

# MANUAL NO 2

The powers and duties of its  
officers and employees

# DELEGATION OF POWERS TO DEAN AND SUBORDINATE OFFICERS AT THE 4 MUNICIAPLS HOSPITALS

i.e. (1) K.E.M. (2) Nair (3) L.T.M.G. (4) Nair Hospital Dental College

(Under Section 68 of BMC Act 1888)

Sanctioned by DMC (GA)/AMC (WS) under No. D.M.C.(GA)/9107 dtd.15.6.99

Earlier delegation was approved by D.M.C.(P) under MDJ/7189 dt. 13.10.86 and MDJ/3016 dtd. 25.3.87

| Sr. No. | Nature of Power  | Dean             | Dy. Dean | Ward Officer | Admn. Officer | Asstt. Dean | Office Suptd. | Prof. & Head I/c. Deptt. | Matron | A.E.   |
|---------|--|------------------|----------|--------------|---------------|-------------|---------------|--------------------------|--------|--------|
| 1       | 2  | 3                | 4        | 5            | 6             | 7           | 8             | 9                        | 10     | 11     |
| 01.     | Office Contingencies (Except furniture)                                | On par with DMCs | 50,000   | 30,000       | 5,000         | 1,000       | 250           | 5,000                    | -      | 5,000  |
| 02.     | Stationery Articles  | On par with DMCs | 50,000   | 30,000       | 5,000         | 1,000       | 250           | 2,500                    | -      | 500    |
| 03.     | Clothing and articles such as waterproof coats, cumbles umbrella, etc. | On par with DMCs | 50,000   | 30,000       |               |             |               |                          |        |        |
| 04.     | Seeds and Plans  | On par with DMCs | 2,000    | 2,000        | 500           |             |               |                          |        | 100    |
| 05.     | Stores including   | On par with      | 50,000   | 30,000       | 2,000         | 1,000       | 1,000         | 2,000                    | -      | 10,000 |

|     |  |                     |        |        |       |       |       |       |   |   |
|-----|--|---------------------|--------|--------|-------|-------|-------|-------|---|---|
|     | X-ray materials<br>electricity<br>appliances<br>printed matter<br>stationery tools<br>required for<br>garden and<br>gymkhana<br>repairs including<br>servicing,<br>polishing, etc. | DMCs                |        |        |       |       |       |       |   |   |
| 06. | Books  | On par with<br>DMCs | 25,000 | -      | -     | -     | -     | -     | - | - |
| 07. | Dead Stock<br>(Furniture)  | On par with<br>DMCs | 50,000 | 30,000 | 5,000 | -     | -     | 5,000 | - | - |
| 08. | Medicine<br>Appliances   | On par with<br>DMCs | 50,000 | 30,000 | 3,000 | -     | -     | 5,000 | - | - |
| 09. | Dietary Articles   | On par with<br>DMCs | 50,000 | 30,000 | 3,000 | 2,000 | 2,000 | 500   | - | - |
| 10. | Disposal of<br>movable<br>property, large<br>items like<br>sterlizers,<br>furniture, steel   | On par with<br>DMCs | 10,000 | 10,000 | 2,000 | -     | -     | -     | - | - |

|     |  |  |              |                                    |       |       |     |       |   |        |
|-----|--|--|--------------|------------------------------------|-------|-------|-----|-------|---|--------|
|     | items  |  |              |                                    |       |       |     |       |   |        |
| 11. | Medicines and articles from Poor Box Charity Fund  | In all cases                               | 30,000       | -                                  | -     | 5,000 | -   | -     | - | -      |
| 12. | Departmental Works   | On par with DMCs                           | 100,000      | 50,000                             | -     | -     | -   | -     | - | 10,000 |
| 13. | Tenders – authority to invite and opening tenders for medicine instruments and other hospital college recruitments | On par with DMCs                           | 100,000      | 50,000                             | 5,000 | 1,000 | 200 | 5,000 | - | 10,000 |
| 14. | Disposal of unserviceable articles such as linen, bottles, forceps   | On par with DMCs                           | 30,000       | -                                  | 500   | -     | 500 | -     | - | 500    |
| 15. | Appointments including medical nursing, engineering  | Authorised to make initial recruitment Ag. | Same as Dean | Authorised to make recruitment Ag. |       |       |     |       |   |        |

|     |                                     |   |   |   |   |  |  |  |  |  |
|-----|-------------------------------------|---|---|---|---|--|--|--|--|--|
|     | technical staff<br>subject to audit | Appointments<br>of Lab.<br>category<br>subject to<br>rules and<br>regulations<br>and in all<br>cases of<br>Resident<br>medical staff<br>with tenure<br>post |   | Appoint-<br>ments of<br>Lab.<br>categories<br>in<br>emergency<br>only rules<br>and<br>regulations           |   |  |  |  |  |  |
| 16. | Increments                          | In all cases in<br>respect of<br>staff working<br>under him/her   | Increments to<br>Nursing &<br>Medical<br>Officers<br>working<br>under him/her | Increments<br>to nursing<br>staff, Head<br>clerks,<br>MRO,<br>Officer<br>Routine<br>maint.<br>Sr.S.I.) etc. | Employees in<br>labour Tech.<br>And<br>subordinate<br>including H.C.,<br>S.S., M.R.O.,<br>Sr. S.I. etc. |  |  |  |  |  |
| 17. | Promotion                           | Promotions in<br>respect of<br>superior and<br>labour staff   | Promotions in<br>respect of<br>labour staff<br>subject to                     | Promotions<br>in respect of<br>labour staff<br>subject to   | Promotions in<br>respect of<br>labour staff<br>subject to rules   |  |  |  |  |  |

|     |  |   |                                    |  |                                    |  |  |  |  |  |
|-----|--|---|------------------------------------|--|------------------------------------|--|--|--|--|--|
|     |  | subject to rules and procedures including those of MMSS Board / Promotion Committee | rules & procedures                 | rules & procedures   | & procedures                       |  |  |  |  |  |
| 18. | Punishment (short of dismissal) including fining and suspending subject to procedure and rules and regulations | On par with DMCs<br>All staff whose appointing authority is DEAN                    | Staff belonging to labour category | Staff belonging to labour category   | Staff belonging to labour category |  |  |  |  |  |
| 19. | Resignations   | On par with DMCs  | Same as Dean except Medical Staff  | Authorised to accept resignations working under him except Medical & Nursing |                                    |  |  |  |  |  |

|             |  |                  |  |  |   |  |  |  |  |  |
|-------------|--|------------------|--|--|---|--|--|--|--|--|
|             |  |                  |  | Staff  |   |  |  |  |  |  |
| 20.         | Powers of granting of leave subject to rules regulations and audit | On par with DMCs | Authorised to sanction<br>Leave for any period to any employee subordinate to him whose appointing authority is M.C. | Authorised to sanction leave for any period to any employee working under him. This power is restricted to categories other than Med. Para-medical staff | Authorised to sanction leave for any period to any employee subordinate to him upto H.C.'s category. This power is restricted to categories other than Paramedical, Nursing staff. Leave other than C.L. upto 7 days to Nursing staff | Authorised to sanction leave upto 30 days to employees working under him in the category of Nursing, Paramedical staff such as MSW, OT & PT, staff | C.L. to labour staff subject to rules & also to the Superior staff subordinate to him upto 7 days a time | C.L. to any employee Working under him in the department | C.L. upto 7 days to any members of Nursing Staff subordinate to her. |  |
| 20.<br>(ii) |  | On par with DMCs | CL in all cases of employees subordinate to him/her  | C.L. in all cases of employees subordinate to him/her  | C.L. to employees Sub. Lab. Tech. Superior staff including O.S., H.C.s,   | C.L. upto 7 days to staff subordinate to him/her   | Authorised to sanction leave to staff Upto 33 days   |  |  |  |

|       |  |                      |   |   |   |   |   |  |  |  |
|-------|--|----------------------|---|---|---|---|---|--|--|--|
|       |  |                      |   |   | S.S., M.R.O.<br>Officer Routine<br>Maint. (Sr.S.O.)   |   |   |  |  |  |
| (iii) |  | C.L. in all<br>cases | C.L. in all<br>cases to the<br>staff working<br>under him   |   |   |   |   |  |  |  |
| (iv)  |  | On par with<br>DMCs  | Same as<br>Dean to the<br>staff working<br>under<br>him/her | Same as<br>Dy.Dean to<br>the staff<br>working<br>under<br>him/her |   |   |   |  |  |  |
| (v)   | Leave and<br>Service sheets                | In all cases         | In all cases  | In all cases  |   |   |   |  |  |  |
| 21.   | Routine<br>Correspondence                  |                      |   |   | To attend the<br>office<br>correspondence<br>in all cases                                   | To attend the<br>office<br>correspondence<br>in all cases | To attend the<br>office<br>correspondence<br>in all cases |  |  |  |
| 22.   | Sanction<br>advance from<br>provident Fund | In All cases         | In all cases<br>subordinate<br>to him                       | In all cases<br>subordinate<br>to him                             | In all cases,<br>except medical<br>& nursing,<br>paramedical<br>staff upto HC's<br>category |   | To employees<br>subordinate to<br>him/her                 |  |  |  |



[illegible]

[illegible]

|     |   |   |   |              |              |              |              |   |   |   |
|-----|---|---|---|--------------|--------------|--------------|--------------|---|---|---|
|     | poor boxes to be attended to  |   |   |              |              |              |              |   |   |   |
|     | Certifying heirship for purposes of PF, Pension Claims  | In all cases                                | In all cases  | In all cases | In all cases | In all cases | In all cases |   |   |   |
|     | Issuing work order/Purchase Order after purchase administratively approved & tender accepted. | In all cases                                | In all cases  | In all cases | In all cases |              |              |   |   |   |
| 25. | Acceptation of donation if they are unconditional   | In all cases                                | -   | -            | -            | -            | -            | - | - | - |
| 26. | Charge allowance for looking after the work   | In all cases upto 4 months subject to audit | In cases of Nursing/para-medical staff upto 4 months subject to audit | -            | -            | -            | -            | - | - | - |

|     |  |   |              |              |              |              |   |   |   |   |
|-----|--|---|--------------|--------------|--------------|--------------|---|---|---|---|
| 27. | To remove vendors from Municipal hospital premises   | In all cases  | In all cases | In all cases | -            | -            | - | - | - | - |
| 28. | Issue of notice under section 313, 313A 313B, of MMC Act to abate hawkers nuisance   | In all cases  | In all cases | In all cases | In all cases | In all cases | - | - | - | - |
| 29. | Powers to make appointment to the post whose appointing authority is M.C. on adhoc basis upto 4 mths only subject to rules and regulations | Authorised subject to the candidate fulfilling the qualifications prescribed for the post |              |              |              |              |   |   |   |   |
| 30. | To grant overtime allowance  | Sanctioning authority is Dy.C.A/C.A.  | -            | -            | -            | -            | - | - | - | - |
| 31. | Spl. Leave to teaching staff   | On par with DMCs  |              |              |              |              |   |   |   |   |

|     |   |                                |  |  |  |  |  |  |  |  |
|-----|---|--------------------------------|--|--|--|--|--|--|--|--|
|     | appointed as examiners & staff deputed for conference & sports etc.               |                                |  |  |  |  |  |  |  |  |
| 32. | Signing of contracts  | On par with DMCs               |  |  |  |  |  |  |  |  |
| 33. | Signing Bonds of service to be given by students of Med. Colleges/Dental Colleges | Authorised to sign             |  |  |  |  |  |  |  |  |
| 34. | Releasing MBBS/BDS graduates from the bonds                                       | With prior sanction of AMC/MC. |  |  |  |  |  |  |  |  |
| 35. | Signing of surety bonds from the employees  | Authorised to sign             |  |  |  |  |  |  |  |  |

|     |                  |                     |  |  |  |  |  |  |  |  |
|-----|------------------|---------------------|--|--|--|--|--|--|--|--|
| 36. | Releasing salary | On par with<br>DMCs |  |  |  |  |  |  |  |  |
|-----|------------------|---------------------|--|--|--|--|--|--|--|--|

Sd/ 8.2.99

Dr.(Smt.) P.M.Pai

Director (ME & MH)

GGN/195 of 5.7.99

sd/

Shri S.B.Patil

DMC (GA)

sd/9.6.99

Shri G.S.Gill

A.M.C.(W.S.)

