

CHAPTER - 3

Duties of Officers:

Medical Superintendent:

1. Administrative control of hospital
2. Answerable to Chief Medical Superintendent & Head of Department (Secondary Health Care Services), E.H.O. and higher authorities.
3. Proposal for expansion, improvement of existing facilities, and implementation of same.
4. Co-ordination with Dy. M.S., Sr. M.O. and other staff members,

DUTIES OF DY. MEDICAL SUPERINTENDENT

1. To take daily hospital rounds supervision and attend to patient and staff grievances, inspect drugs for stock positions of medicines and other items as per requirement, arrange for replacement and informed to M.S. Check availability of M.O.'s. on daily basis, supervision of work of all departments of hospital will be assigned to M.O.'s.
2. Routine administrative work, grant leave to all categories to staff, arrangement of substitute as per need.
3. Supervision of O.P.D. checking of records, admissions, discharge, O. T list, waiting list, etc.
4. Supervise working and attendance of Office staff, Honoraries, R.M.O.'s and M.O.'s. Lab. Staff, Kitchen, M.R.O., Ambulance, Hears, Nursing Staff etc.
5. Monitors stock of equipments, consumables, logistics, medicine, surgical items, dietary articles, milk and prepared foods.
6. Attend to staff grievance and inspect field record of outdoor staff. Counseling of Nursing staff, Office Staff, Para Medical Staff, Labour staff with the help of Sr. M.O., A.O., Matron.
7. Sign on imprest bill, remittance, diet, pay sheet, certificates, etc.
8. To Assist M.S. in expansion plan, development scheme, manage duties of M.S. in absence of M.S.
9. Purchase of non schedule items as per delegation of powers.
10. To supervise round outside regular duties, night rounds during emergency.
11. Supervisory control of P.B.C.F.
12. Attend to notes, letters, from patient's relatives V.I.Ps, and routine correspondence with the same.
13. C.A., A.O. (E) for all audit notes with the help of O.S./Scrap materials with the help of H.C.(Store)
14. Conduct enquiry and report further.
15. Supervision of C.D.Os.
16. Member of various committees.
17. To appoint members in respect of various committees and to conduct the meeting.
18. Any other duty assigned by M.S.

ADMINISTRATIVE OFFICER

1. To scrutinize all proposals of establishment section, to supervise the work of appointments, postings transfers, etc.
2. To attend to union matters, cases of disciplinary action etc.
3. To scrutinize important, proposals of accounts and general section.
4. To exercise general supervision on the work of furnishing various information etc.
5. To exercise general supervision over of the office.
6. To attend to the work of general nature not falling within the purview of establishment, accounts and general sections.
7. To perform any other duty as may be directed by M.S. or any other office from time to time.
8. To check the registers and stocks of linen, drugs, dead stock articles, store articles Etc. periodically, and to report any irregularity therein to the M.S.
9. To receive complaints from the nursing staff and to send them to M.S., with her comments after preliminary investigations whenever necessary.

MATRON

The matron of the hospital is directly responsible to the Sr. M.O./Dy. MS./ Medical Superintendent of the hospital for the efficient management of the department committed to her charge, namely, the Nursing Service of the hospital and the Training School for the nurses.

Her duties, therefore are.

To be responsible for the nursing care of the patients in the hospital

1. To distribute nursing staff to the various wards and departments of the Hospital.
2. To take rounds in the hospital to see that adequate nursing care of all the patients including routine care for baths. Treatment. Diet., etc is taken and that a satisfactory standard of nursing care is maintained.
3. To visit all patients and to enquire and investigate their complaints and to report them to Sr. M.O./Dy. M.S./M.S.
4. To see that all wards, departments, kitchen, sanitary blocks and the hospital premises. Are kept well ventilated, clean, and in good condition.
5. To keep records of duties, attendance, capacities, temperament etc. of the nursing personnel in the hospital.
6. To supervise in general the working of nursing and labour staff and to get work done by them.
7. To take immediate steps to meet any emergency of unforeseen situation.
8. To check the registers and stocks of linen, drugs, dead stocks, articles, store articles, etc periodically and to report any irregularity therein to the M.S.,
9. To receive complaints from the nursing staff and to send them to the Sr.M.O. / Dy.M.S. / M.S. with her comments after preliminary investigations whenever necessary.

