

## Chapter – 3

### Powers and Duties of Officers and Employees

3. Details of the Powers and duties of officers and employees of the organization.

#### 3.1

Designation	Chief Medical Officer	
Powers	Administrative	<p>1. To supervise the work and attendance of the following staff. i) Office Staff ii) HJon.Medical Staff. lii) Residential Medical Staff iv) Technical staff working in Laboratory /X-ray etc. v) Staff for kitchen and Ambulance / Hearse.</p> <p>2. To grant leave to staff and to make arrangements in their places within the powers delegated and to attend to their grievances and to inspect field books of the outdoor staff if any.</p> <p>3. To exercise supervisory control over the collection, utilization, saving and accounts etc. of P.B.C.Fund.</p>
	Financial	<p>1) Giving administrative approval for office contingencies (except furniture), Purchase of Equipments, repairs &amp; maintenance etc. (Rs.40,000/-)</p> <p>2) Giving administrative approval for stationary articles (non schedule) or when not supplied by the contractors but required immediately. (Rs.40,000/-)</p> <p>3) Giving administrative approval for Store articles (non schedule) including X – ray materials electric appliances, printed matters, stationary tools,</p>

		<p>required for games and Gymkhana repairs including servicing, polishing etc. and purchase of fire wood. (Rs.40,000/-)</p> <p>4) Giving administrative approval for purchase of dead stock i.e. furniture articles (subject to restriction imposed as part of special measures of economy in view of financial stringency ).(Rs.40,000/-)</p> <p>5) Giving administrative approval for purchase of books &amp; subscription towards the medical periodicals. (Rs.40,000/-).</p>
	Duties	<p>1) To take daily rounds in wards for supervision and to attend to complaints, if any, by patients and members of Nursing Staff regarding ward work. To inspect ward ledgers and stock position of medicines and other materials etc. and arrange for replenishments and to report defaults, if any, to the Medical Superintendent.</p> <p>2) To attend to routine administrative work of the Hospital including grant of leave to all staff within the purview of delegation of powers and to make substitutes or working arrangement.</p> <p>3) To supervise and check O.P.D. follow up, records, waiting lists, admission and discharge system.</p> <p>4) To monitor the stock of equipments / machinery, medicines and surgical items and the dietary articles and to check the quality of dietary</p>

		<p>articles and prepared food.</p> <p>5) To sign imprest bills, remittance, diet bill, paysheets, U.w.R.Certificates etc. to sanction leave to office and other superior staff, to put up intents and certify bills of non scheduled items, as per delegation of powers.</p> <p>6) To take surprise rounds in the hospital, outside regular duty hours, especially during emergency duty days.</p> <p>7) To handle enquiries regarding patients, and to deal with them in accordance with rule.</p> <p>8) To attend to routine correspondence with outside patients/ parties and Municipal Departments such as C.A, A.O. (E), W.O. etc. and to see that all audit notes and disposed off.</p> <p>9) To see that old records and scrap material are disposed off regularly</p> <p>10) To enquiries regarding patients, and to deal with them in accordance with rule.</p> <p>11) To conduct enquiries in case of irregularities by Subordinate Staff.</p>
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Designation	Senior Medical Officer (Hosp.)	
Powers	Administrative	<p>1) To arrange for emergency duties and to attend emergency duties himself / herself whenever required.</p> <p>2) To conduct enquiris of subordinate staff in case of any irregularities.</p>
	Financial`	<p>1) Giving administrative approval for office contingencies (except furniture ) Purchase of Equipments, repairs &amp; maintenance etc. (Rs. 30,000/-)</p> <p>2) Giving administrative approval for stationary articles (non schedule) of when not supplied by the contractors but required immediately. (Rs.30,000/-)</p> <p>3) Giving administrative approval for Store articles (non schedule) including X-ray materials electric appliances, printed matters, stationary tools, required for games and Gymkhana repairs including servicing, polishing etc. and purchase of fire wood. (Rs.30,000/-)</p> <p>4) Given administrative approval for purchase of dead stock i.e. furniture articles (subject to restriction imposed as part of special measures of economy in view of financial stringency) (Rs.30,000/-)</p> <p>5) Giving administrative approval for purchase of books &amp; subscription towards the medical periodicals. (Rs.30,000/-).</p>