Copy for information, necessary action, guidance and record to:- DEAN (G&K), DEAN (N&T), DEAN (DENTAL COLLEGE), DEAN (LTMG), C.A.(E)  
C.A.(ESTT-II), C.A.(FINANCE), C.A.(TREASURY), C.S., DY.C.A.(HOSPITALS), P.A.TO A.M.C.(W.S.), P.S.to D.M.C.(GA), A.A.(KEM), A.A.(Nair), A.A.(LTMG)

# MUNICIPAL CORPORATION OF GREATER MUMBAI

No. MGH/720

DT.10.4.2000

## Office Order

Sub: Delegation of powers to Dean and their subordinate officers at the  
Four Municipal Medical Colleges

Ref: 1. Original sanctioned by DMC(GA)/

AMC(WS) under No.DMC(GA)/9107 dt. 15.6.99

2. AMC(WS)'s sanction No.CTA/VIP/462 dt.30.3.2000

3. AMC (WS)'s sanction No.AMC/WS/6290 dt/ 27.3.2000

Pursuant to sanction referred herein above, the delegation of powers of Asst.Dean,  
(AHO) are slightly modified as

| Sr.No.of<br>Original<br>Delegation<br><br><i>Power</i> | Nature of Power  | Financial power upto<br>Rs. |
|--|--|-----------------------------|
| 1.   | Office contingencies<br>(except furniture)   | 10,000                      |
| 2.   | Stationery articles  | 10,000                      |
| 3.   | Clothing & articles such as<br>waterproof coats, cumbles, umbrella etc.  | 10,000                      |
| 4.   | Seeds & plants   | 10,000                      |
| 5.   | Stores including x-ray materials electrical<br>appliances printed matter stationery tools<br>required for garden and gymkhana repairs<br>including flooring, polishing, etc. | 10,000                      |
| 6.   | Dead stock (furniture)   | 10,000                      |
| 7.   | Medicine & appliances  | 10,000                      |
| 8.   | Dietary articles   | 10,000                      |
| 9.   | Disposal of movable property, large items<br>like sterilizers, furniture steel items   | 10,000                      |

|     |   |        |
|-----|---|--------|
| 10. | Medicine and articles from poor box charity funds   | 10,000 |
| 11. | Departmental works  | 10,000 |
| 12. | Tenders authority to invite and opening<br>tenders for medicine instruments and<br>other hospitals and college requirements | 10,000 |

|                 |            |                 |
|-----------------|------------|-----------------|
| sd/-            | sd/-       | sd/-            |
| A.O.(Nair)      | Dean (N&T) | Director (ME&Y) |
| &               |            | &               |
| I/c. Legal, Med |            | Dean (Dental)   |
| Matters         |            |                 |

Copy for information, necessary action, guidance and record to:- DEAN (G&K),  
DEAN (N&T), DEAN (DENTAL COLLEGE), DEAN (LTMG), C.A.(E)  
C.A.(ESTT-II), C.A.(FINANCE), C.A.(TREASURY), C.S., DY.C.A.(HOSPITALS),  
P.A.TO A.M.C.(W.S.), P.S.to D.M.C.(GA), A.A.(KEM), A.A.(Nair), A.A.(LTMG)]



# DUTIES OF THE VARIOUS POSTS

## DUTIES OF THE POST OF DEAN

To be responsible for the efficient administration of the Hospital and College, and attend meeting of different Committees whenever required; To attend to all administrative problems including Administration Reports, Budget Proposal and expenditure of the Hospital and College. To exercise control and supervision over the entire staff and to deal with all establishment matters; To attend to all matters pertaining to the patients including the requirements and up keep of the movable and immovable properties, equipments, apparatus, stores, medicines, diet, furniture and fixtures etc. of the College and the Hospital to the extent of powers vested in him; To maintain discipline among the students and attend to all matter pertaining to students in respect of their admission in the College and hostel, leave , granting of terms, punishments , facilities of sports, gymkhana, scholarships, free studentships, arranging Time tables, their posting in various departments of the Hospital, arranging post-graduate classes and research work and maintenance of library to attend to such other work as would be beneficial to the general interest of the College and Hospital as well as to the interest of the student and the medical, nursing and other staff ; To attend the meetings of the various bodies of the University of the Bombay Nursing Council and of the Indian Research Fund Association etc. and to correspond with other bodies and authorities in this connection; To supply information periodically to such recognised authorities and individuals as may be requested in respect of the College and Hospital.

## DUTIES OF THE DY. DEAN

### OFFICE:

#### A- Office Supervision

1. Supervision of correspondence with the Corporation, Municipal Commissioner and other Municipal Heads of Departments, Govt. & other parties, subject to the general approval of the Dean.
2. Supervision over the preparation of the Annual Reports and other statistical reports.
3. To see if hospital apparatus, instruments and equipments are in working order.

#### B- Repairs & Maintenance-

1. Supervision over the work concerning repairs to and maintenance of buildings, roads, electricity, gas, drainage, water supply, garden, hospital equipment furniture, X-Ray mechanical appliances etc.

#### C- Poor Patients Fund-

1. To collect money from boxes once a month and hand over to the Accounts Clerk.
2. To certify bills and sign cheques as per powers delegated.
3. To sign requisitions and indents for Poor Patients' Fund requirements.

### STORES

1. To sign indents for purchase of stores, linen, furniture and drugs, etc.
2. To generally supervise and to check periodically stores (General drugs, linen etc.).
3. To enquire into and dispose of breakage, condemned and loss reports as per powers delegated.
4. To inspect articles (stores, instruments, equipment and linen etc.) as to their quality and periodic check of receipts.
5. To certify bills as per delegation of powers.
6. To attend to correspondence regarding the purchase or disposal of stores and quotations therefore as per powers delegated.

7. To attend to the disposal of unserviceable articles as per powers delegated.

### **HOSPITAL:**

1. To take round the hospital once a day as per programme and by turn in the night and

to control and supervise over general nursing, treatment diet and general arrangements

regarding patients.

2. To supervise and control over the number of admissions and discharges.
3. To be generally supervise the arrangements and working of the O.P.D.
4. To be generally in charge of the casualty department and to supervise generally work of Casualty Officer.
5. To supervise the work of the R.M.Os. in general and to supervise generally work of undergraduate and postgraduate students.
6. To carry out surprise checks of the money in the hospital safe.

### **MEDICO-LEGAL**

1. To supervise the correspondence with Police, the Coroner, Chemical Analyser, Law Courts etc.
2. To instruct the casualty officers generally as regards giving evidence in courts.
3. To give evidence in any medico-legal case when the Dean so desires.
4. To supervise the issues of insurance certificates.

### **STAFF:**

1. The Honorary staff: To attend to their general needs and requirement.
2. The Resident Medical Officers & Externs:
  - (a) To attend to their working, discipline and to generally help them in their difficulties.
  - (b) To grant leave as per powers delegated and to recommend leave for longer period promotions etc.

- (c) To keep an eye on the general running of the messes in the institution.

3. The Nursing Staff:

- (a) To help the Matron whenever requested regarding the posting and promotion of the nursing staff, correspondence with outside hospital, record of nurses work.
- (b) To help her generally in the Nurses' Welfare Fund and in organizing functions.
- (c) To help the Matron generally in her difficulties with the nursing school.
- (d) To sign nurses' service books or service sheets.
- (e) To sign Railway Concession forms.
- (f) To grant leave to Nurses as per powers delegated.
- (g) To attend to complaints.

4. Office Staff:

- (a) To attend to matters dealing with discipline, leave, postings, promotions etc. of the clerical and dispensary and other staff.
- (b) To sign their service books or service sheets.

5. Inferior and Labour Staff:

- (a) To award disciplinary punishments and to grant leave as per powers delegated.
- (b) To generally supervise the selection and appointments, posting promotions etc.
- (c) To recommend for more strict disciplinary action whenever needed.
- (d) To sign the service books/sheets of those that are on permanent staff.
- (e) To help the officers in charge of the Welfare Centre.
- (f) To attend Peshi Committee and dispose of Peshi Cases. To hold departmental enquiry in the matter of disciplinary action against delinquent members of the staff as per delegation of powers to competent enquiry Officer.

6. School Clinics:-

- (a) To supervise the working of the clinic.
- (b) To help the medical officers in charge generally.
- (c) Correspondence in connection with it.
- (d) To supervise the writing of the annual report.

General

- (a) To sign pay sheets as per delegation of powers.
- (b) To help the Dean in all other matters concerning the staff and their welfare work.

College

1. To arrange the duties of students under different honoraries at Nair and Sion Hospitals after they pass their first M.B.B.S.
2. To arrange duties of interns.
3. To attend to the work regarding granting admissions to hostel.
4. To take round in the hostel and to generally supervise its working.
5. To take rounds in the various departments of the college.
6. To assist Dean in the purchase of costly equipments and apparatus.
7. To generally supervise the working of the students section.
8. To help the Dean in matters concerning various research problems undertaken in the Hospital and College.
9. To help in the teaching of Medical Jurisprudence, whenever required.
10. To attend to Peshi Cases and to hold departmental enquiries as per powers delegated in the matter of disciplinary action against delinquent members of the staff as competent Enquiry Officer.

***FIRE BRIGADE***

1. To examine, treat and certify leave etc. in respect of the staff of Fire Brigade Department as a Fire Brigade Surgeon.

