



IMA Hospital Board of India

Rules and byelaw

(as approved and passed by 205th CWC at Delhi on 23.04.2011 and 72nd Central Council at Bengaluru on 27-29 December 2011.

including amendments approved and passed by (1)206th CWC at Chandigarh on 19.11.11 and 72nd Central Council at Bengaluru on 27-29 December 2011 (2) 212th CWC at Thirupathi on 07.12.14 and 75th Central Council at Ahmedabad on 27-28 December 2014.)

1.Preamble

The healthcare delivery system in India is in transition. In a country where 87% of healthcare expenditure is outside the Government system it is important to have institutions to give direction to the growth and activity all players. Over the sixty plus years of independence, the leadership in healthcare delivery has been slowly and steadily passing into the hands of entrepreneurs of all backgrounds. It is important to moor the industry strongly on the ethics and dynamics of the medical profession. To achieve the political objective of maintaining the benign influence of the medical profession on the healthcare industry, IMA steps in with the initiative of Hospital Board of India. IMA will strive to improve quality of services and ensure better patient safety.

2.Aims and objectives.

- 1. To assist and equip all healthcare institutions to provide quality healthcare to people by facilitating accreditation.**
- 2. To facilitate all healthcare institutions to play their effective role in public health.**
- 3. To represent and safeguard the interest of all health care institutions and their personnel irrespective of their affiliation.**

3.Jurisdiction: Union of India

4.Affiliation:All health care institutions can avail affiliation. The following conditions apply

- 1. Health care institutions should offer modern medicine services.**
- 2. Health care institutions should be sponsored by a life member of IMA who should represent the particular institution either in administrative or professional capacity.**

3. Affiliation accrues by forwarding a formal application form with an affiliation fee as determined by the board of directors from time to time.

Affiliation fee:

1) Direct

Hospitals with less than 20 Beds: Rs.1500/3 years and Entry Fee of Rs.500/-

Hospitals with 20 to 50 Beds: Rs.3000/3 years and Entry Fee of Rs.1000/-

Hospitals with 50 to 100 Beds: Rs.6000/3 years and Entry Fee of Rs.2000/-

Hospitals with 100 Beds and above: Rs.9000/3 years and Entry Fee of Rs.3000/-

Hospitals with 300 beds and above 15000/3 years and entry fee of Rs 5000/-

2) State chapters

Where ever state chapters of HBI are in existence, hospitals and other health care institutions have to affiliate only through the state chapters. The affiliation fee would be at Rs 500 per institution for a term of 5 years. The state chapter should pay this affiliation fee on behalf of its affiliated institutions to HBI. This can also be paid at Rs 100 per institution every year by the state chapter. The state chapters will be free to fix their own affiliation fee to be collected from their healthcare institutions.

5. Registration with HBI

All clinical establishments including hospitals , clinics , Laboratories, X ray clinics and ultrasound scan centers can register with IMA HBI. Only registered establishments can apply for the accreditation process of IMAHBI.

The fee for registration shall be:-

Category I

Hospitals with less than 20 Beds: Rs.1500 for 3 years and Entry Fee of Rs.500/-

Hospitals with 20 to 50 Beds: Rs.3000 for 3 years and Entry Fee of Rs.1000/-

Hospitals with 50 to 100 Beds: Rs.6000 for 3 years and Entry Fee of Rs.2000/-

Hospitals with 100 Beds and above: Rs.9000 for 3 years and Entry Fee of Rs.3000/-

Hospitals with 300 beds and above 15000 for 3 years and Entry fee of Rs 5000/-

Category II Clinics : Rs.1000 for 3 years Entry fee Rs. 500

Category III Clinical Laboratories Rs.1000 for 3 years Entry fee Rs.500

Category IV X-ray Clinics Rs.1000 for 3 years Entry fee Rs.500

Category V Ultrasound centres Rs.1000 for 3 years Entry fee Rs.500

Category VI Miscellaneous Rs.2000 for 3 years Entry fee Rs.1000

All health care institutions can avail registration. The following conditions apply :-

1. Health care institutions should offer modern medicine services.
2. Health care institutions should be sponsored by a life member of IMA who should represent the particular institution either in administrative or professional capacity.

6. Office bearers:

There shall be a chairman and a secretary who will be appointed by IMA National President on constitution of the board for a term of two years. Thereafter they, alongwith the Treasurer of IMA HBI, will be elected from the central council of IMA through the same election procedure like other office bearers of IMA for a term of two years. The Secretary and Treasurer of IMA HBI shall be life members of IMA through Maharashtra State Branch of IMA. The Chairman, Secretary and Treasurer should represent hospitals with affiliation to HBI.

7. Board of directors:

On constitution of the Hospital Board of India there shall be a board of seven directors nominated by IMA National President. Their term of office would be two years. Thenceforth they shall be elected through the same election procedure as the office bearers of the board. The Chairman of the board shall preside over the board of directors and the Secretary shall be its convener. The National President and Honorary Secretary General shall be ex officio members of the board. The National President is the head of the Hospital Board of India and will guide its functioning. The board shall meet atleast twice in a year.

8. Council of states:

The representatives of the council of states would be elected from the state councils of the states. One representative would be elected to the council of states per thousand affiliated institutions or part thereof. States having less than one thousand affiliated institutions will be eligible for one

representative. The eligibility for being elected to be a representative is life membership of IMA. The council shall meet atleast once during the annual conference of IMA.

