

CHAPTER 3

POWERS AND DUTIES OF OFFICERS & EMPLOYEES

POWERS * As detailed in the booklet
under title Delegation of Powers
by Public Health Department of
Brihan Mumbai Mahanagarpalika
[Under sanction no. MDJ / 4618 of 31.8.1987]

DUTIES * As detailed in
Public Health Department Manual [Chapter XVII]

* Available with ADMINISTRATIVE OFFICER / OFFICE SUPERINTENDENT
at Office of MEDICAL SUPERINTENDENT ,
Dr. R N Cooper M G Hospital , Juhu, Mumbai – 400 056
Tel. No. : 26207254/ 56/57/58
26205892/ 96

~~Responsibilities & Duties:-~~

MEDICAL SUPERINTENDENT

- 1) Administrative control of Hospital.
- 2) Information to Chief M.S., H.O. and higher authority.
- 3) Proposal for expansion, improvement of existing facilities, Implementation of same.
- 4) Co-ordination with Dy. M.S., Sr. M.O.& other members.
- 5) The rules and regulations done to maintain control, implementation of rule discipline and regulations

FINANCIAL POWERS: As per MCGM rules and regulations.

Dy.M.S.

- 1) To carry out the duties of M.S. in absence of M.S. as delegated.
- 2) Co-ordination with Sr. M.O. & other members.
- 3) To maintain control, implementation of rule discipline and regulations.

POWERS : As delegated by M.S.

FINANCIAL POWERS : As per MCGM rules and regulations.

Sr.M.O.

- 1) To carry out the duties of Dy. M.S. in absence of Dy. M.S. as delegated.
- 2) To take hospital rounds observing cleanliness is maintained, ward problems etc.
- 3) Attend meetings.
- 4) Look into day to day administrative works.
- 5) Address grievances of patient's relatives as well as hospital staff.

POWERS : As delegated by M.S.

FINANCIAL POWERS : As per MCGM rules and regulations.

Medical Officer.

Responsibilities & Duties:

- a) Clinical:- To attend OPDs and Ward s during morning time
- b) Administrative:- Each Medical Officer has separate Department.

The Following are the responsibilities:-

- 1) Ledger checking with physical verification.
- 2) Daily noting of visit book in concerned department.
- 3) Monitor the investigation sent outside.
- 4) Fumigation of Ward store & O.T. and check sterilization.
- 5) Making duty list of RMOs .
- 6) Complaint redressal in concerned department.
- 7) When they go on leave, they should take signature of other M.O. who will take administrative responsibility of concerned department.

(c) Night Duty:-

1. Details about Rounds
2. Staff Position
3. Death if any .
4. Whether the staff is on uniform or not.
5. Operation if any.
6. Intern present in casualty or not.
7. any investigation sent outside.
8. all new admissions
9. Lecturer on emergency duty present or not.
10. RMOs of emergency duty present or not
11. Overtime book to be checked.
12. VIP report.
13. Waste Management.
14. Linen and Vessels present in ward or not
15. DAMA
16. Reopening of
17. Transfer of Dead bodies.
18. Attend Mun. OPD and sing Mun. Muster.
19. Transfer in and out of hospital
20. Any/Unfavorable incidence
21. Give ARV in the morning.

Most are directed to take rounds between 10pm. To 1 am check the following.

1. All new admission and serious patients.
2. Indoor Pts. Paper should be checked for notes of RMOs whether treatment has been started and whether the concerned lecturer and Registrar has seen the patient.

Powers:- As delegated by Medical Superintendent.

Honorary Staff.

Duties of Honoraries:-

1. Every Honorary shall attend the OPD patient, indoor work operation theaters etc. on all days excluding off days and Sundays.
2. Supervising the work of the subordinate Medical Staff.
3. Delivering lectures and hold in clinical demonstrations as per the timetable fixed from time to time.
4. Giving instructions to the postgraduate students as per program fixed by the department of the University.
5. Conducting Annual, Terminal or any other examination as program arranged.
- 6. Participation in conference and other educational programs organized in the institutions.**

O.S.

To exercise general supervision over the working of the staff in the section under him and to guide the staff whenever necessary. To Co-ordinate the working of the section under him. To Assist the superior officers in adm. Matters whenever necessary. To see the proposals for staff additional activities, new medical institutions etc. are put up as per the directions of higher authorities. To attend the grievances of the staff, rep. of the unions, private parties etc. and to help them in the frame of work of rules and regulations in course. To guide the staff in preparing the budget of income and expenditure. To see that cleanliness and neatness is maintained in the office premises.

To do any other duty as may be directed by the superiors.

Matron

The Matron of the hospital is directly responsible to the Medical Superintendent of the hospital for the efficient management of the departments committed to her charge, namely, the Nursing Service of the hospital.

Jr. Asst. Matron.

Responsibilities & Duties:-

-To assist the Matron in day-to-day work.

-To take daily records during her duty hours in advanced wards and supervise and check the work of nursing staff, cleanliness and sanitation upkeep of the wards, proper maintenance of ledgers and records, stock position regarding medicines & linen etc. and report the irregularities to Matron & M.O.

-to check the General Stores of the hospital, to see that necessary articles are indented on Central Stores in advance and supplies are received well in time so that the hospital does not suffer from shortages to see that store ledgers are maintained properly and to report default or irregularity in stores to Medical Superintendent.

-To verify the condemned articles of all the wards and departments, and report the irregularities to M.O. through the Matron.

-To verify the condemned articles of the wards and departments and report the irregularities to M.O. through the Matron.

-To arrange and supervise the mending of linen from the wards and departments.'

To arrange and supervise the work of barbers.

-To assist the Matron in arranging social functions for the nursing staff.

-To help the Operation theatre, O.P.D., A.P. Department, E.N.T. or any other department if required in the case of emergency .

-To carry out any other duties entrusted to be medical superintendent or any other superior office.

To perform any other duty as may direct by the superior authorities.

A.S.O.:- To conduct preliminary enquiry, Attendance record for the security staff General Administration of security department. Protection of Mun. property. Liaison work with respective police station for security related matters. Disaster Management during any untoward incidence.