## DUTIES OF PROFESSOR AND ASSOCIATE

### PROFESSOR

- 1) That the appointment which he/she holds in a full time one and involves :
  - a) Taking lectures for undergraduate students as per the time table notified from time to time.
  - b) Conducting tutorial classes.
  - c) Arranging the teaching programme in consultation with head of the department and dean including attendance/stay etc. at rural and urban health centers.
  - d) Periodically grading and testing of students.
  - e) Supervision of practical classes,demonstration,department and periodical checking of stores,muster,dead stock register, library, maintenance of costly instrument received in the department, experimental and clinical work done in the department and any other work in the department as will be assigned by the head of department / dean.
  - f) Supervision of the over of the student and instruction to the student in the words.
  - g) Will have to teach serve as a examiner and accept any other assignment given by the University of Mumbai,Maharashtra University of Health Science.
- 2) The post in which he/she has been appointed is a full time one and he/she will have to devote his/her whole time and attention to the duties interested to his/her by the head of the department/superior and dean as the case may be.
- 3) Being associated with the teaching institution he/she will endeavour to take part in such activity of the institution such as conducting research, publication of scientific papers and participation in conference/workshop/seminar etc.
- 4) When he/she is “on call” duty he/she must his/her senior informed about his/her whereabouts so that he/she can be contacted easily.
- 5) He/she should behave politely and courteously with the patients, their relatives, elected public representatives, member of hospital staff and visitors.

- 6) He/she will be required to attend any meetings that may be conveyed by the dean/Dy.dean/AMO/Sr.Professor/Head of the department for which he/she is invited.
- 7) Membership of the T.N.Medical college staff society is compulsory. He/she will have to attend meeting of the society regular.
- 8) He/She will submit detailed account along with receipt, attendance certificate etc.against the advance receipt by him/her towards TA/DA for attending conference within one week after the conference is over.

### **DUTY OF LECTURER**

- 1) He/She will obtain prior sanction of the Dean before attending conference, Seminars, work shops etc. either in India or abroad. He/She will execute a service agreement bond as stipulated by the corporation authorities when necessary.
- 2) He/She attend to any other work assigned by the superior authority.
- 3) He she when on call must keep seniors informed about his/her whereabouts so that she can be contacted easily.
- 4) He/She should behave politely with patients, their relatives, members of the hospital staff and visitors.
- 5) He/She is directed to attend any meeting that may be convened by the Dean/Assistant Dean/AMO/Senior Professor for which he/she is invited.
- 6) He/She duty hours will be according to the working of the department where he/she is posted and the convenience of the department. This includes rotation to peripheral hospital.
- 7) The post in which he/she has been appointed as a full time one and he/she will have to devote his/her whole time and attention to the duties interested him/her by the head of the department, superior, and dean. As the case may be.
- 8) He/She should be not connected with the any other institution without the prior permission of the competent authority.
- 9) He/She will not be allowed any private practice of any kind.
- 10)He/She will be governed by the municipal service regulation and Bombay Muncipal Corporation pension rules (9) 3.



- 11) He/She will be governed by the municipal servant and discipline rules as modified from time to time. A copy of the rule will be available for perusal with the office establishment section.
- 12) He/she is directed to sign the muster roll regularly at the prescribed time of attention failing which he/she will be treated as absent from the duty. Any unauthorized absent will be treated as leave without pay or absence without pay at the discretion of the administration.
- 13) He/She must not take part in any illegal strike or carry out any such activity which will directly/indirectly caused hard ship to the patient attending the municipal hospital and thus dislocate health service of the municipal corporation of greater Mumbai.
- 14) He/She is transferable to other municipal institutions (including peripheral hospitals) if necessary.

### **Duties of Sr. Technicians**

- 1) Receive samples, dispatch & Write reports, give appointment.
- 2) Blood Collection, Supervise work of technicians and other staff in the laboratory.
- 3) Numbering of samples, entry in registers,
- 4) Prepare reagents, stock solutions, stains etc.
- 5) Indent chemicals glassware
- 6) Carry out the various tests that are done in that particular section.
- 7) Maintenance of record.
- 8) Will assist JSO/SSO in carrying out quality control programmes, various research projects.
- 9) Assist in managing emergency work.
- 10) Help in establishing new tests/ techniques.
- 11) Maintenance of equipments, repairs, Ledger maintenance.
- 12) Will perform duties as indicated by the I/C of the section.

## **Duties of Laboratory Tech.**

- 1) Receiving of samples.
- 2) Blood Collection
- 3) Numbering of the samples and enter in the book.
- 4) Separation and preservation of sera
- 5) Giving appointments
- 6) Ledger maintenance
- 7) Indenting chemicals and glass ware
- 8) Preparation of regents and stains.
- 9) Writing the report and maintaining of report book.
- 10) Dispatch the report.
- 11) Attending O.P.D. and operation theatre.
- 12) Special staining of slides and cutting the blocks.
- 13) Preparation of stains.
- 14) Complete investigation of the samples.
- 15) Routine and special staining.
- 16) Slides and cutting blocks.
- 17) Any other work given by Dean ,Asstt.Dean. & Head of the department.

## **Duties of Sr. Scientific Officer**

- 1) To supervise technical staff in section
- 2) To Standardize biochemical investigation
- 3) To take demonstration classes for M.B.B.S. students
- 4) To take part in extra curricular activities
- 5) Organize the departmental works in carrying at routine tests and sign daily reports.
- 6) Check reagents required for the routine tests
- 7) Maintain of Ledger
- 8) Maintain of instrument

Any other work has to be carried out as desired by Dean. Asstt. Dean and Head of the dept.

### **Duties of Jr. Scientific Officer (Blood Bank)**

- 1) Supervision of technical work.
- 2) Follow up of atypical antibodies and P.T. reactions.
- 3) Helping technicians in their routine work.
- 4) Keeping monthly/ daily record.
- 5) Checking stock.

Any other work has be carried out as desired by Dean ,Asstt.Dean & Head of the Dept.

### **Duties of Jr.Scientific officer.**

- 1) Handling of radioisotopes and equipments required for radioisotope work and maintaining the record.
- 2) Routines and research work concerned with isotope studies and other problems in using radioisotope
- 3) Supervising the work of technicians/ attendants/ servant etc.
- 4) Any other work assigned by the Dean/Head of the dept.

### **Duties of X-Ray Technicians**

- 1) To check up all the x-ray films taken on the previous day
- 2) To take routine x-ray like chest, spine, skull etc. with proper labeling and identification.
- 3) To assists in special investigation e.g. batium studies, angiography, myelography, Bronchography,

I.V.P. Cyetography spilenography, Aertography, Arteriegraphy,  
Hystsresalplingography 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 appointment 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.(adm)etc.
- 9) To keep record of films stored, indented, uses, balance every day.
- 10) To work in emergency duties whenever asked for.
- 11) To keep & assist in keeping accounts of the articles in the deptt in order.
- 12) To take care of x-ray machines and arrange for clean the same and carry out other radiology duties under supervision and guidance of radiologist.
- 13) To supervise the work of subordinate staff, such as the x-ray Assistant, Attendants and servants.
- 14) To give appointment in consultation with medical staff for specialized work
- 15) To attend the portable x-ray calls.
- 16) Any other work assigned by Head of the dept.
- 17) To clean the cassettes and intensifying screens periodically.

### **Duties of X- Ray Assistant**

- 1) The x-ray Assistant will be liable to shift duties.
- 2) Their timing of attendance will be 8 hours per day and will be according to the timing  
of the department/ section where they are posted to work.
- 3) They will be eligible for weekly off / holidays as are applicable to the section in which  
they are posted to work and they will not be entitled for all the holidays.

- 4) They are liable for transfer from one dept/section to other and from hospital to college or vice-versa.
- 5) They are amenable to municipal service regulations municipal servants conduct and discipline rules.

### **Duties of O.R.M.**

- 1) To look to the sanitation of the hospital premises including the garden and compound and to get the defects detected rectified.
- 2) To look to the sanitation of all staff quarters including hospitals and to get the . defects rectified.
- 3) To pay surprise visits to the labour quarters to find out any outsiders residing.
- 4) To take samples of milk and other foodstuffs by surprises before being served . to the patients in the wards nursing staff and R.M.O.
- 5) To look to the general sanitation of the kitchen.
- 6) To take sample by surprise of different articulated food in the kitchen.
- 7) To look to the sanitation of the medical college buildings as also the canteen
- 8) To take water samples.
- 9) To supervise the work of the staff in the compound.
- 10) To act as liaison officer between the institutions he is serving and other Municipal Departments
- 11) To make himself generally useful to the institution and carry out such duties as the Dean of the institution may give.

### **DUTIES OF ARTIST**

1. To enlarge patients photographs, pathological specimens, x-rays function photographs ect., for publication and display In exhibition.

2. To make projection slides in black and white.
3. illustration drawing for publication.
4. To cover up in the photography of important aspects of the inauguration, function of newly opened medical activities.
5. photography during operation and post –mortem photography.
6. Computer photography for international and national levels conferences, for presenting slides.

### **DUTIES OF A.M.O.**

- 1) Signing of indent books.
- 2) Grant admission to wards/side rooms as per ward status & availability.
- 3) Sanction of ambulance with other vehicles (Metadoors/jeeps)
- 4) Routine administration problems from Wards/OPDS
- 5) Scrutiny and granting free slips for MCGM charges including Emergency requisition of C.T. Scan & Intensive care Unit charges.
- 6) Post Mortem administration with public relation with relatives & elected members of councils and social workers.
- 7) Routine problems of servant/nurses/residents/ casualty from patient care point of view.
- 8) Sanction of drugs for BMC employee & medicines quotas of 15 days and more.
- 9) Signing of repair book /store return memo /minor articles write off.
- 10) Quotation opening & checking papers.
- 11) Issue of emergency passes during non visiting hours.
- 12) Parcel opening and checking of papers at store in present of HOD / me cells /Co. representatives/ store clerk.
- 13) Signing of Gate passes.
- 14) Signing of Delivery challans for store items.
- 15) Signing of Birth Certificate post delivery.

## **DUTIES OF CLINICAL PSYCHOLOGIST**

- 1) supervising the work of sub-ordinate medical staff.
- 2) Scrutinising the medical case records in the unit maintained by the houses staff and under-graduate student posted for ward duties.
- 3) Delivering lectures and holding clinical demonstrations as per time table fixed from time to time.
- 4) Giving instructions to the post-graduate students as per programme fixed by the department or university.
- 5) Conducting Annual, Terminal or any other examination as per programme fixed.
- 6) Participation in conference and other education programme organized in the institution.

## **Duties of A.E.(M & E)**

- 1) To maintain the various electrical installation in the campus of B.Y.L .Nair Ch. Hospital, Haji Ali Doctor's quarters, Haji Ali ladies and gents hostel etc.
- 2) To maintain the various center air conditioning plant, package plant, window air conditioner etc.
- 3) To supervise the work of around 130 staff of this department.
- 4) To maintain the various laboratory and ward instrument of all the department of this hospital.
- 5) To install and maintain the centralized LPG pipeline and Oxygen succession of this hospital.
- 6) To prepare the detail specification of various equipment, Checking the newly procured machine and giving NOC etc.
- 7) Purchasing the various article and other items by inviting quotations.
- 8) To dispose the various scrap material.

