

CHAPTER 3

Power and Duties of Officers and Employees

1. CHIEF MEDICAL OFFICER

Responsibilities & Duties :

- 1) To take daily rounds in wards for supervision and to attend to complaints, if any by patients and members of Nursing Staff regarding ward work. To inspect ward ledgers and stock position of medicines and other materials etc. and arrange for replenishments and to report defaults, if any, to the Medical Superintendent.
- 2) To attend to routine administrative work of the Hospital including grant of leave to all staff within the purview of delegation of powers and to make substitutes or working arrangement.
- 3) To supervise and check O.P.D. , follow up records, waiting lists, admission and discharge system.
- 4) To supervise the work and attendance of the following staff.
 - a) Office Staff
 - b) Hon. Medical Staff
 - c) Resident Medical Staff
 - d) Technical Staff working in Laboratory/X-Ray etc.
 - e) Staff for kitchen and Ambulance/Hearse.
- 5) To monitor the stock of equipments/machinery, medicines and surgical items and the dietary articles and to check the quality of dietary articles and prepared food.
- 6) To grant leave to staff and to make arrangements in their places with the power delegated and to attend to their grievances and to inspect field books of the outdoor staff if any.

- 7) To sign impress bills, remittances, diet bill, paysheets, U.W.R. Certificates etc. to sanction leave of office and other superior staff, to put up indents and certify bills of non-scheduled items, as per delegation of powers.
- 8) To take surprise rounds in the hospital, outside regular duty hours, especially during emergency duty day.
- 9) To assist Medical Superintendent in various expansion plans and developments schemes and time to time purchase of the same. To attend to all duties of M.S. during his/her absence.
- 10) To exercise supervisory control over the collection, utilization, saving and accounts etc. of P.B.C.Fund.
- 11) To enquire regarding patients and to deal with them in accordance with rules.
- 12) To attend to routine correspondence with outside patients/parties and Municipal Departments such C.A., A.O.(E) W.O. etc. and to see that all audit notes are disposed off.
- 13) To see that old record and scrap material are disposed off regularly.
- 14) To perform any other duty as may be assigned by the Chief Medical Superintendent.
- 15) To conduct enquiries in case of irregularities by Subordinate staff.

Powers:

- | | | |
|----|------------------------------------|-------------|
| 1) | Giving Administrative approval for | |
| a) | Officer Contingencies | 30,000,00/- |
| b) | Stationary articles (Non-Schedule) | 2,000,00/- |
| c) | Store Articles (Non-Schedule) | 30,000,00/- |
| d) | Purchase of deal Hock | 30,000,00/- |
| e) | Purchase of Books 2 Periodicals. | |

2. SR.MEDICAL OFFICER

Responsibilities & Duties :

To supervise ward work operation I.C.U. B.C.G. Section, O.T.P.T. department and all O.P.Ds.

To take rounds in the hospital ward and to arrange suitable remedial measures to set right the defects, if any for ensuring smooth running of hospital.

3. To do emergency duties round the clock in rotation with other M.Os. take surprise rounds in the hospital at additions.
4. To check equipments and appliances in all wards, O.T.P.T. department I.C.U. and O.P.Ds. and arrange for their repairs urgently.
5. To attend to complaints of patients and their relatives.
6. To supervise the medico-legal work and to see that all formalities required to be recorded on papers are completed in all cases admitted to hospital.
7. To supervise school clinic work and to co-ordinate the working of M.O. (Schools) and different departments of the hospital.
8. To assign duties to interns as per University Programmer, to check their diaries and to give them completion certificate.
9. To check ward stores and medicine and general stores periodically.
10. To supervise the work of Medical Record department.
11. To supervise the working of mobile dispensary attached to the hospital.
12. To arrange and sanction blood, spectacles and other appliances from Pour Box Fund as per delegated powers.
13. To scrutinize ward indents and boreal age reports.
14. To arrange for emergency duties and to attend emergency duties himself/herself whenever required.
15. To supervise opening of Boor Boxes and collection of amounts therefore and its remittance.

16. To obtain sanction of Medical Supdt. For costly drugs for use of Patients in the hospital.
17. To check attendance of R.M.O's Registration Assistants and Technician staff in Radiology, Pathology, Dispensary etc.
18. To attend to Civil Defence Correspondence and training programmer.
19. To arrange for transfer and reference of patients and arrange for their investigations which are not done in the hospital.
20. To make arrangements for handing over dead bodies to patients relatives and to check death certificates etc. before handing over of dead body.
21. To supervise to work of staff on ambulance and hearse attached to the hospital.
22. To attend court matters and courts when required in cases.
23. To issue permission to remove dead bodies outside Greater Bombay limits.
24. To issue re-opening of grave certificate.
25. To arrange blood from outsides for patients when not available in the hospital blood bank.
26. To assist Chief Medical Officer/Dy.M.S. in day to day administration and look after the work of C.M.O. in his absence.
27. To conduct enquiries of subordinate staff in case of any irregularities.
28. To perform any other duty as may be directed by the M.S./C.M.O.

