

**National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)**

*(Dept of Empowerment of Persons with Disabilities,*

*Min. of Social Justice & Empowerment, GOI)*

*ECR Muttukadu, Kovalam Post, Chennai*

***Department of Social Work (Unit: Service & Programme)***

NIEPMD/SW/2018-19

Date:27/09/2018

**MINUTEs OF SECOND CLINIC ADVISORY BOARD MEETING**

Department of social work (services and programme) organized second advisory board meeting on 10<sup>th</sup> August 2018 at mini committee hall from 2.30 pm to 5.05 pm.

**Board member participated:**

1. Shri .Nachiketa Rout(Ms.Balambiga) - Asso.Prof.in Sg&Hg.
2. Shri.P.Kamaraj(I.G.Anusya) -Lect.in spl.Education
3. Shri.S.Karthikeyan - lect.in Clinical Psychology
4. Shri.Rajesh Ramachandran - RO in services&programme
5. Shri.Gurumoorthy -RO in Therapeutics.
- 6.Smt.S.Sobhiya vani - Spl.teacher in ECSE.
- 7.Ms.C.kayalvizhi - Clinical Staff(On contract)
- 8.Mrs.Subhashini -RO in EI(On contract)
- 9.Smt.Vasantha selva Kumari - parent
10. Ms Kavita Subramanian - parent
11. Ms.Kalaimathi - parent
12. Ms.Suganya -parent
13. Ms.Thenmozhi - parent
14. Ms.Chitra - parent
15. Ms.Parameshwari - parent
16. Ms.Divyalakshmi - parent
17. MS.Aswini - parent

The meeting commenced with Mr. Rajesh Ramachandran welcoming the members and brief introduction on purpose of meeting.

**The following Agenda was discussed:**

1. Discussion on review of the previous meeting.
2. Limitations (informing the parents about their limitations).
3. Proposal for starting of Case discussion (case conference).
4. Other suggestions.

**Discussion on review of the previous meeting**

Mr.Rajesh Ramachandran and Ms.Kayalvizhi explained to the members regarding the action taken for earlier meeting, and for agenda point 4.2 Mr. Rajesh Ramachandran ensured that Festival celebration sports & Cultural planner for service clients will be displayed in notice board.

**Mrs.Vasantha Selva Kumari, Mrs.Parameshwari**

- a. Expressed that in special education department and speech hearing and communication department space constraints due to things been kept in rooms.
- b. TV activity is been stopped in speech hearing and communication department.
- c. Asked for Wheel chairs at both the gate.
- d. In Occupational Therapy department, there is a grievance that therapist make the clients wait for long period of time, after the wait period when the clients revisits then therapist inform to come in the next visit. The suggestion was if they cannot give service on the time they can give some other date.

**Ms. Suganya, Mrs.Kavitha Subramanian, and Mrs.Chitra**

- a. Periodic Re-assessment have been done. Compliant about whenever dignitary visit is there therapy materials are displayed but during the general time not taken or used.
- b. Requested for security vigilance in both the gate.
- c. Asked for Security assistance for crossing the road.

**Ms.Sree Lakshmi, Aswini**

- a. Requested to inform if the new therapist going to take charge, (parents are feeling children are not co-operating all of sudden new person doing therapy for them it takes time to make the client to accept the therapist if they inform prior they will prepare the client for the transition of the therapist).
- b. Compliant about the students who handle are not behaving properly
- c. PT, OT, SCH materials are very less.
- d. In speech department newly appointed therapist not doing Oro-motor exercise, when asked, giving reasons like hand gloves are not there once it comes we will do.

**Mr.Karthikeyan, Mr. Rajesh Ramachandran, Ms.I.G.Anusiya, Mr.Vetrivel Raja,**

- a. Explained the parents that professional ethics will be followed.
- b. First Friday of every month there will be a case discussion.

- c. All the departments will propose for parents meeting.
- d. All the departments Student trainees should be oriented with code of conduct.
- e. From September 1<sup>st</sup> new therapist are joining after wards there won't be an issues in follow up of physio therapy department.
- f. OT and Speech Hearing & Communication should increase the therapy materials.

**Other suggestions**

- Parents requested for security vigilance at both the gate.
- Parents requested School staffs for follow up services.
- Parents asked for signage should be keep on the road go slow special school zone at least in three places.
- Parent requested for battery car services to pickk up from gate to main building and while going drop till gate.

**Agenda item wise Action plan**

**Agenda: 1**

S.No	Task	Staff Name	Advisory Board Action Plan
2.1	Space constrain is being noted in special education and speech hearing and communication.		Informed to the concerned department
2.2	Asked for Wheel chairs at both the gate.		Wheel chairs have been placed
2.3	Therapist should inform the parent if they are having other work.		Informed to the concerned department
2.4	TV activity is been stopped in speech hearing and communication department		Informed to the Speech Hearing & Communication department
2.5	Requested for security vigilance in both the gate		Put forward to the Director.

## Agenda: 2

### Limitations (informing the parents about their limitations).

2.6	Informed the Parents that without informing the concern department head issues should not brought to the committee		Informed the parent
-----	--	--	---------------------

2.7	All the departments will propose for parents meeting.		Put forward to the concerned departments
-----	---	--	--

## Agenda: 3

### Proposal for starting of Case discussion (case conference)

2.10	First Friday in every month there will be a case discussion		Put Forward To Concern Departments.
------	---	--	-------------------------------------

## Agenda: 4

### Other suggestions

2.12	All the departments Student trainees should be oriented with code of conduct.		Put Forward To Concerned Departments.
2.13	Parents requested School staffs for follow up services.		Put Forward To Concerned Departments.

2.14	Parents asked for signage should be keep on the road go slow special school zone at least in three places.		Action will be taken in upcoming days.
2.15	Parent requested for battery car services to peak up from gate to main building and while going drop till gate.		Put Forward To Concern Department.

2.7	Asked for Security Assistance for crossing the road.		Put forward to the Director.
2.8	Requested to inform if the new therapist going to take charge.(to prepare child for transition of therapist).		Informed to the concerned departments.

2.9	Compliant about the students are behaving improper near to client and parents		Put forward to the concerned departments.
2.10	PT(treadmill),OT, SCH(hand clothes)therapy materials are very less.		Put forward to the concerned departments.

**NOTE:**

Suggestions made by the members were noted and the follow up action will be made accordingly. Action taken report indicating the details of action in every subject will be prepared and circulated to every member in the meeting. Followed by vote of thanks. 3rd Advisory Board meeting, scheduled in the month of December 2018.

Sd/-  
Director