- 9) To prepare for the annual service maintenance contract for general equipment such as wayer pump, Boyle's apparatus, typewriters, hanclove OT lights, operation table etc.
- 10) To maintain plant and machinery register of the hospital register for major equipment.
- 11) To supervise the annual maintenance contract of major equipments such as the lifts and AC plant which are awarded by the central agencies.
- 12) To co-ordinate for all the M&E works of the central agencies such as electrical wiring AC plant, AHUs lifts etc.
13. To carry out the minor and major electrical wiring works of the various wards/ department of the hospital where civil works are carried out.
- 14) To Process the proposals of the miscellaneous requirements of various departments pertaining to non-schedule furniture's such as notice board, garbage trolleys and other miscl. Proposal of minor works such as garbage bins sign boards etc.
- 15) To co-ordinate with the outside agencies such as BEST and MTNL.
- 16) To attend to the day to; day instructions given by seniors officers such as Asst M.C., Dy. Dean, and Dean(N&T) etc.

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| <b>DUTIES OF M.S.W. ( DETAILED FUNCTIONING)</b> |
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Functions are common of all M.S.W. irrespective of the departments handled, the same on listed below:-

- 1) Evaluation of socio economic condition of patients, recommending them for assistance. Evaluation psychosocial and emotional condition to aid in participation in medical treatment and rehabilitation.
- 2) LIASONING with hospital team i.e. doctors, administration other departments to coordinate in medical treatment of patient.



- 3) Tapping community resources and raising funds through individual donors, trusts, voluntary organisation etc.
- 4) Correspondence and telephonic contacts as well visits for the above.
- 5) Networking and availing of the services in the community to meet patients needs like vacation training centres, special schools etc.
- 6) Counselling in cases with emotional problems, inter personal and marital conflicts, unwed mothers, substance abuses ( drugs, alcoholic etc.) chronically, critically and terminally ill patients, varied anxieties related to treatment.
- 7) Rehabilitation of physically, socially and mentally handicapped involve working with families, motivation to take up occupation, providing training opportunities and also providing appliances like wheel chairs, tricycles, calipers, oxygen concentrative, CPAP machine etc. to facilitate same.
- 8) Contacting workplaces, educational institutions etc. i.e. advocacy for patients needs
- 9) Provide medical and material aid by raising assistance through donors for books & school uniform for children of poor patients, clothes rations, sewing machines etc.
- 10) Encouragement of patients for follow-up, participation and motivation in medical treatment especially cases undergoing long term treatment e.g. T.B. patients, Kidney transplants.
- 11) Co-ordination with donors, reporting, attending to cases referred by them, food backs of cases who have been given assistance by them etc.
- 12) Home visits of patients, institutional visits and collateral contacts.
- 13) Institutionalization of destitute, aged and terminally ill patients.
- 14) Arrangement legal aid and police assistance in cases of conflict and compensation (vehicular accidents, injured on duty etc.)
- 15) Attending cases of V.I.P. patients referred by administration etc.
- 16) Settling accounts, maintaining records, filling proformas for sanctions appeals for aid, letters of thanks etc.
- 17) Arranging donation to provide cased requirement presented by other departments to MSW like warmers, table for branchy therapy, suction

machine etc. Attending monthly meeting of department, discussion and consultation of common problems etc.

- 19) Direct donation of drug to needy patients recommended by MSW by visiting donors, on monthly and frequency, maintaining of records and presentations of cases for same.
- 20) Education and group therapy for patient e.g. HIV positive patients, juvenile diabetes, kidney transplant epileptics etc.
- 21) Teaching physio therapy students, lectures, orientation lecture a role of MSW and needs of patients for sisters in charge and sister tutors attending training programme, workshop etc.
- 22) Working with patients for Adoption and Foster care as per referral.
- 23) Training of MSW students placed for block placement at our hospital from different social work college.

### **DUTIES OF JR. PHYSIO THERAPIST**

- 1) Treatment of out –door and indoor patient.
- 2) To review new cases.
- 3) To maintain treatment record of patients.
- 4) To participate actively in bi-week clinics.

### **DUTIES ASSIGNED TO THE ADMINISTRATIVE OFFICER**

- 1) To look after the sanitation of the following premises and get the defects rectified by the staff given in his charge and thereafter the other Municipal departments by doing the necessary correspondence and by contacting the officers of the department concerned.
  - a) Nair Hospital premises including the garden and compound.
  - b) Staff quarter in Hospital compound.
  - c) T.N.Medical College premises.
  - d) Dental College premises.
  - e) Staff quarters at Mahalaxmi.

- f) Staff quarters at Worli.
  - g) Students Hostel at Haji Ali Park.
  - h) Ground attached to Hospital and pavilion.
  - i) Nurses quarters at lub Road.
- 2) To look after the general sanitation at the kitchen.
  - 3) To take samples of milk and other food stuff by surprise before they are served to patients Nursing staff and R.M.O.s.
  - 4) To do surprise checking of the articles supplies by the contractor for patients and nurses diet as record their wholesomeness.
  - 5) To take samples of water.
  - 6) To pay surprise visits to staff quarters at Worli and Mahalaxmi to find out irregularities as regard unauthorized occupants, misuse of electricity etc.
  - 7) To check up the work of labour staff of the hospital and college so far as the sanitary aspect is concerned.
  - 8) To supervise the work of the staff detailed for working of electric pumps to ensure regular water supply to all the building in the compound.
  - 9) To arrange duties and supervise the work of the staff attached to the engineering section.
  - 10) To look after the matters relating to structural and engineering defects in the various building mentioned in the Item No. 1 to take steps to repair the same either by staff at the engineering sanction or through the municipal departments concerned with memo, placing of work order or personal contact.
  - 11) To supervise the proper and smooth working of the various plants and machinery installed in the Hospital and College and take necessary action to get the same repaired etc.
  - 12) To allot and supervise the work of the staff attached to engineering section including that of dental college.
  - 13) To place order for the dead stock articles and supervise the distribution and maintenance of the account of the same.
  - 14) To act as a Liaison Officer between the institution and other municipal departments.
  - 15) To make himself generally useful to the institution and to carry out such duties as the Dean may direct.

Lab.Asstt. (Lab Asstt.& Lab Attd. Artist Attendant, Museum Attd.  
Post-mortem attendant.)

Receiving sample

Number samples.

Entering & maintaining Register.

Processing of samples/ specimens/ material

Giving appointments.

Help in preparing reagents

To Help Technicians

To indent items

Supervise servants.

Dispatch of reports / administrative Papers.

Stock maintenance

To Help in preparing annual reports. Any other specific work allotted to them  
depending upon heir duty location/ posting.

DUTIES OF LAB SERVANT (LAB SERVANT+  
HAMAL+SWEeper)  
( Animal keeper )

General cleaning activities includes sweeping / mopping / Dusting ect.

Toilet cleaning

Washing of all laboratory washable material

Dispose of garbage and all kinds of waste.

Dispatch of Reports/Administrative papers

Indent work

Helping Asstt. As and when required

Any work allotted by senior post.

Any specific work assigned.

|                            |
|----------------------------|
| Lab. Tech.(Sr.Tech & Tech) |
|----------------------------|

Collection of sample

Numbering of samples

Analysis & Processing of samples.

Using manual and automated instruments day to day maintenance of equipments and annual services of equipment ect.

Preparing reagents /stains.

Standerdisation of QC of various tests.

Ability to carry out new tests / techniques / participate in research projects.

Writing Report.

Maintenance of Report book.

Ledger maintenance

Administrative management of Laboratory (Budget, Planning etc.)

To supervise Lab.Asstt.& Servant.

Inventory management.

Signing of Reports.

Dispatch of Reports.

Any work authorised by superior staff.

## DUTIES OF ENGINEER

- 1) Taking daily attendance of the staff working under him.
- 2) Supervision over the work of the staff.
- 3) To look after the repairs and maintenance of electrical and Mechanical installations, water fittings, and supply gas fitting and supply of sanitary fittings etc.
- 4) Putting up yearly requirements of planting and repairs work of the hospital, college and their attached buildings.
- 5) Attending to the representations of other departments, viz., Hydraulic Engineer, City Engineer, Mechanical Engineer Etc. with regard to the nature of work required to be done in these institutions.
- 6) Indenting Engineering stores from C.S. and other supply contractors and receiving the same.
- 7) Putting up specifications for wooden furniture, metal and glass equipment and other articles of technical nature, for quotation purposes.
- 8) To arrange for the repairs and maintenance of furniture, metal glass equipment and building fitting.
- 9) Attending to night emergency calls with regard to faults in electric installation, gas, water supply, etc.
- 10) Taking of gas and electric reading in different buildings attached to the hosp hospital and college.
- 11) Certifying bills pertaining of engineering section.
- 12) Attending to the disposal of office paper pertaining to Engineering section.
- 13) Maintaining of ledgers for furniture, metal and glass equipments etc.
- 14) Any other duties entrusted by Asstt. Dean / Dean.

## DUTIES OF CLERK

To look after the work of staff of respective sections (Establishment, Expenditure, Stores, Cash, Accounts, Revenue, U.G./P.G. Section) etc. Such as

Inward/Outward of papers. Maintaining Service & Leave records of personnel, preparation of pay sheets, maintenance of various registers.

### **DUTIES OF HEAD CLERK**

To supervise and control the work of Clerks of respective departments and to exercise overall control of report to higher authority.

### **DUTIES OF MEDICAL RECORD OFFICER**

- 1) General supervision of the work of various sections of the Medical Record Department.
- 2) Supervision over the entire staff of the Medical Department.
- 3) Responsible for completion , compilation and disposal of record as necessary.
- 4) Advise and train staff and students.
- 5) Liaison Officer between Advisory Board (Medical Record Department )and Administration.
- 6) Execution of Policies as suggested by the Advisory Board and approved by the Administration.
- 7) Convenor of the meeting of the Advisory Board.
- 8) Help research work in preparation of charts etc.
- 9) Be generally helpful to staff, technical and non technical.
- 10) Arrange for follow-up studies.
- 11) Administration report.
- 12) Any other work that may be assigned from time to time.

### **DUTES OF MEDICAL PHYSICIST**

- 1) Working out various treatments plans either manually or on Computerized treatment planning system for the treatment of Cancer patients.

- 2) Treatment Planning and calculations for Brachytherapy and Thetherapy patient.
- 3) Dosimetry.
- 4) Supervision the patient setup on Telecobalt unit.
- 5) Performing periodic Quality Assurance checks and calibration Of teletherapy and Brachytherapy unit.
- 6) Periodic Radiation protection surveys of radiotherapy and diagnostic X-ray unit.
- 7) Radiation protection survey of Nuclear Medicine installation.
- 8) Maintenance of records and personnel monitoring equipment calibrations and Quality assurance tests.

#### **DUTIES OF ASST. MEDICAL PHYSICIST**

- 1) Working out various treatments plans either manually or on Computerized treatment planning system for the treatment of Cancer patients.
- 2) Treatment Planning and calculations for Brachytherapy and Thetherapy patient.
- 3) Dosimetry.
- 4) Supervision the patient setup on Telecobalt unit.
- 5) Performing periodic Quality Assurance checks and calibration Of teletherapy and Brachytherapy unit.
- 6) Maintenance of records and personnel monitoring equipment calibrations and Quality assurance test.

#### **DUTIES OF SR. RADIOTHERAPY TECHNICIAN**

- 1) Giving Radiation Therapy Treatment to Cancer patient as per the instructions of the Doctor.