	Duties	<p>1) To supervise ward work, operation, I.C.U. E.C.G. Section, O.T.P.T.Dept. and all O.P.D's</p> <p>2) To take rounds in the hospital wards and to arrange suitable remedial measures to set right the defects, if any for ensuing smooth running of hospital.</p> <p>3) To do emergency duties round the clock in rotation with other M.Os and take surprise rounds in the hospital at odd hours.</p> <p>4) To check equipments and appliances in all wards, O.T.P.T.Dept. I.C.U. and O.P.Ds and arrange for their repairs urgently.</p> <p>5) To attend to complaints of patients and their relatives.</p> <p>6) To supervise the medico legal work and to see that all formalities required to be recorded on papers are completed in all cases admitted to hospital.</p> <p>7) To supervise school clinic work and to co ordinate the working of M.O. (schools) and different depts.. of the hospital</p> <p>8) To assign duties to interns as per University programme, to check their diaries and to give them completion certificate.</p>
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		<p>9) To check ward stores and medicine and general stores periodically.</p> <p>10) To supervise the work of Medical Record Department.</p> <p>11) To supervise the working of mobile dispensary attached to the hospital.</p> <p>12) To arrange and sanction blood, spectacles and other appliances from Poor box Fund as per delegated powers.</p> <p>13) To scrutinize ward indents and breakage reports.</p> <p>14) To supervise opening of Poor boxes and collection of amounts therefrom and its remittance.</p> <p>15) To obtain sanction of Chief M.O. for costly drugs for use of patients in the hospital.</p> <p>16) To Check attendance of R.M.O's Registration assistants and Technical staffs in Radiology, Pathology, Dispensary etc.</p> <p>17) To arrange for transfer and reference of patients and arrange for their investigations which are not done in the hospital.</p> <p>18) To make Arrangements for handing over dead bodies to patients relatives and to check death certificates etc. Before handing over the dead body.</p>
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		<p>19) To supervise the work of staff on ambulance and hearse attached to the hospital.</p> <p>20) To attend Court matters and courts when required in cases.</p> <p>21) To issue permission to remove Dead body's outside Greater Mumbai limits.</p> <p>22) To arrange blood from outside for patients when not available in the hospital.</p> <p>23) To assist Chief M.O. in day to day administration and look after the work of C.M.O. in his / her absence.</p> <p>24) To perform any other duty as may be directed by C.M.O.</p>
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	Medical Officer	
	Duties	<p>1) Ledger checking with physical verification</p> <p>2) Daily noting of visit book in concerned department.</p> <p>3) Monitor the investigation sent outside</p>

		<p>4) Fumigation of Ward Stores &amp; O.T.and check sterilization</p> <p>5) Making duty list of RMOs</p> <p>6) Complaint redressed in concerned department.</p> <p>7) When they go on leave, they should take signature of other M.O. who will take administrative responsibility of concerned department.</p>
	b) Night duty	<p>1) Details about Rounds</p> <p>2) Staff position</p> <p>3) Death if any</p> <p>4) Whether the staff is on uniform or not</p> <p>5) Operation if any</p> <p>6) Intern present in Casualty or not</p> <p>7) Any investigation send outside</p> <p>8) All new admissions</p> <p>9) Lectures on emergency duty present or not</p> <p>10) RMOs of emergency duty present or not</p> <p>11) Overtime book to be checked</p> <p>12) VIP Report</p> <p>13) Waste Management</p> <p>14) Linen and Vessels present in ward or not</p> <p>15) DAMA</p> <p>16) Reporting of Grave</p> <p>17) Transfer of dead bodies</p> <p>18) Attend Mun. OPD and Sing Mun.Muster</p> <p>19) Transfer in and out of hospital</p> <p>20) Any untoward incidence.</p> <p>21) Give ARV in the morning</p>



	Medical Officer (Casualty)	
	Duties	<p>1) Casualty is open round the clock in all shifts</p> <p>2) Non MLC patients coming to the hospital beyond OPD hours as well as all MLC are required in casualty first clinical examination.</p> <p>3) Waiting time for any patient will not be more than 15 minutes</p> <p>4) Casualty is equipped with all necessary instruments required for patient management.</p> <p>5) All life saving medicine are always available in sufficient quantities for critically injured / sick patients.</p> <p>6) All patients are categorized as routine, semi critical and critical types and critical patients are attended to without any delay.</p> <p>7) Patients who require hospitalization are either admitted to hospital or transferred to central institute if the hospital does not have required treatment facility.</p> <p>8) patient's observation time in casualty does not exceed one hour.</p> <p>9) CMO is directly responsible for patient care during patient's stay in casualty</p> <p>CMO supervisory for all patients care activities in casualty by nursing as well as labour staff.</p>