Powers :-

- 2) Giving Administrative approval for
 - i. Office contingencies 30,000,00/-
 - ii. Stationery articles (Non-schedule) 2,000,00/-
 - iii Store Articles (Non-schedule) 2,000,00/-
 - iv Purchase of deal Hock 2,000,00/-
 - v Purchase of Books 2 Periodicals.

3. MEDICAL FFICER

Responsibilities & Duties –

a) **Clinical** : To attend OPDs and wards 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 and 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 sends outside.

8. All new admissions.

9. Lecturer on emergency duty present are not.

10. RMOs of emergency duty present or not.

11. Overtime book to be checked.

12. V.T.P. 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 Munl. OPD and sing. Munl. Muster.
19. Transfer in and out of hospital.
20. Any/Untoward incidence.
21. Give ARV in the morning.

Most are directed to take rounds between 10.00p.m. to 1.00 p.m. check the following.

All new admission and serious patients.

Indoor Pts. Paper should be checked for notes of RMOs whether treatment has been started and whether the concerned lecturer and Registrar has been the patient.

Powers : As delegated by Chief Medical Officers.

4. 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 time table 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.

3. Jr. Asst. Matron

Responsibilities & Duties :

1. To assist the Matron in day-to-day work.
2. 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 and linen etc. and report the irregularities to Matron & M.O.
3. 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.
4. To verify the condemned articles of all the wards and departments and report the irregularities to M.O. through the Matron.
5. To arrange and supervise the mending of linen from the wards and departments.
6. To arrange and supervise the work of barbers.
7. 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.
8. To carry out any other duties entrusted to the Medical Superintendent or any other superior office.

Powers : As delegated by Chief Medical Officers.

6. Sister in charge

Responsibility & Duties :

- 1) To assign work to the nursing and labour staff.
- 2) To maintain co-ordination and discipline among the nursing and labour staff.

Nursing – Care of Patients :

1. To regular admission and discharge of patients.
2. To indent diet for patients.
3. To take rounds with the Medical staff and assist the Medical staff in examination of patient and treatment.
4. To assist and supervise clinical investigation,pre
5. To maintain patients records.
6. To intimate Matron if special emergencies in the ward.

Ward Management :

1. To arrange for cleanliness of the ward, its annexes and environments.
2. To see regarding upkeep and repairs of linen and ward equipments.
3. To keep dangerous drugs in custody.
4. To put up indents for drugs, surgical supplies, stores diets and linen.
5. To maintain stock ledgers.
6. To issue store articles.
7. To be responsible for the patients valuables and clothes.

General :

1. To participate in professional activities.
2. To perform any other duties related to nursing service.
3. To do any other work that may be assigned to her by the Matron/Superintendent/M.O.

Powers : As delegated by Chief Medical Officers.

7. Staff Nurse :

Responsibilities & Duties :

- 1) To assist the Ward sister and act for her in her absence.
- 2) To take over from the night nurse of the medical ward including of various specimens such as stoles, urine, sputum etc. and arrange to send them to the Pathological department for examination and report.
- 3) To prepare in surgical wards dressing trolleys and to help the Doctor in the skin preparation of the patients for operation and to see to other general preparation of the patient before being sent to the theatre.
- 4) To take rounds with the House surgeon when sister is busy with the Honorary staff or when off-duty.
- 5) To give medicines and injections as directed.
- 6) To write report of every patient in the ward report book and of the seriously ill patients in the general report book of the Hospital.
- 7) To serve and supervise the patients diets in the evening.
- 8) To help the ward Doctor in giving intravenous and innamoucular injections, and various other puncture taping aspirator, venesection, artificial pneumothoax caline infusions, blood transfusions, dressing of surgical wounds etc.
- 9) To keep record of all the injections given to the patients during the day.
- 10) To keep a proper stock of various articles required for the daily ward use, and inform the ward sister or the indent days about the things required be indeed for the work.
- 11) To perform night duty as Assistant to Night Superintendent. Whenever the turn comes.

Powers : As delegated by Sister in charge.

8. X-Ray Technician :

Responsibilities & Duties.