- 2) Making thermoplastic moulds, POP moulds for patient. Making tissue compensators for the patients.
- 3) Simulating Cancer patients for teletherapy and Brachytherapy treatment planning.

### **DUTIES OF RADIOTHERAPY TECHNICIAN**

- 1) Giving Radiation therapy Treatment to Cancer patient as per instruction of the Doctor.
- 2) Making thermoplastic moulds, POP moulds for patient Making tissue compensators for the patients.
- 3) Simulating Cancer patient for teletherapy and Brachytherapy Treatment planning.

### **DUTIES OF RADIOTHERAPY ASSISTANT**

- 1) Giving Radiation therapy Treatment to Cancer patient as per instruction of the Doctor.
- 2) Making thermoplastic moulds, POP moulds for patient Making tissue compensators for the patients.
- 3) Simulating Cancer patient for teletherapy and Brachytherapy Treatment planning

### **DUTIES OF DIETICIAN**

Following are the duties of the Dietician working at the Diet Department of this hospital.

- 1) To check the quality and quantity of the dietary articles, received from contractor in the morning and evening.
- 2) To supervise the works done in the kitchen, spread all over the day and guide the cooks properly for various preparations to be prepared of different

- kinds of diets and to see the clean maintenance of the kitchen and utensils after its works are over.
- 3) To supervise the central distribution system in the morning and evening and to check surprisingly tea distribution.
  - 4) To go for rounds after the distribution some times to have the personal opinion of the patients about the food supplied to them and to seek their opinion and suggestions.
  - 5) To get the dietary history of the patients and advise them proper diet according to their requirements as per the reference of medical staff.
  - 6) Any other work entrusted by the Dean.

## **DUTIES OF MATRON**

1. To provide efficient Nursing service to the patient.
2. To provide good nursing education to the Student Nurses.
3. Arrange for extra curricular activities for the staff.
4. Maintain healthy living condition in the Nurses Quarters.
5. Correspondance :
  - I. (a) Maintain attendance record.
  - (b) Arrange for E.L.,C.L., Sick leave, Substitute etc.
  - (c) Maintain confidential sheets of staff working under her.
  - (d) Arrange duties of Nursing staff.
  - (e) Supervise and guide staff and students working under her.
  - (f) Provide adequate staff at all times.
    - (1) for ward.
    - (2) For supervision.
    - (3) For emergency calls.
  - (g) Regular rounds in the hospital to :
    1. See that the patients are well cared for
    2. Guide staff regarding cleanness etc.
    3. Find out difficulties of staff, bring to the notice of Medical Superintendent irregularities etc.
    4. See that sufficient equipment is available and when Necessary to bring the same to the notice of Supdt.

5. Correct and check staff.
  6. Investigate complaints from patients or public re. Nursing staff and take disciplinary action.
  7. When on evening duty, take rounds, give over to night Super and attend emergency work.
  8. Take rounds with Superintendent or any visiting personnels.
  9. Take over from Night, Sister in the morning.
- II. a. Regular meetings with Sister Tutors about lecturers.
- b. Teach and guide students in the wards.
  - c. Sending examination forms, fees etc. to the Nursing Council.
  - d. Issue training certificates to the Nurses.
  - e. Bring to the notice Sister Tutors any change in Nurses teaching when received from Council.
  - f. Attend students meeting, solve their difficulties.
- III. a. Arrange socials, picnic distribution etc.
- b. Arrange staff meetings, solve difficulties of staff when necessary bring the notice of Superintendent.
  - c. Arrange for books, papers etc. for staff.
  - d. Attend professional meetings.
- IV. 1. Provide well balanced diet.
2. Teach the staff to keep quarters and surrounding clean.
  3. Arrange for adequate supply of furniture etc.
  4. Provide proper treatment for nurses when sick.
- V. 1. Interview, candidates for various posts :
2. Give information regarding anything pertaining to nursing when asked by office or public.
  3. Any other work entrusted to by Superintendent.
  4. Correspondence with Nursing Council regarding examination, or any other information asked for.
  5. Provide information to Head Office staff regarding extra staff etc. when asked for.

## DUTIES OF SISTER TUTORS

1. Help for interviewing the Students and evaluation at the time of recruitments.
  2. Help and arrange the students uniforms.
  3. Active participation in the formulation of the Philosophy of the school and in the subsequent planning and evaluation of the curriculum.
  4. Planning, teaching and evaluation of subject by individuals tutors in the subject for which she is made responsible.
  5. Implementation of curriculum which includes :
    - a) Preparation and planning of lessons and material for teaching
    - b) Preparation of laboratories for demonstration and work periods.
    - c) Planned instructions by lectures, demonstrations, discussions and various other methods of teaching.
    - d) Contacting and briefing external lecturers and others participating in the programme.
    - e) Arranging for clinical experience in the hospital and community.
    - f) Giving and evaluating students assignments.
    - g) Supervision of students.
    - h) Guidance and counselling of students.
    - i) Participation in the work of the school committees etc. and whichever is in concerning students.
    - j) Maintenance of teaching records and ledger of the class room.
    - k) Preparation on the reports as are required.
    - l) Ordering and maintenance of supplies and equipments for class room.
    - m) Participation in extra-curricular activities.
    - n) Organising, the programme for prize distribution of other caramo.
    - o) Organising, guiding and participating in students professional activities
- [S.N.Units]
- p] Guiding and helping students in preparation of exhibits.
  - q] Maintaining and keeping the library, ledger and records, giving out the books magazines etc. To the institutional staff, lectures, students etc.
  - r) Interpretation of the aims of the school to other staff of the institution and to the

public.

- s) Participating in the activities of the professional association attending lectures reference Courses etc.
- t) Helping with in service education for staff.

## RESPONSIBILITIES AND DUTIES OF THE SENIOR ASSISTANT MATRON

The Senior Assistant Matron would be responsible to the Nursing Superintendent for such duties as are assigned to her and would be expected to give such assistance as is required. Her duties would include the following :-

### Hospital and Nurses Home

- 1) Receiving report from Night Superintendent.
- 2) Attendance register of nurse and nursing students, taking a turn at taking roll-call if required to do so,
- 3) Rounds in hospital.
- 4) Help in arranging for the health examinations for nurses and students.
- 5) Supervise work of the Nurses Home and linen room if required to do so.
- 6) Assisting in the teaching programme for staff and students as required.

### SPECIAL ;

#### Nursing Superintendents Office

- 1) Assisting in the teaching programme for staff and students if required to do so.
- 2) Rotation plan of posting of both student and trained nurses along with matron.
- 3) Arrangement of Rostor Leave and day-offs.

- 4) Help maintaining cumulative record and evaluation cards.
- 5) Acting for nursing superintendent in her absence.

General :-

- 1) Taking rounds with special visitors when requires.
- 2) Participating in staff meeting.
- 3) Participation in professional activities.
- 4) Any other duties related to nursing administration and service.

**RESPONSIBILITIES AND DUTIES OF THE JUNIOR ASSTT. MATRON.**

- 1) Receiving report from Night Superintendent.
- 2) Attendance register of trained nurse and nursing students, taking a turn at taking roll-call.
- 3) Taking rounds in the hospitals.
- 4) Supervision work of the Nurses Home and Neas in the absence of Home Sister and whenever necessary.
- 5) Taking rounds with special visitors when required.
- 6) Participation in trained staffs and sisters meeting as well as attending meeting with Dean, Asst. Dean & Matron.
- 7) Supervision of trained staffs, students and labour staff on hospital round.
- 8) Provide adequate staff at all time for wards, deptt. to provide good nursing care.
- 9) Maintain cleanliness and patients care by supervision.
- 10) Find out the difficulties of staffs bring to the notice of matron any irregularities.
- 11) Participation in professional activities.

- 12) Preparing experience certificates for trained staffs those who resign.
- 13) Condemning linen every week.
- 14) Investigate complain from patients and public regarding nursing staff and inform Matron and take disciplinary action with permission of Matron.
- 15) Supervise care and treatment given to sick nurses.
- 16) Preliminary Enquiries are conducted for all nursing category and Ward Asstts. And Theatre Asstts. Those who are absent for long period.
- 17) Arranging in service education and maintaining its record.
- 18) Preparing identity cards for all trained Nurses and Ward Asstt. and Theatre Asstt.
- 19) Keeping separate record of April and May leave application of trained nurses.
- 20) Any other duties related to nursing administration and service.

## **RESPONSIBILITIES AND DUTIES OF THE** **PUBLIC HEALTH NURSING TUTOR.**

The public Health Nursing Tutor would be a member of the teaching staff of the school of Nursing and would be responsible to the senior tutor. She may also be directly responsible to the Nursing Superintendent for the conduct of any public health nursing services that are established in relation to the training programme.

### **Teaching :-**

1. Planning the public health nursing content of the course in consultation with the senior tutor including planning and arrangements for observation visits.
2. Consultation with the tutors and Ward sisters to plan and effect integration of public health in the entire curriculum.

3. Teaching of health subjects, i.e. hygiene, public health nursing and nutrition in collaboration with other teachers.
4. Personal guidance and supervision of students in their practice of health teaching in the hospital and in all aspects of training in the public health field.

### **Students Health : -**

1. Take special responsibility for the students health programme including immunizations.
2. Guidance and supervision of students individually for developing good health habits.

### **Administrative: -**

1. Development of a field for experience for students in public health nursing.
2. Guidance and supervision of public health nursing staff to maintain an efficient service.
3. Maintenance of records and registers of the public health nursing service.
4. Records of students experience.
5. Reports on students and staff.
6. Requisitions for supplies. Maintenance of stock and inventories.

### **General : -**

1. Participate in staff education and staff meetings.
2. Participate in professional activities.
3. Help to promote health practices and health education in the hospital and ward departments.



4. Any other duties related to public health nursing.
5. Arrangements for functions for prize distribution capping etc.
6. Inventory of class room equipment.

#### **DUTY LIST OF THEATRE SUPERITENDENT**

1. Maintaining all the Ledger of entire Deptt. including Recovery Ward ( 6 Nos. of Ledger ).
2. Maintaining the muster of Labour Staff 49 Total.
3. Maintaining the muster of O.T. Assistants 17 Total.
4. Posting of all O.T. Assistants and Ward Assistants, Sweepers in all deptt. including Recovery Ward with 6 Beds.
5. Maintaining the Central supply Oxygen and Recovery with the help of Recovery with the help of Recovery Sister and Staff.
6. Provides all necessary articles which are required for all of Neuro, Cardiac, General, Plastic Pediatric & Urology such as instruments, suture materials, Linen Anticeptic lotions, Dressing materials.
7. Takes round constantly in II theatres and Recovery Wards for cleanliness and for supervision.
8. Supervision of all Nursing staff, O.T. Assistants, Ward Asstts. & Sweepers.
9. Reporting and getting the machineries repaired.
10. Attending the needs of all Doctors nearly 100 daily.
11. Over all management of other theatres like Ortho, Gynac, Opthal, E.N.T.
12. Writing indent for all materials for entire theatre ( 7 Nos. ) Recovery Ward urgent indent as well as weekly.
13. Sending the articles for repair and also keeping record of maintenance.
14. Attending the Engineers who visit the Theatre for repairs of autoclave, other Machinaries.