		<p>CMO is responsible for co ordination between all clinicians attending the patients in casualty.</p> <p>10) All patient care activities are carried out as per SOP prepared by each hospital and updated from time to time.</p> <p>11) Clinical management by experts (Lecturer of concerned unit) to given whenever required.</p> <p>12) Disaster management as per D.M.P.</p> <p>13) EMW disposal as per rules</p> <p>14) Special attention to D.V. victims through awareness programmes.</p> <p>15) Periodic review of casualty functioning by concerned M.O.</p>
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Jr. Assistant Matron	
Duties.	<p>1) To Arrange duties, off days, leave posting etc. of the nursing staff with the approval of the Chief medical Officer.</p> <p>2) To take regular and surprise supervisory rounds in all the wards, inspect the work of nursing staff, and report the irregularities noticed, if any, to the Medical Supdt.</p> <p>3) To bring to the notice of M.O. any negligence of duties, indiscipline, irregular attendance of the Nursing Staff working in the wards as well as the staff residing in the nurse's quarters.</p> <p>4) To check all the indent books of the wards of Nurses Home and see</p>

	<p>that the records and ledgers are maintained accurately.</p> <p>5) To check and see that proper maintenance of the ward equipments and furniture including bedside lockers, cots, mattresses and accounts thereof.</p> <p>6) To maintain a personal file of each member of the nursing staff and enter in it her personal observations regarding their conduct and work and submit the same for the perusal of Medical Officer every 6 months i.e. before 5<sup>th</sup> of June and December every year.</p> <p>7) To maintain a register of health cards of nursing staff and see that they regularly take vaccinations and other inoculations and take entries on the card accordingly..</p> <p>8) To arrange from time to time lectures to the nursing staff in connection with the hospital nursing and related professional matters.</p> <p>9) To arrange periodically social functions for nursing staff.</p> <p>10) To arrange to carry out any other duties entrusted to her by the Chief Medical Supdt.</p>
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Sister Incharge	
Duties	<p>1) To assign work to the nursing and labour staff.</p> <p>2) To maintain Co-ordination and discipline among the nursing and labour staff.</p>
Nursing care of patients	<p>1) To regulate admission and discharge of patients</p> <p>2) To indent diet for patients</p> <p>3) To take ..... With the medical staff and assist the medical staff</p>

	<p>in examination of patients and treatment.</p> <p>4) To assist and supervise clinical investigation, pre operative cases</p> <p>5) To maintain patient's record's</p> <p>6) To intimate Matron if special emergencies in the ward.</p>
Ward management	<p>1) To arrange for cleanliness of the ward, its annexes and environments.</p> <p>2) To see regarding upkeep and repairs of linen and ward equipments.</p> <p>3) To keep dangerous drugs in custody</p> <p>4) To put u indents for drugs surgical supplies, stores, diets and linen</p> <p>5) To maintain stock ledgers</p> <p>6) To issue store articles</p> <p>7) To be responsible for the patients valuables and clothes.</p>
General	<p>1) To participate in professional activities</p> <p>2) To perform any other duties Related to nursing service</p>

Operation theatre Sister	
Duties	<ol style="list-style-type: none"> <li>1) To take charge of the operation theatre which should be kept in readiness for all emergencies.</li> <li>2) To be responsible for the immaculate cleanliness and sterilization in the operation theatres including the sterilization of the furniture, trolleys, instrument, surgical appliances, dressing etc provided therein.</li> <li>3) To see that all the necessary equipments instruments, appliances etc. are provided in the operation theaters and that they are kept in working order at all times.</li> <li>4) To take an inventory of the articles, instrument, etc. in the operation theatres at least once a month and to report any deficiency therein to the Matron promptly.</li> <li>5) To make adequate arrangements for any operation to be performed.</li> <li>6) to be responsible for the general upkeep of expensive and delicate instruments and equipments including air conditioning system.</li> <li>7) To supervise the transfer of patients from the operation theatre to the concerned ward.</li> <li>8) To assist the surgeons in all operations.</li> <li>9) To supervise the patients care in the recovery room.</li> <li>10) To maintain a register for all operations performed</li> <li>11) To train the nurses and other staff placed under her authority in</li> </ol>