10. To give assistance during the disbursement of salaries of the nursing staff.
11. To accompany the Sr. M.O./ Dy. M.S./M.S. while take a routine round in the hospital and also during the visit of any distinguished visitor etc.
12. To receive applications from candidates desirous of undergoing nurses training course and to recommend to the M.S. the names of the candidates found suitable for admissions.
13. To co-ordinate with central agency for admission of application for Nursing candidates.
14. To arrange in-service training courses for the nursing staff.
15. To attend to all official correspondence.
16. To perform any other duty as may be directed by Sr. M.O./Dy.M.S./M.S.
17. To take odd hours round.

MEDICAL RECORD OFFICER

1. To exercise supervision over staff of Medical Record Department.
2. To help research workers.
3. To prepare administration report for Municipal Corporation.
4. To exercise supervision over admission office.
5. To exercise supervision over patients Registry.
6. To attend to the correspondence in respect of various certificates to patients.
7. To attend to the complaints of patients and their attending the hospitals.
8. To work as a Liaison between hospital and clinics.

HEAD PHARMACIST

1. To supervise the work of pharmacists and laborers working under him.
2. To see that the medicine prepared by Medicine Tender committee are copied out.
3. To check the stock of medicines and other under his control periodically and as soon as the stock reaches reserve level that is, one month's stock and to see that timely indents for medicine etc are put up on schedule contractors.
4. To see that supplies of medicines and injections against the indents are received and stores at the proper places.
5. To institute risk and cost purchase procedure in the case of defaulting contractors.
6. To maintain an account of costly medicines and injection.
7. To certify bills in respect of medicines etc. received
8. To maintain a dead stock register
9. To see that other dispensary registers are maintained and to check them periodically
10. To watch the expiry dates of medicines and injections by maintaining an expiry date register and to take timely steps to send them to other sister institutions if they cannot be used by the hospital before the expiry dates.
11. To see that hospital stamp is affixed on the all medicines and injections in the dispensary for identification in the case of pilferages.
12. To arrange all items of medicines etc. on the racks provided for the purpose systematically so that they are available readily for issuing, checking etc.
13. To maintain medical store ledger up -to -date for verification of stock by auditors and hospital authorities.
14. To check the entire medical store twice a year.
15. To calculate the cost of drugs and materials supplied from the medical stores to various departments of the hospital separately for the use of performance budgeting.
16. To attend to emergency calls whenever called upon to do so.
17. To perform any other duty as may be directed by the superiors.

TIME KEEPER

1. To be in-charge of the labour staff and be responsible for the proper discipline attendance and substitute arrangements of the labour staff.
2. To be responsible for the proper maintenance and up -keep of the muster role of the labour staff.
3. To supervise the work of Havildar and Asstt. Havildar etc.
4. To prepare a statement showing the number of days each of the members of the labour staff was present, at the close of every month and had it over to establishment section.
5. To receive applications for casual leave, earned leave etc. and to forward them to the office for disposal after endorsing the date of proceeding on leave, resumption of duty, amount of leave already enjoyed.
6. To help the establishment clerk, whenever necessary.
7. To check up the casual leave entered in the muster with that entered in the leave register at the end of every month and to set right irregularities if any.
8. To give surprise visits at nights roll - calls at least once a month.
9. To take occasional rounds at night and report to the office irregularities if any noticed.
10. To help the nursing staff in general, especially with regard to suitability of personnel.
11. To take a round in the labour quarter and report irregular ties.
12. To perform any other duty that may be directed by the superiors.