15. Taking round with Superior staff.
16. Reporting any abnormal incidents to Superior staff.
17. Writing and sending breakage and also keeping record of that.
18. Keeping records of all costly suture material and operation Registers etc.
19. Attending the meetings with Superior Staff.
20. Keeping records for all meetings and following the instructions.
21. Writing the duty list of 40 staff nurses and 5 student nurses. Writing, producing the copy of all duty list weekly to Matrons office.
22. Filling the Self Assessment forms for all employee every year.
23. Signing the Secrete Chart of all staff nurses and Student nurses.
24. Writing the duty list of 17 O.T. Assistants, 32 Ward – Assist. 17 Sweepers every week.
25. Arranging and adjusting leaves of all employees.
26. Maintaining the correct record of Ledger with the entry of repaire & breakage.
27. Teaching the staff nurses and student nurses about Theatre Technique.
28. Entering the breakage, received articles in ledger.
29. Taking lectures for student nurses about the Theatre Technique for their necessary examination.
30. Assisting for operations as and when required.
31. Maintaining the department in order and disciplined way.
32. Sending the linen to Dhobi, receiving the washed linen from laundry Deptt.
33. Asking for new proposal like extra labours and new machineries, suture material, linen spare part of machineries.
34. The entire theatre block management.

## **RESPONSIBILITIES AND DUTIES OF WARD SISTER**

The Ward Sister would be responsible to the Nursing Superintendent for the management of the ward and supervision of the nursing and domestic staff. She would be assisted in carrying out her duties by the staff nurses and domestic staff.

### **Nursing care of patients :-**

1. Admission and discharge of patients.
2. Efficient nursing care: personal comfort and toilet, administration of drugs and treatment, observation and recording.
3. Patients diet.
4. Rounds with medical staff.
5. Assistance to medical staff in examination of patients and treatment.
6. Assistance at or supervision of clinical investigations pre-operative & post-operative care.
7. Maintenance of patients records.
8. Care of patients personal effects in accordance with hospital rules.
9. Following of prescribed rules regarding an accident to, or death of a patient.
- 10 Giving and receiving and reports.
- 11 Information to relatives and friends.
- 12 Intimation to Nursing Superintendent of any special emergencies in the ward.

### **Teaching of Nursing Students :-**

1. Planned and incidental teaching.
2. Supervision of students work.

3. Consultation and co-operation with sister tutor in arranging demonstrations, etc.
4. Discuss on the students to promote good attitudes, complete "Record of Practical Work" and in relation to confidential reports.

#### **Ward Staff :-**

1. Assignment of work and arrangement of duties of nursing and domestic staff.
2. Co-ordinating and facilitating work of other staff, e.g. Occupational Therapist, Physio- Therapist, Social worker, Dietitian, Voluntary worker.
3. In service training.
4. Orientation of new staff.
5. Maintaining good relationship among all categories of staff and with patients and their relatives.
6. Discipline of Nursing and domestic staff. Reporting on absence of staff.
7. Confidential reports.

#### **Ward Management :-**

1. Cleanliness of the ward, its annexes and environment.
2. Linen and ward equipment : upkeep , repairs.
3. Custody of dangerous drugs. Record of their administration.
4. Indents for drugs, surgical supplies, stores, diets.
5. Maintenance of stock registers. Inventories.
6. Interpretation of hospital policies and regulations and their implementation.
7. Investigation of complaints.
8. Issue of stores, etc.
9. Control of visitors.

## **General -**

1. Rounds with medical and Nursing Superintendent.
2. Taking round special visitors.
3. Participation in staff education and staff meetings.
4. Participation in professional activities.
5. Any other duties related to nursing service.

## **DUTIES OF A STAFF NURSE**

The staff Nurse would be responsible to the Sister of the ward, or if there is no sister, to the

Nursing Superintendent or her Assistant. Her duties would be shared with nursing students, if

Any, and auxillary staff such as Nursing Orderlies, Ward-boys, Ayahs, Sweepers.

## **General Care of Patients :-**

1. Admission & discharge of patient.
2. Assistance & instructions to patients and their relations.
3. Washing patients including daily care of mouth, hair, nails, pressure points.
4. Four-hourly, or more frequent attention to pressure points.
5. Giving and removing of hot water bottles.

6. Giving and removing of beds pans and urinals.
7. Bed making.
8. Feeding of patients.
9. Distribution of diets, milk, etc.
- 10 Preparation special foods,e.g. milk preparations.

#### **Teaching Nursing Care Of Patients :-**

1. Administration of medicines.
2. Administration of injections.
3. Assistance at administration of injections.
4. Preparing for injections and clearing up.
5. Recording of medicines and injections given.
6. Taking & charting of T.P.R.
7. Rounds with doctors.
8. Technical procedures, e.g. enemata, catheterisation, dressings, irrigations, oxygen therapy, preparing for and clearing up after procedures.
9. Pre and post operative care.
- 10 Urine testing.
- 11 Collecting, labeling and dispatching of specimens.
- 12 Escorting patients to & from departments.
- 13 Reports.
- 14 Departmental staff nurses will be responsible for maintenance of ledger for the article used in her department.
- 15 In absence of sister-in-charge the staff nurse on duty will be responsible for the wards.

## DUTIES OF THE AUXILIARY NURSE – MIDWIVES

- a. The Auxiliary – Nurse – Midwives course as now constituted will be further strengthened by broader coverage of nutrition, sanitation, child care and especially family planning. The A.N.M. will receive technical guidance in extension work from the H.A. (FP) and the Block extension educator. In areas where there is a shortage of A.N.Ms and Family Planning Welfare Workers are posted, they will perform all of the above work except those of a purely clinical nature.

- b. Functions

### Clinical

She will assist the physician in the family planning clinic particularly in group education of Patients, and will give follow-up services as required. In clinics and on domiciliary visits she will provide MCH services pre-natal, natal, post-natal, infant and pre-school care.

### Supervisory

She will maintain close working relationship with indigenous midwives and counsel them in techniques of delivery.

### Extension Work

1. **General** - On routine domiciliary visits : She will give advice and guidance on nutrition especially for mothers and children; and household sanitation and immunization. She will refer persons needing medical care to available services and help make such arrangements as are necessary and possible and she will distribute educational materials.
2. **Family Planning** -
  - a. On routine domiciliary visits : She will inform women about family planning, particularly its value in family welfare, and about contraceptives and sterilization methods. She will supply contraceptives to couples who want them and will instruct women in the use of contraceptives. She will identify women who are acceptable to others as educational leaders and depot

holders, prepare them for this work, and supply their names and other data required to the H.A.(FP).

b. Special Services

She will make visits once a month to women who have accepted responsibilities as Educational leaders to help them with their work. She will participate in training camps and Special events for leaders and for dept holders. She will visit women whose husbands Have indicated interest in vasectomy to give them information about the operation.

c. Relationship

She will be directly responsible to the Lady Health Visitor or Nurse at the health unit. All A.N.Ms. will be receiving guidance and support in the educational aspects of family Planning.

## DUTIES OF THEATRE ASSISTANT

1. Cutting the dressing and filling up the drums.
2. Sterilizing the drums and instruments.
3. Laying out the theatres.
4. Operating the autoclave sterilizers and any other sterilizers either electrical or Gas.
5. General help in Operation theatres during the operation such as changing lotions, bringing sterilized instruments inside the theatre and helping doctors while plastering etc.
6. After every Operation the used instruments should be washed thoroughly and sterilized by boiling or autoclaving for the next operation.
7. Used gloves should be washed,. Dried and be kept ready for the next day.
8. Cleaning & carbolising the theatres alongwith other labour staff.



9. Keeping things like instruments linen, Dressing Material including bandage and gloves ready for the next days operations after getting them sterilized in our pharmacy deptt.
10. Cleaning and taking care of the instruments.
11. Maintaining the accounts of articles, trays and sets sent to and received from pharmacy department
12. Maintaining the accounts of instrument used daily and all costly machinery articles.
13. Reporting immediately to the sister-in-charge or on duty sister in case of breakage, loss or damage of any articles.
14. Making themselves generally useful to the nursing and the other staff according to the department
15. He should see that the theatre is kept ready for the emergency operations at any time.
16. Performing any other work that they are directed to carry out by the hospital supervising staff.
17. Supervising the labour staff in absence of theatre sister.

### Duties of Ward Assistants

1. They will report for duty in the Nurses Home at 6.50 a.m.
2. They will report for duty to the Sister i.e. of the ward at 7 a.m.
3. They will take roll call of the labour staff of the ward and report late comers and absenties to the Sister in charge.
4. They will inspect pantry, bathrooms and lavatories and take them over in clean condition from the night servants.

5. They will take over injection trays, trolley instruments and other miscellaneous equipment stated in the ward book, from the night nurses, and report discrepancies if any to the sister in charge of the ward.
6. They will keep items of the ward equipment ready for weekly inspections as per schedule.
7. They will be responsible for the proper equipment of surgical and doctors trolleys in the ward.
8. They will register all new admissions in the ward admission Book, to check and label the patients private clothing, take over all the money and valuables from the patients, enter them in the Register of valuables and send them to the Hospital office. After office hours, patients valuables and money should be locked up in the sisters table drawer which is fitted with Godrej lock and key, and send them to the next morning.
9. Valuable and money of patients admitted during their off duty hours should be taken over by them from the nurse on duty every morning.
10. They will supervise and see that all the bedside tickets, charts etc. are in their proper places. In case a patient is shifted from one bed to another, they will be responsible for changing the Numbers in the ward registers on the indoor case papers etc. They shall properly place all Patients papers brought to the ward from the dispensary. X-rays deptt. operation theatres Etc. before going off duty in the evening.
11. They will be responsible for the proper labelling, cleanliness and adequate supply of medicines etc. in the stock medicine bottles and laboratory reagent bottles.
12. They will pay frequent visits to the pantry and the sanitary blocks to see that they are kept clean and that the servants do not idle away their time.
13. They will copy out patients diets from the diet sheets and put up to the ward sister for filling the ward diet indents.
14. They will be responsible for sufficient stock of lines, injections saline etc. being sufficiently kept out for emergency use as well as for the night.

- 15 They will see that the sweepers remove all the stale specimens of urine, stools etc. from the Laboratory before they go off duty and the laboratory equipment bring cleaned and put away.
- 16 They will check the visitors passes and see that their dates are not lapsed and all the visitors leave the ward at the close of the visiting hours.
- 17 They will arrange to hand over the clothes and valuables patients discharged from the hospital and to collect their papers, enter them in the ward dispatch book and admission and discharge Register and send them to the Registration office. They shall arrange to give O.P.D. tickets duly registered to the patients discharged from the Hospital.
- 18 They will sort out the linen required to be mended or condemned and inform the ward sisters.
- 19 They will be responsible for tidiness and cleanliness of the linen cupboards and stock cupboards in the ward.
- 20 They will make a list of the weekly requirements of drugs and injections and articles from the general stores for the ward.
- 21 They will collect the broken and condemned articles for ward sisters inspections.
- 22 They will attend once a week to the return of skiagrams to the X-ray departments after the patients are discharged from the hospital.
- 23 They will help the nursing staff in carrying out of routine treatments e.g. taking of temperature, enemas, feeding, bedmaking and sponging of patients, ruling the various books helping the doctors in giving injections, preparation of patients for operations, dressing etc.
- 24 They shall generally make themselves useful in the ward and carry out such work as the sister in charge of the ward direct him to do from time to time.