	<p>all matters of the operation work.</p> <p>12) To arrange the duties of nurses and to supervise their work</p> <p>13) To put up indents for the requirements of the operation theatres.</p> <p>14) To see that the instruments, equipments, surgical appliances etc. in the operation theatres are got repaired promptly.</p> <p>15) To give a proper and complete charge of the operation theatres to the relieving sister.</p> <p>16) To make herself generally useful to all doctors performing operations</p> <p>17) To perform any other duty that may be directed by the supervisors.</p>
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Staff Nurse	
Duties	<p>1) To assist the Ward sister and act for her in her absence</p> <p>2) To take over from the right nurse of the medical ward including of various specimens such as stools, urine, sputum etc. and arrange to send them to the Pathological department for examination and report.</p> <p>3) To prepare in surgical wards Dressing trolleys and to help the Doctor in the skin preparation of the patients for operations and to see to other general preparation of the patient before being sent to the theatre.</p> <p>4) To take mounds with the House Surgeon when Sister is busy with the Honorary staff or when off duty.</p> <p>5) To give medicines and injections as directed</p>

	<p>6) To write report of every patient in the ward report book and of the seriously ill patients in the general report book of the hospital.</p> <p>7) To Serve and supervise the patients diets in the evening.</p> <p>8) To help the Ward Doctor in giving intravenous and intramuscular injections, and various other puncture tapping, aspiration, vene section, artificial pneumothoax, saline infusions, blood transfusions, dressing of surgical wounds etc.</p> <p>9) To keep record of all the injections given to the patients during the day.</p> <p>10) To keep a proper stock of various articles required for the daily ward use, and inform the ward sister on the indented day about the things required to be indented for the work.</p> <p>11) To perform night duty as Assistant to night Superintendent, whenever the turn comes.</p>
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Theatre Assistant	
Duties	<p>1) To help in cutting the dressings and filling the dressing drums</p> <p>2) To help in sterilization of drums and instruments</p> <p>3) To help in laying out the Theatre</p> <p>4) To give general help in the operation theatre during operations.</p> <p>5) To help in the general cleaning of expensive instruments</p> <p>6) To make themselves generally useful to the nursing and medical staff in the theatre.</p>

Head Clerk Accounts /Establishment	
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Duties	<ol style="list-style-type: none"><li>1) To scrutinize all proposals or Establishment section to supervise the work of appointments, posting transfers etc.</li><li>2) To attend to Union matter, cases of disciplinary action, etc.</li><li>3) To scrutinize important proposals of Accounts and General Sections</li><li>4) To exercise general supervision on the work of furnishing various information etc./</li><li>5) To exercise general supervision over the office</li><li>6) To attend to the work of general nature not fallin withint eh purview of Establishment, Accounts and General Sections.</li><li>7) To perform any other duty as may be directed by the Chief M.O. or any other officer.</li></ol>
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Medical Record Technician	
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Duties	<ol style="list-style-type: none"><li>1) To exercise supervision over staff to Medical Record Department</li><li>2) To supervise and guide completion, compilation and disposal fo medical record.</li><li>3) To help research workers</li></ol>
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	<p>4) To prepare Administration report for Municipal Corporation and for Surgeon General, Govt. of Maharashtra.</p> <p>5) To exercise supervision over patients Registry at T.B.Clinics</p> <p>6) To exercise supervision over admission office</p> <p>7) To attend to the correspondence in response of issue of various certificates to patients.</p> <p>8) To attend to the complaints of patients and their relatives attending the hospitals.</p> <p>9) To work as a Liaison Officer between Hospitals and Clinics.</p>
Duties	<p>10) To type new cards</p> <p>11) To check notes of discharge dates , diagnosis etc. to check deficiency in case papers, To do coding and indexing of diagnosis and operations etc.</p> <p>12) To help to prepare of Annual Reports</p> <p>13) To do any other work relating to medical record section as ordered by superiors from time to time.</p>

## REGISTRATION ASSISTANT

### Duties

- 1) To maintain a register of admission of patients
- 2) To maintain waiting list registers
- 3) To send intimation cards to patients for admission and follow up
- 4) To maintain record of admission and discharge of patients
- 5) To help MRT in whatever work needed.

