

## MANUAL- 2

### Powers and Duties of the Officers and Employees.

#### Powers to CMO and Sr.M.O.

Powers:

\*As detailed in the booklet under title delegation of Powers by Public Health Department of BrihanMumbai MahanagarPalika.

DUTIES:

\*\* As detailed in Public Health Department Manual (Chapter XVII) \*and \*\*  
Available with CMO / Head Clerk at the office of the Chief Medical Officer,  
Municipal General Hospital, Kasturba Cross Road No. 2, Borivali (East),  
Mumbai: 400 092.

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DUTIES:

#### A: Duties of Chief Medical Officer

- To supervise the work of and guide the subordinate staff and to report irregularities to the higher authorities.
- To attend to all routine correspondence with outsiders other municipal departments, etc.
- To take rounds in the wards of the hospital and to attend to complaints by the patients and members of the nursing and medical staff.
- To supervise the work and attendance of
  - a. Office staff
  - b. Medical and paramedical staff including honararies
  - c. All other staff working under him/her.
- To grant leave such as C.L., E.L., etc to staff of the hospital.
- To attend to notes, letters and enquiries regarding patients and to deal with them in accordance with the rules.
- To scrutinize and sign all indents for purchase of stores, linenfurniture, drugs, medical appliances, laboratory articles, etc.

- To exercise a general control on the medical and general stores of the hospital.
- To enquire into and dispose of breakage, condemned and loss reports.
- To assist in various expansion plans and development schemes of the hospital
- To see that information regarding admission and diagnosis of dangerous diseases such as cholera, plague, etc. is given to the Executive Health Officer and Epidemiology department.
- To scrutinize all the information compiled Medical Record Technician for administration report.
- To keep higher authorities informed about the hospital working
- To see to it that better quality health care is provided to the Patients by utilizing the available resources effectively and efficiently.

**B: Duties of Sr. Medical Officer:**

- To supervise ward work, operation theatre, ECG section, all other departments and OPD's.
- To take administrative rounds in the hospital wards and to arrange suitable remedial measures to set right the defects.
- To check equipments and appliances in all wards and departments and to arrange for their repairs.
- To attend to complaints of patients and their relatives.
- To supervise medico-legal work and to see that all formalities required to be recorded on papers are completed in all medico-legal cases admitted to the hospital.
- To supervise and coordinate the working of M.O.s and different departments of the hospital.
- To check ward stores and medicines and general stores.
- To supervise work of Medical record technician.
- To arrange and sanction necessary materials from poor box charity funds.
- To scrutinize ward indents and breakage reports.
- To arrange emergency duties and to attend emergency duties himself/herself whenever required.
- To supervise the opening of poor boxes and collection of amounts therefrom.
- To take surprise rounds in the hospital at odd hours.

- To sanction costly drugs for use of patients in the hospital.
- To check attendance of the staff.
- To supervise the work of staff on ambulance and hearse attached to the hospital.
- Communicate with the Chief Medical Officer about the hospital working.
- Any other duty assigned by the superiors.

**C: Medical Officer:**

Duties and Responsibilities:

a. Clinical:

To attend OPDs and Wards during morning time

b. Administrative:

Each Medical Officer has separate Department Ledger checking with physical varification.

Daily monitoring of visit book in concerned deparment.

Monitor investigations sent outside

Fumigation of Wards, O.T. and Check sterilization

Making duty list of RMOs

Complaint redressal in concerned department

When they go on leave, they should take signature of other MO who will take administrative responsibilities of concerned department.

c. Night Duty:

1. Detailed Rounds of the hospital
2. Staff Position
3. Death if any
4. Whether the staff is in uniform or not.
5. Operations if any
6. Any investigations sent outside
7. All new admissions
8. Overtime book to be checked
9. VIP report
10. Wast management
11. Linen and vessels available in the wards or not
12. DAMA

13. Reopening of any department
  14. Transfer of dead bodies
  15. Attend Mun. OPD and Sign Mun. Muster
  16. Transfer in and out of the patients
  17. Any untoward incidence
  18. Give injections for Dog bite in the morning.
  19. To see that OPD starts at 8 AM.
  20. Manage all emergencies in the hospital.
  21. To check all new admissions and serious patients' indoor papers and whether orders/clinical findings have been written or not.
- Most are directed to take rounds between 10 PM and 1: 00 AM

#### **D: Honorary Staff:**

1. Every Honorary shall attend the OPD patients, indoor work, operations, etc. on all days excluding off days and Sundays and Holidays.
2. Supervising the work of subordinate medical staff.
3. Attending any emergency clinical works SOS in the hospital.