## **DUTIES OF THE PRINCIPAL**

1. Administration of the School.
2. Planning of Ward Rotations for all three years students for the experience.
3. Encourage the students to participate in professional & other activities.
4. Counselling of the Students.
5. Conducting periodic meetings with the Students, Parents, Ward Sisters & Sister Tutors.
6. Maintaining the records & ledger of the school.
7. Correspondence with the departments in the hospital & outside Hospitals of M.N.C.
8. Conducting Interviews for the new recruitments (Students).
9. Officiating for Matron in her absence.
- 10 Overall Supervision of the school.

## **DUTY LIST OF THE CLINICAL ASSISTANT DEPARTMENT OF ENDOCRINOLOGY**

1. Patient Care in the Specialty of Endocrinology.
  - a. To clinically evaluate the patients attending the various Clinics in the Endocrinology OPD.
  - b. Specialized treatment Schedule and follow up of these patients.
  - c. To perform and standardize procedures and treatment protocols in the Special Care Clinics of Endocrinology.
  - d. To attend to in patients in the Endocrinology Wards and those referred to Endocrinology from other specialties.
  - e. To attend to any Emergencies in the specialty.

## 2. Teaching.

- a. Undergraduate teaching as allotted by the Department or other departments in the institution.
- b. To guide the postgraduates registered for the Diploma in Dialectology.
- c. To educate paramedical staff and patients regarding the various Endocrinologic disorders.

## 3. Administration.

- a. To assist the Head of the Department in the administration of the Endocrinology Department.
- b. To deal with the medico-legal issues certificates under the guidance of the Head of the Department.

## 4. Research in the Specialty of Endocrinology.

## 5. Any other duties allotted by the head of the Department.

## **Duties Prescribed for the post of Museum Attendant.**

1. To prepare 20% Formalin Saline.
2. To prepare fluid from pure formalin for mounting.
3. To see whether the organs received from Post-mortem are kept in 20% Formalin Saline by the servant
4. To preserve surgical specimen received for mounting from Histology.
5. To help in-charge of Museum to preserve the selected organs beyond one year.
6. To operate the following machines meant for preparing jars from Acrylic sheets as per size of specimen required to be mounted:-
  - a) Electric bench saw (230 volts Ac 50 cycles)
  - b) Electric Grinding machine (-do-)
  - c) Electric Drilling machine (-do)
  - d) Electric Buffing machine.
7. To keep watch over the Museum specimen, record etc. and to see whether they

are kept in clean condition.

8. To prepare photograph Album pertaining to postmortem organs.

### **COOKS, COOKMATES AND KITCHEN ATTENDANTS`**

1. To be responsible for proper washing, cutting of vegetables, meat, fish etc.
2. To help the Head –Cook in the preparation of food, tea etc.
3. To scrub and clean the kitchen utensils.
4. To scrub, wash and clean the kitchen floors, walls, sinks, scullary and gas rings
5. To clean all articles in the kitchen.
6. To make themselves useful in a general way to the Nursing and other staff.
7. To perform any other work that they are directed to carry out by the hospital supervisory staff.

### **Sweeper Mukadam**

1. To help the Time –keeper at the morning and afternoon and roll –call of the Labour staff and to arrange substitutes in place of absentees amongst the sweepers.
2. To help the Time Keeper in entering in the Muster Roll and the presence of the labour staff and substitutes with the help of tokens collected at the morning and afternoon roll calls.
3. To take round in the wards and departments of the hospital compound and Nurses Home and to supervise the work of the sweepers on duty with the help of the Sisters –in – charge of the wards and departments.
4. To collect the members of the labour staff who report themselves sick and put them up before the A.M.O. (Jr.) and obtain certificates for sick leave.
5. To report any irregularities, misbehaviors or disobedience of orders amongst the labour staff on duty to the Time Keeper.

6. To take round and supervise the work of the sweepers in the wards and departments.
7. To help the Time Keeper in filling in the foll call with the help of takens.
8. To be in charge of all sweepers and be responsible for distribution of personal to various wards and departments.
9. To supervise the cleanliness of the sanitary, blocks attached to the wards and departments.
10. To supervise the cleanliness outside the wards and departments.
11. To help the Nursing and other staff in any way whenever called upon to do.
12. To put up sweepers , either for investigation of complaints or otherwise to the office whenever directed.
13. To take instructions directly from the staff Havaladar in charge of the labour staff.
14. To inspect the chawls and buildings of the resident staff twice a week with the Asst. Sweeper Mukadam.
15. To look after the work of the Asstt. Sweeper Mukadams during their absence on casual leave.
16. To render whatever help that may be necessary during emergencies.
17. To perform any other work that he is directed to carry our by the Hospital supervisory staff.

## **Malis**

1. To attend the work in the garden as instructed by the Head Mali.
2. To perform any other work that they are directed to carry out by the hospital supervisory staff.

## **Carpenter and Assistant Carpenter :**

- 1 To carry out repairs to wooden furniture, wheeled chairs and stretchers, etc. in these institutions
2. To carry out repairs to the doors and windows of these institutions and attached buildings.
3. To replace broken glass panes, brass fixtures and fittings to the doors and windows of these institutions and attached bldgs.
4. To prepare wooden frames for plaster moulds and special wooden splints and crutches for hospital patients as ordered.
5. To prepare small pieces of furniture as and when needed.
6. To perform any other work that they are directed to carry out by the hospital supervisory staff.

## **WARD ATTENDANT AND AYAH**

- 1 To help in scrubbing and cleaning the wards, pantry passages and equipment.
2. To clean walls, windows, etc.
3. To dust furniture, equipment and other articles in the
4. To polish brass stoppers, hinges of windows and doors and other articles in the wards.
5. To scrub and clean the utensils of the wards.
6. To tape beds/.



7. To carry patients on stretchers and wheeled chairs to different departments e.g. X-Ray , Clinical Pathology etc.
8. To help in serving food, milk and tea to patients.
9. To generally help the sisters in the matters of receiving stores, linen, medicines etc.
10. To bring articles from the various stores and medicines from the dispensary to the ward.
11. To carry mattresses to and from the ward for sterilization or refilling.
12. To carry dressing drums for sterilization and to bring them back to the wards.
13. To help the Sisters in sorting out, counting and arranging linen in cupboards and taking and giving linen to the washing contractor.
14. To help the Sister in checking articles of dead stock, linen and other ward equipment.
15. To clean and fill boilers and sterilizers.
16. To scrub and clean sinks, wash basins etc.
17. To clean geysers, gas rings etc.
18. To scrub and clean hand and foot baths.
19. To help in carrying dead bodies to the mortuary.
20. To help patients in their batches.
21. To clean the spring cots by blow lamps.
22. To carry lotion bowls around when the Honorary staff are taking rounds.
23. To place screens around beds whenever necessary.
24. In surgical wards, to take dressing trolleys, to the bed- side or wherever required.
25. To help the Medical Officers in dressing and preparation of patients for operations.
26. To help the Medical Officers while they are giving injections and other treatment to patients, e.g. tapping, lumbar puncture, etc.
27. To help the Medical Officers in the application of splints, appliances, putting on the removal of plaster of paris.
28. To accompany patients and to reach them home if relatives of friends are not available , or whenever ordered to do so.
29. The ayahs in the female ward will comb the hair of female patients.

30. To help in the cutting and folding of gauzes, cotton, lint, tow, etc.
31. To help and do whatever work that may be necessary in the pantry.
32. To take messages and papers according to instructions.
33. To be properly and neatly dressed in their uniforms, whenever uniforms are supplied to them.
34. To make themselves useful in a general way to the Nursing and other staff, according to the ward or department concerned.
35. To perform any other work that they are directed to carry out by the hospital Supervisory staff.

### DRESSER

They are entrusted with specialised duties in specific departments and are trained for that particular ward.

- 1 Venereal section
  - a) To supervise levages in the male sections
2. Dressing department :
 

They undertake minor surgical dressings under the direct control of the Dressing Supervisor in the dressing departments for old surgical cases.
3. Minor surgery :
 

Similar to Theatre Attendants.
4. To help in laying out the theatres.
5. To make themselves generally useful to the Nursing and other staff according to the department concerned.
6. To perform any other work that they are directed to carry out by the Hospital Supervisory Staff.

### Duty List of Superior Field Worker and Field Workers in Pest Control

#### Unit

Superior Field Worker

Timings 7.00 A.M. to 3.00 P.M.

1. To maintain internal muster and supervise the work of 4 Field workers.
2. To receive, investigate and attend complaints regarding mosquito, rat, cockroaches, white ants fly and bedbugs nuisance etc.
3. To bring insecticides with crew from P.C.O. E/Ward and maintain the stock register and use in details. Arrangement of pump, Rat traps etc.
4. To take the Field Workers at outside Units of Nair Hospital (Dr. Bhajekar Hospital ) for attending complaints.

#### **Field Workers 4**

1. To operate spray pump while giving of insecticide treatment.
2. To lay rat traps and poison bets. Collection of rats to kill them and take it to PCO Office E/Ward daily. To check over, head Water storage tanks from mosquito breeding point of view. To treat the water storage tanks.
3. To prepare rat poison bets and lay at all places. To keep gum boards for small rats.

#### **LABORATORY SERVANTS**

1. To scrub and clean walls, floors ceilings of the department and varandas adjoining the department and to polish brass articles.
2. To dust and clean furniture of the department to clean the soiled glass and other articles.

3. To carry articles to and fro the stores whenever required to do so.
4. To carry messages.
5. To make themselves useful in a general way by helping the Medical Officers, Laboratory Assistants and Laboratory Attendants.
6. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **Hamals & Servants**

1. To clean walls, floors, ceiling of verandahs, etc. of out patient Department, Nurses Home, R.M.O.'s Quarters Stores and other departments and to polish brass articles.
2. To carry messages.
3. To render help in the wards as Ward-Attendants when ever called upon to do so.
4. To carry stretchers cases and patients on wheeled chairs.
5. To keep a watch on radium cases when detailed to do so.
6. To regulate attendance of patient into the various out-patients departments.
7. To accompany patients and reach them home whenever necessary or when relatives and friends are not available.
8. To dust and clean the Living rooms in the R.M.O's quarters and the Nurses Home.
9. To carry articles whenever required to do so.

10. To make themselves useful in a general way to the Nursing and other staff, according to the department or ward concerned.
11. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **X-RAY ATTENDANTS**

1. To prepare solutions and develop all hospital skiagrams,
2. To help the Medical and Nursing Staff while taking skiagrams during fluoroscopic examination and giving treatment in the electro-therapy department.
3. To help when skiagrams are being taken with the mobile apparatus.
4. To help entering details about skiagrams in the registers.
5. To help in compiling statistics.
6. To file skiagrams and trace old references.
7. To guide patients attending the X-Ray department.
8. To perform any other work that he is directed to carry out by the Hospitals Supervisory staff.