## Medico Social worker (Community Development Officer)

### Duties

- 1) To help patients in their difficulties
- 2) To secure help for needy patients from charities
- 3) To study social situation of patients
- 4) To keep case record of Medico Social work
- 5) To follow up treatment of patients
- 6) To arrange for recreational and social activities of patients.

## Incharge Medical Store

### Duties

- 1) To supervise the work of Pharmacists
- 2) To be in charge of Medical stores and to maintain ledgers of receipts and issues of drugs.
- 3) To place indents on Medical Contractors

	<p>4) To estimate periodical requirements of Medicines, Surgical Goods and other medical requirements.</p> <p>5) To watch the expenditure on medicines in relation to budget provision</p> <p>6) To arrange for the repairs of surgical equipment excluding items of plant and machinery.</p> <p>7) To perform any other work relating to the medical stores as may be directed by superiors from time to time.</p>
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Pharmacist	
Duties	<p>1) To dispense medicines as per prescriptions.</p> <p>2) To maintain ledgers of receipts and issue of medicines, drugs and other articles.</p> <p>3) To help Head Pharmacist in placing indents and maintaining ledgers</p> <p>4) To issue medicines etc. Requirements in Wards as per indents from wards.</p> <p>5) to help Head Pharmacist in general. .</p>

Laboratory Technician	
Duties	<p>1) To help the Medical Officers in the respective departments in the routine Laboratory work.</p> <p>2) To supervise the cleanliness of laboratory</p>

	<p>3) To look after cleanliness and proper maintenance of the instruments and apparatus in the respective sections.</p> <p>.4) To assist in the preparation of Medicine, reagents and Mucus specimen etc. in the respective sections</p> <p>5) To receive articles and materials from the stores and to maintain ledgers regarding equipment and material used in the Laboratory.</p> <p>6) To help Medical Officers in entering the reports of Laboratory examinations in the dispatch book.</p> <p>7) To report breakages and enter them in the breakage book.</p> <p>8) To make themselves useful in general way to the Medical Officers in their duties.</p> <p>9) To carry out some laboratory investigation independently.</p> <p>10) To carry out specialized type of work, special staining and processing or Biochemical investigations and to help in research work.</p> <p>11) To perform any other work that they are directed to carry out by the Hospital Supervisory staff.</p>
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X-Ray Technician	
Duties	<ol style="list-style-type: none"> <li>1) To prepare solution and develop all hospital ski grams</li> <li>2) To help the medical and nursing staff while taking ski grams</li> <li>3) To help when ski grams are being taken with mobile apparatus</li> <li>4) To help in writing details about ski grams in the Register</li> <li>5) To help in compiling statistics.</li> <li>6) to file ski grams and trace old references</li> <li>7) To guide patients admitted to the X-ray departments</li> <li>8) to take personally all routine ski grams of O.P.D. and In-door Patients.</li> <li>9) To develop wash, Dry and identify plates of each patients.</li> <li>10) To supervise the work of Radiographer</li> <li>11) To perform any other work regarding X-ray department as may be directed by superiors from time to time.</li> </ol>

Radiographer	
Duties	<ol style="list-style-type: none"> <li>1) To prepare solutions and develop all Hospital skigrams</li> <li>2) To clean intensifying screens, cassettes and hangers</li> <li>3) To clean and keep the X-ray Machine tidy</li> <li>4) To take such skigrams as are directed by the Officer incharge of the X-ray Departments and in wards in other departments with mobile or portable units and to carry out such other works as it is</li> </ol>

	<p>necessary for taking, developing and drying the x-ray films.</p> <p>5) To help Radiologist and Medical staff while taking skiagrams during the fluoroscopic examination.</p> <p>6) To enter details about skiagrams in the register.</p> <p>7) To compile statistics</p> <p>8) to file skiagrams and trace old references.</p> <p>9) To guide patients attending the X-ray departments</p> <p>10) To perform any other work as may be directed by the Hospital supervisory staff.</p>
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Laboratory Assistant	
Duties	<p>1) To help in the routine laboratory work</p> <p>2) To supervise the cleanliness of the laboratory</p> <p>3) To look after proper maintenance of laboratory equipments.</p>