9.Functions of the board:

1. To monitor and intervene in all the legislations regarding hospitals being considered and enacted by the Parliament of India and the state legislatures.
2. To work in close tandem with Government of India and state and local Governments on all issues concerning the hospitals.
3. To work with all related institutions and authorities to bring in appropriate standards in hospitals and facilitate accreditation.
4. To maintain a data bank regarding all data emanating from the hospitals
5. To represent and negotiate on behalf of the hospitals with Governments and other national and international authorities.
6. To conduct training programmes for enhancing the knowledge and skill of all human resources related to hospitals
7. To develop, adapt or endorse standards and protocols for hospitals and their services.
8. Any other functions as decided by the board of directors from time to time.

10.Meeting of board of directors:

The meeting of the Board will be held atleast once in three months. The meetings will be convened by the Secretary of the Board in consultation with the Chairman. Not less than 15 days notice will be provided. However the Secretary, in consultation with the Chairman, can convene an extraordinary meeting with a short notice of 1 week.

11.Power and duties of the board of directors:

- 1) It shall receive, discuss, amend and approve the reports and accounts presented by the Secretary and Treasurer of the Board for the period between two consecutive board meetings as well as the annual report and audited accounts. The quorum of the meeting will be 50% of its total strength.

2. It shall manage the Hospital Board of India taking appropriate decisions in the best interest of the Board and be responsible to the Central Council of IMA.

3. It shall receive, discuss and approve the amendments to the Rules and Byelaws of the Board brought forward by the Secretary or any other member from time to time with a due notice of three weeks and circulated among all the members of the board along with the agenda. The Rules and Bye-laws cannot be amended in an extra ordinary meeting. The amendments are subject to the approval of the Central Council of IMA after being ratified by the central working committee.

12. Power and duties of the chairman:

1. The Chairman shall conduct all the meetings of the board. In the absence of the Chairman, director board shall elect a member to conduct that particular meeting.

2. The Chairman shall interpret the Rules and Byelaws of the Board. His interpretation shall be final and binding.

3. The Chairman shall have a casting vote in addition to his ordinary vote in case of equality of votes.

4. The Chairman shall, in consultation with the National President of IMA, nominate any life member of IMA to a vacancy in the board of directors caused by death, resignation or otherwise.

5. The Chairman can invite as special invitees, *bona fide* members of IMA and experts for taking part in the meetings. However the invitees shall not have voting rights.

13. Duties of the Secretary:

1. The Secretary shall carry out the day to day functioning of the Board and will implement the decisions taken by the board of directors.

2. He shall be in over all charge of affiliation of institutions to the Board and collection of affiliation fees.

3. Shall represent the Board in legal matters and court cases personally and / or through lawyer appointed by him.

4. Shall conduct all correspondence and be in charge of the Board office.
5. Shall have general supervision of accounts, pass all bills for payment and sign cheques jointly with the Treasurer.
6. Shall get prepared a quarterly and annual statement of accounts by the Hon. Treasurer duly audited by a Chartered Accountant and submit the same to the board of directors, CWC, and central council for ratification.
7. Shall maintain a correct and update register of all affiliated institutions.
8. Shall prepare annual report of activities and submit the same to board of directors, CWC, and central council for ratification.

14. Duties of the Treasurer :

1. The Treasurer shall maintain day-to-day accounts of the Board.
2. He shall submit a statement of the audited annual accounts and quarterly accounts to the board of directors, Central Working Committee and the Annual Central Council.
3. He shall jointly operate the bank accounts of the Board and sign the cheques and other instruments along with the Secretary

15. Duties of the directors :

1. They shall work to promote the affiliation and efficiency of the Board.
2. They shall report the progress in the implementation of the Board decisions from time to time to the Secretary of the Board.
3. They shall hold separate charge of specific activities as assigned to them by the chairman or the board of directors.

16. Accounts and Audit:

1. A separate bank account shall be opened in any nationalised bank and shall be jointly operated by the Secretary and the Treasurer.
2. The financial year of the Board shall be from 1st April to 31st March.

3. The board will approve the quarterly accounts and the annual audited accounts submitted by the treasurer.

4. The audited accounts of the Board passed by the board of directors has to be ratified by the CWC and the Annual Central Council of IMA.

17.Appellate Body:

If any affiliated institution is aggrieved by the decision of the board of directors the affiliated institution can file an appeal before the appellate body namely Central Working Committee of IMA within a period of 90 days. Such an appeal should be addressed to the National President of IMA. The central working committee's decision shall be final and binding.

18.Office of the Board :

1. The HQs. office of the Board shall be situated in Mumbai, Maharashtra. However, the Secretary shall be entitled to a Secretariat at his place..

2. The Board will employ as many employees as necessary in different categories.

3.The Board can enter into a contract with any professional agency in carrying out the objectives of the Board.

19.Saving Clause:

1. The services of the Board shall be extended to all its affiliated members .

2. 10% of the affiliation fee collected will be transferred to IMA Head Quarters every year.

20.Dissolution of the Board:

If it becomes impossible to carry out the objectives of the Board, the Board shall be dissolved by decision of 3/4 majority of votes in the Central Council of IMA. This decision taken by the Central Council of IMA shall be final, legal and non-negotiable. The Central Council of IMA shall meet the liabilities and debts and recover the assets.