### **PAINTER**

1. To paint lettering on wooden boards, walls, bottles, etc. as per the directions given by the Engineer.

2. To paint small pieces of furniture, etc. as per the instructions given by the Engineer from time to time.
3. To perform any other work that he is directed to carry out by the Hospital Supervisory staff.

### **LIFTMAN**

1. To inspect periodically, overall and maintain in proper working order all the lifts in these Institutions.
2. To adjust the lift levels generally to the floor levels.
3. To attend minor repairs.
4. To perform any other work that he is directed to carry out by the Hospitals Supervisory staff.
5. To help the plumber.

### **Dispensary Boy(Servant)**

1. To clean the bottles of various mixtures, etc.
2. To clean tables, cupboards, etc. in the dispensary.
3. To bring urgent articles of medicine from the market if required immediately for the use at this hospital.
4. To remove outside, the articles from the Medicine Store at the time of issuing them to the dispensary and/or to all wards.
5. To maintain cleanliness in the dispensary.
6. To perform any other duty that may be given to him by the supervisory staff.

### **Animal Keepers:**

1. To clean the Animal House.
2. To feed and look after the animals.
3. To keep the stock of animals properly and report death of any animal to the Resident Pathologist or the member of the staff concerned.
4. To bring food from the stores.
5. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **Mortuary Attendants:**

1. To receive the dead bodies and to place them in the morgue properly labeled for identification.
2. To hand over the dead bodies to the authorized persons on the receipt of the proper certificates of death and obtain the signature of the party on the indoor case papers.
3. To maintain a register showing the date, time etc. on receiving the dead bodies and their further disposal.
4. To bring to the notice of the Assistant Dean or the Assistant Medical Officer on duty any discrepancy regarding the certificate of death or the disposal of the dead body.
5. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **Post Mortem Attendants and Ambulance Bearers:**

1. To scrub and clean the post-mortem room ;and portions of the clinical Pathology Department allotted to them.

2. To dust the furniture, equipment and other articles in the Clinical Pathology section and the post-mortem room.
3. To polish brass stoppers, hinges of windows and doors and other articles of the post-mortem section.
4. To help the Medical Officers in performing the post-mortems. To take out and keep all the bodies in the mortuary whenever necessary.
5. To carry messages.
6. To be in-charge of hand-stretchers when dead bodies are carried home by the relatives and friends to localities adjoining the hospital.
7. To make themselves useful in a general way to the Medical Officer in their own way.
8. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **Laboratory Attendants**

1. To sterilize the material according the instructions.
2. To keep costly glassware and apparatus; in its proper place and in good working order.
3. To help the Medical Officers and Laboratory Assistants in whatever duties they carry out.
4. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **PLUMBER & ASSISTANT PLUMBER:**

1. To look after the water supply and sanitary systems at the hospital, college and other premises attached to the above institutions.
2. To look ;after the proper maintenance of the gas fittings and hot water geysers at the above institutions and the attached buildings.
3. To supervise the periodic washing and cleaning of the water tanks of the above institutions and the attached building.



4. To attend the complaints regarding the drainage system of the above institutions and the attached buildings and to arrange to set them right.
5. To promptly report to the office major defects in the water, drainage and gas systems.
6. To take periodic rounds to examine the water hydrants and taps, repair leakage and minor defects if any. To maintain a register of the rounds taken.
7. To inspect and effect minor repairs to the high pressure and other sterilizers.
8. To attend to the repairs of the pumping system of the operation and X/Ray tables.
9. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **BARBER**

1. To be responsible for the shaving, hair cutting and nail cutting of patients in the male wards allotted to each of the barbers.
2. To shave every patient once every alternate day.
3. To give hair-cut to each patient at least once a fortnight.
4. To have parts prior to preparation of patients for operation, under the instructions of the Nursing Staff.
5. To report themselves to the Sister-in-charge of the wards before commencing and after finishing their work in the ward.
6. To present their daily work book to the Sister-in-charge of the ward before leaving the ward every day and to have the work done by them recorded and initialed in the book.
7. To carry out any other work that may be given to them by the Sister-in-charge or any other officer of the wards or department.

### **SWEEPER (MALE/FEMALE)**

1. To help in scrubbing and cleaning the wards, stores and passages.
2. To wash, disinfect and dry soiled linen.
3. To help Nurses in the treatment of bladder and rectal cases.
4. To give bed-pans and urinals to patients promptly when they are needed, to clean and wash the patients and to remove the bed-pans and urinals when done with.
5. To remove all refuse and soiled dressings to the refuse cart.
6. To help ward attendants in carrying the dead bodies to mortuary.
7. To help Ward Attendants in constantly keeping ward floors, walls, windows, etc. clean.
8. To scrub and clean the lavatories, bath rooms, bed-pans, spittoons etc.
9. To take mattresses from the ward for sterilization and refilling and carry them back to the ward.
10. To help Nursing Staff in washing, cleaning and drying mackintoshes.
11. To boil baby napkins before washing.
12. To take specimens and other materials to the Clinical Laboratory.
13. To scrub the staircases.
14. To work in the hospital compound whenever detailed to do so.
15. To make themselves generally ;useful to the Nursing and other ;staff, according to the Ward or Department concerned.
16. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **Duties of P.T. & OT. Attendant**

1. Helping in taking plaster moulds for making misprints, shaping the plastic splints, helping in finishing the splints. (i.e filing them and fixing strong and buckles etc.)
2. Helping in preparing adapted equipment.

3. Assisting in fixing, work for individual treatment of patients for example Epilepsies
4. Taking care of weaving looms.
5. Taking care of machines and tools.
6. Assisting in finishing articles for sale, helping in labeling and packing them.  
Taking cash to office from sale of articles for issuing receipts.
7. Helping in Physiotherapy Deptt. for lifting patients, arranging of the Deptt. for meetings and clinics, helping the staff with other work.
8. Making himself useful to all the members of the staff for any other work.

### **LAB.ATTENDANT**

1. Look after arranging Audio Visual aids ( Slide- projector, Overhead Projectors , Mike System etc. at the time of Practical, Demonstrations and Lectures.
2. Helping the senior staff for attendance record.
3. Helping at the time of examinations for distributing the answer books .
4. Any additional work on instruction from head of the department.

### **Jr.Pressman**

1. Composing and printing.
2. Binding and perforation, numbering etc.
3. Purchasing the material required for printing unit.
4. To prepare estimate and bill along with delivery challan.
5. To assist the patient in printing unit along with in job situation.
6. To help the student in binding etc.
7. Maintenance and oiling machinery in printing unit.
8. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **Tailors:**

1. To do mending and sewing of all the linen of the institutions.
2. To take instructions regarding their work directly from the Assistant Matron(Sr.)
3. To take measurement, to give estimates of cloth for preparing new articles.
4. To do the cutting and stitching of articles.
5. To be responsible for the proper working, oiling of the sewing machines.
6. To report to the Assistant Matron regarding the repairs, etc. of the machines in proper time.
7. To make themselves useful in a general way to the Nursing and other staff.
8. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **Electrician:**

1. To maintain in proper working order and to carry out minor repairs to the lightening and power circuits and wiring of lifts.
2. To overhaul and repair table and ceiling fans, exhaust fans, hand lamps, table lamps, electric clocks, electric cradles, iron lungs, internal telephone circuit and other electric gadgets.
3. To carry out the fixing of additional electric points and temporary lighting on special occasions.
4. To take periodical tests of electric installations in the institutions and attached buildings.
5. To perform any other work that he is directed to carry out by the Hospital Supervisory staff.

### **Registration Attendants.**

1. To sort out the out-door papers every evening and arrange them in serial order.
2. To attend to the work in the Registration Office on Sundays by turns.
3. To prepare indoor case papers for patients who have been admitted as in-patients.
4. To send serious intimation and death intimation cards to the relatives and in medico-legal cases send the death intimation to the police station.
5. To enter the details in the death register in all cases of deaths, occurring in the hospital.
6. To attend to enquiries regarding indoor and outdoor patients.
7. To take out un-diagnosed OPD case papers every month.
8. To perform any other work that they are directed to carry out by the Hospital Supervisory staff.

### **ELECTRICIAN-I**

He must be literate and understand English and vernacular. At present this is the senior-most grade for an experienced Electrician and is eligible for the post after five years of IInd Class P.W.D.licence. Generally he must have an electrical experience of seven to ten years. He must be able to carry out any type of wiring in an economical way according to Electricity Act in force. He must be able to get the required work done through his assistants. He must also be able to find faults in electrical circuits and carry out insulation and other tests and attend to all sort of domestic appliances and Hospital equipments. He must be able to give details of requirements of any wiring job and know usual supply company requirements and standard size of meter boards and cable, switch fuse etc. He must be able to take meter reading and read name plate details of any equipment.

## **ELECTRICIAN-II**

He must be literate. These posts are mainly for Hospital Wireman and Reliever and should be able to do practically same type works but mainly day-to-day repairs and maintenance works only of any electrical equipment. He must mostly be conversant with common faults on lighting and power circuits and must be able to detect faults and remedy the same and/or arrange temporary alternative arrangements with the least delay. The employee must necessary hold 2<sup>nd</sup> class P.W.D. license of at least three years standing and must be in the electrical line for minimum of seven years. He must know usual P.W.D. and Supply Company's standard Rules and Meter Board sizes and normal requirements for any wiring jobs. He must be able to get the wiring or repairs work done through his assistant.

## **WIREMAN-II**

He must be literate. The employee must have at least five years experience in the electrical line or have newly second class P.W.D. license. He must be able to carry out minor jobs independently and submit details of requirements for minor jobs. He must be conversant with all type of wiring works and be able to assist senior wireman on major jobs. He must be able to locate faults on minor wiring installations and be able to remedy the same. He must also know the practical common Rules of P.W.D. and supply Co.

## **WIREMAN-III**

The employee must be working in the electrical line for at least three to four years as assistant Wireman. He must be able to know different sizes of cables and conduit pipe and accessories commonly used for wiring works. He must be able to replace small defective pieces of wiring or accessories ;in lighting circuits and replace fuses etc. He must work as Helper to any Wireman on any jobs.

## MECHANIC

1. He will maintain the machinery, equipment and apparatus working on electricity gas, or otherwise in smooth safe and trouble free working condition, in institutes under the control of Dean. This he will do himself regularly checking cleaning ,oiling and overhauling as per daily to programme given to him by technician(Elect. Mech.)
2. To repair the machine alter by fitting the spares or if not available, by rectifying the defects by welding, soldering , turning on lathe machine.
3. He will maintain dust free fans lights regularly.
4. He will modify or prepare articles required for research work.
5. He will submit the daily report to the technician of the work done.
6. He will be responsible for proper utilization of his tools.
7. He will train and supervise work of his subordinates.
8. He will to any other work told to him by his superiors.