1. To check up and arrange with forms all the x-ray films taken on the previous day.
2. To take routine x-rays like chest, spine, skull etc. with proper labeling and identification.
3. To assist in special investigations e.g. barium studies, angiography's myelography, bronchography, I.V. pyelography, cystography, splenography, aortography, arteriography, hysterosalpingography etc.
4. To assist the Hon Radiologist while reporting the X-ray films.
5. To keep day to day account of x-ray films utilized.
6. To prepare and arrange the museum films.
7. To supervise the dark room work.
8. To give appointments make entries in the register. Pin up the x-ray films and arrange dispatch of x-ray films if directed by Hon. Radiologist, Resident radiologist, M.S., A.M.O.(Admn.)etc.
9. To keep record of films indented used and in balance every day.
10. To work in emergency duty whenever asked for.
11. To keep and assist in keeping accounts of the articles in the department in order.
12. To take care of x-ray machines and arrange for cleaning the same and carry out other radiology duties under supervision and guidance of Radiologist.
13. To supervise the work of subordinate staff, such as x-ray assistants, attendants and servants.
14. To give appointments in consultation with the medical staff for specialized work.
15. To attend portable x-ray calls and to see that machines are not damaged during transit.

16. To clear the cassettes and intensifying screens periodically.

To do any other work assigned by the Head of the department.

Powers : As delegated by Chief Medical Officer.

9. Laboratory Technician

Responsibilities & Duties :

1. To help the Medical Officers in the respective departments in the routine Laboratory work.
2. To supervise the cleanliness of laboratory.
3. To look after cleanliness and proper maintenance of the instruments and apparatus in the respective sections.
4. To assist in the preparation of Medicine, Reagents & Mucus specimen etc. in the respective sections.
5. To receive articles and materials from the stores and to maintain ledgers regarding equipments and materials used in the laboratory.
6. To help Medical Officers in entering the reports of Laboratory examination in the dispatch book.
7. To report breakages and enter them in the breakage book.
8. To make themselves useful in general way to the Medical Officers in their duties.
9. To carry out some laboratory investigations independently.
10. To carryout some specialized type of work special training and processing or biochemical investigations and to help in research work.
11. To perform any other work that they are directed to carry out by the hospital supervisory staff.

Powers : As delegated by Chief Medical Officer.

10. Sr.Pharmacist :

Responsibilities & Duties :

1. To supervise the work of pharmacists and laborers working under him.
2. To see that the medicine schedules prepared by K.E.M. hospital are copied out.
3. To check the stock of medicines and other items under his control periodically and as soon as the stock reaches the 'reserve level' that is, one month's stock and to see that timely indents for medicines, etc. are put up on scheduled contractors.
4. To see that supplies of medicines and injections against the indents are received and stored at the proper place.
5. To institute risk and cost purchase procedures and injections.
6. To maintain an account of costly medicines and injections.
7. To certify bills in respect of medicines and injection.
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 dates register and to take timely steps to send them to other sister institutions. If they cannot be used by hospital before the expiry dates.
11. To see that hospital stamp is affixed on 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 upto date for verifications 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 medical stores to various departments of the hospital, separately. For the purpose to 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.

Powers : As delegated by Chief Medical Officer.

11. Head Clerk :

Responsibilities & Duties :

1. To scrutinize all proposals of Establishment Section to supervise the work of appointments, posting, transfers etc.
2. To attend to Union matters, cases of disciplinary actions etc.
3. To scrutinize important – proposals of Accounts and General sections.
4. To exercise general supervision on the work of furnishing various information etc.
5. To exercise general supervision over 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 as may be directed by the M.S. or any other officer from time to time.

Powers : As per M.S.R.Rules.

12. M.R.T.

Responsibilities & Duties :

1. To exercise supervision over staff to Medical Record Department.
2. To supervise and guide completion compilation and disposal of medical record.
3. To help research workers.
4. To prepare Administration Report for Municipal Corporation and for Surgeon General, Govt. of Maharashtra.

5. To exercise supervision over patients 'Registry at T.B.Clinics.
6. To exercise supervision over admission office.
7. To attend to the correspondence in respect of issue of various certificates to patients.
8. To attend to the complaints of patients and their relatives attending the hospitals.
9. To work as a Liason Officer between Hospitals and clinics.

Powers : As delegated by Chief Medical Officer.

13. C.D.O.

Responsibilities & Duties :

To help patients in their difficulties.

To secure help for needy patients for charities.

To study social situation of patients.

To keep case record of Medico social work.

To follow up treatment of patients.

To arrange for recreational and social activities of patients.

Powers : As delegated by Chief Medical Officer.