

OFFICE OF THE MEDICAL SUPERINTENDENT
HAHC HOSPITAL, HIMSR, NEW DELHI 62

HAHCH/MS/2013

Date: 16.12.2023

Sub: Constitution of Hospital Bioethics Committee

Sanction is hereby accorded to the constitution of committee which is designated as **Hospital Bioethics Committee** for Hamdard Institute of Medical Sciences & Research and HAH Hospital.

Committee Constitution:

1. Prof. (Dr.) Musharraf Husain, Medical Superintendent - Chairperson
2. Ms. Seema Wilson, Nursing Superintendent
3. Prof. (Dr.) Sabina Khan, Professor, Dept. of Pathology
4. Dr. Nimmi A Jose, Associate Professor, Dept. of Psychiatry
5. Dr. Pratibha Panjiar, Associate professor, Dept. of Anesthesia, Critical Care & Pain Management
- ✓ 6. Dr. Aqsa Shaikh, Associate Professor, Dept. of Community Medicine - Member Secretary
7. Coopted Members – (i) Dr. Girish Tyagi, Registrar cum Secretary, Delhi Medical Council
(ii) Dr. Satendra Singh, Professor, Dept. of Physiology, UCMS

Scope:

- Capacity Building: Conducting Training Workshops on Medical Ethics for students and faculty.
- Consultation: Providing consultations on medical ethics issues in clinical settings.
- The Committee will also function as the Clinical Ethics Consultation Committee.
- Conferences: Conducting Academic conferences, Guest lectures and other interactive sessions

Quorum Required: 50% members must be present.

Frequency: Quarterly

Functions:

- Developing and implementing educational programs on medical ethics for students and faculty.
- Offering consultations to healthcare teams, patients, and families facing ethical dilemmas during medical care.
- Engaging in research activities to contribute to the field of medical ethics, exploring emerging ethical issues and best practices in healthcare.
- Ensuring the confidentiality and privacy of patient information, and guiding healthcare providers on ethical practices in handling sensitive data.
- Contributing to the development and review of hospital policies related to medical ethics, ensuring alignment with ethical standards.
- Facilitating ongoing learning opportunities for hospital staff through seminars, workshops, and ongoing education initiatives.
- Conducting regular audits to assess compliance with ethical standards, identify areas for improvement, and ensure continuous ethical oversight.

Role of Chairperson:

- To ensure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.

Role of member Secretary:

- Schedule committee meeting as per the defined frequency with the permission of Chairperson.
- Intimation & circulation of agenda to all concerned members prior to the meeting
- Prepare minutes of meeting, & circulate the signed Minutes of meeting (Chairperson & member secretary signature) within 72 working hours of the schedule of the meeting to all committee members.
- Ensure the timely action taken by the concerned on the points discussed in the meeting.
- Prepare the Action taken Report.
- Maintain the documentation of the committee meeting (Minutes of meeting, Committee members Attendance Record, Action taken report, Committee effectiveness Report)

Copy to:

1. Dean HIMSR & HAHCH
2. Additional Medical Superintendent
3. All Concerned members
4. All HODs
5. Sr. PS to CEO, HIMSR & HAHCH –for information please

**Medical Superintendent**