## Assistant Havildar

### Duties

- 1) To be in charge of the entire labour staff and be mainly responsible for the proper discipline, attendance and arranging of the labour staff.
- 2) To be responsible for the proper maintenance and up keep of the muster roll of the labour staf.
- 3) To prepare Statement showing the number of days individuals members of the labour staff have been present at the close of every month and hand it over to the establishment clerk.
- 4) To be present at the disbursement of pay on pay days along with staff Havildars and Havildars and maintain order and discipline among the labour staff.
- 5) To receive applications for casual and long leave and to forward them to the officer for disposal, after endorsing thereon, the dates of proceeding on leave and resumption of duty, the amount of leave enjoyed by the applicant etc.
- 6) To help the establishment clerks whenever necessary.
- 7) To check the casual leave shown in thee muster roll with that entered into the leave register at the end of each month.
- 8) To give surprise visits at night roll calls.
- 9) To take occasional rounds at night and report to the office irregularities observed.
- 10) To help the Nursing staff in general, especially with regard to suitability of personnel.
- 11) To help generally to the welfare of the labour staff and their children

	12) To take rounds once a week in the labour quarters and report irregularities.
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Laboratory Servant	
Duties	<ol style="list-style-type: none"> <li>1) To scrub and clean walls, doors, ceilings of th department and verandahs and to polish brass articles.</li> <li>2) To dust and clean furniture of the department to clean the soiled glass and other articles.</li> <li>3) To carry articles to from the stores whenever required</li> <li>4) To carry messages</li> <li>5) To make themselves generally useful to laboratory staff.</li> </ol>

Dispensary Boy	
Duties	<ol style="list-style-type: none"> <li>1) To help the Pharmacist in preparing stock mixtures</li> <li>2) To clean to bottles of various mixtures etc</li> <li>3) To clean the tables, cupboards etc. in the clinic</li> <li>4) To maintain cleanliness in the dispensary</li> <li>5) To bring urgent articles of medicine from market, if required.</li> <li>6) To help the Pharmacist in general.</li> </ol>



### Ayah & Ward Boys

#### Duties

- 1) To help in scrubbing and cleaning the wards, pantry and equipment
- 2) To clean walls, windows, to polish brass stoppers, hinges of windows etc.
- 3) To help in serving food, milk and tea to patients.
- 4) To bring articles from medical and other stores
- 5) To help the Sister checking articles of dead stock, linen and other ward equipment.
- 6) To accompany patients to general hospitals whenever required.
- 7) To help the Sister in sorting out, counting and arranging linen and taking and giving linen to washing.
- 8) To dust furniture and equipments in the wards
- 9) To make patients beds
- 10) To do any other duty that may be directed by the superiors.

### Sweeper (Male and Female)

#### Duties

- 1) To Crub and clean the wards, stores and passages, urinals, WCs, etc. and keep the wards and its surroundings clean and tidy.
- 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 as and when

	<p>they are needed, to clean and wash the patients and to remove the bed pans and the urinals when done with.</p> <p>5) To remove all refuse and soiled dressings to the refuse bins</p> <p>6) To carry dead bodies to the mortuary.</p> <p>7) to help ward Attendants in constantly keeping ward floors, walls, Windows etc. clean.</p> <p>8) To scrub and clean the lavatories, bath rooms, bed pans</p> <p>9) To scrub and clean staircases of the hospital premises</p> <p>10) To wash, clean and dry mackintoshes</p> <p>11) To boil baby napkin before washing</p> <p>12) To take specimens and other materials to the clinical laboratory.</p> <p>13) To prepare slides for stool examination in the laboratory</p> <p>14) To work in the hospital compound whenever detailed to do so.</p> <p>15) To control patients and visitors in wards, O.P.Ds etc.</p> <p>16) To keep account of bed pans, kidney trays, spittoons, etc. given for use in wards and to sign for the same in each shift in the handing over and taking over books maintained in the ward.</p> <p>17) To make himself generally useful to the Nursing and other staff according to the Ward or Department concerned.</p> <p>18) To perform any other duty as may be directed by the superiors.</p>
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