You,

Dr. N. Mohandas
Chairman, IMA NHB

Dr. C. N. Raja
Secretary, IMA NHB

Dr.V.Varadarajan
Advisor, IMA NHB