#### **E: Duties of Junior Assistant Matron**

- To take rounds in the wards and departments of the hospital for general supervision over nursing and labour staff.
- To guide nursing and labour staff in performing their duties whenever necessary.
- To take rounds with CMO/Sr.MO and to take action according to their instructions.
- To arrange shift duties of Nursing staff.
- To arrange duties of Night Superintendent.
- To mark and maintain muster-rolls of the Nursing Staff.
- To regulate and maintain leave account of the Nursing Staff.
- To take census of patients of all wards daily and submit it to the Sr.MO/CMO.
- To attend to complaints of Nursing Staff and to submit it to the Sr.MO/CMO with her remarks.
- To scrutinize and sign indents from wards and report about breakage.
- To sign night reports and day reports from wards.
- To supervise distribution of diet and milk to the patients.
- To check registers and stocks of linen, medicine, dead stock articles, stores items, etc. periodically and report any discrepancy to the Sr.MO/CMO.

- To maintain cleanliness of the hospital.
- To perform any other duty as may be directed by the superiors.

**F: Sister in charge:**

1. To assign work to the nursing staff and labour staff
2. To maintain co-ordination and discipline among the nursing and labour staff.
3. Nursing Care of the patient:
  - a. To regulate admission and discharge of patients
  - b. To indent diet for patients
  - c. To take rounds with medical staff and assist the medical staff in examination of patients and treatment
  - d. To maintain patients' records.
  - e. To intimate Jr. Asst. Matron if special emergencies in the ward.
4. Ward Management:
  - a. To arrange for cleanliness of the ward, its annexes and environment
  - b. To ensure upkeep and repairs of linen and ward equipments.
  - c. To keep dangerous drugs in custody.
  - d. To put up indents for drugs, surgical supplies, stores, linen, etc.
  - e. To maintain stock ledgers
  - f. To issue store articles.
  - g. To be responsible for the patients' valuables and clothes.
5. General:
  - a. To participate in professional activities
  - b. To perform any other duties related to nursing services.
  - c. To do any other work that may be assigned by the Jr. Asst. Matron / Medical Officer/ Chief Medical Officer.

**G: Staff Nurses:**

1. To assist the ward sister and act for her in her absence.
2. To take over from the night nurse of the medical ward including various specimens such as stools, urine, sputum, etc. and arrange to send them to the pathological laboratory for examination and report.
3. To prepare dressing trolleys and to help Doctor in skin preparation of the patients for operations and to see to other general preparation of

the patient before being sent to the operation theatre.

4. To take round with House Officer/Surgeon when sister in charge is busy with Honorary staff or when Off-duty.
5. To give medicines and injections as directed.
6. To write report of every patient in the ward report book and of seriously ill patients in the general report book of the hospital.
7. To serve and supervise the patients' diet in the evening.
8. To help the ward doctor in giving intravenous and intramuscular injections.
9. To keep records of all injections given to the patients during the duty.
10. To keep a proper stock of various articles required for daily use in the ward and inform the ward sister about the requirements of the ward.
11. To perform night duty as Assistant to Night Superintendent by turn.

#### **H: Duties of Senior Pharmacist:**

- To supervise the work of pharmacists and labour staff working under him/her.
- To check the stock of medicines and other items under his control periodically and as soon as the stock reaches the reorder level, timely indents are put up on scheduled contractors.
- To see that supplies of medicines and injections against the indents are received and stored at the proper places.
- To institute risk and cost purchase procedure in the case of defaulting contractors.
- To maintain account of costly medicines and injections.
- To certify bills in respect of medicines, etc. received.
- To maintain dead stock register of the medical stores.
- To see that all registers and records are maintained up to date.
- To watch the expiry dates of medicines and injections by maintaining an expiry date register and to take timely steps to send them to other institutions.
- To calculate the cost of drugs and materials supplied from medical stores to various departments and wards of the hospital, separately, for the purpose of performance budgeting.
- To attend to emergency calls whenever called upon to do so.
- To perform any other duty as may be directed by the superiors.

#### **I: Duties of Laboratory Technician:**

- To prepare various stains, reagents, and emulsions, etc. required in the laboratory.
- To collect samples of blood, urine, stool, etc., of the patients, examine them and submit the report of the examination.
- To carry out serological and hematological tests and other routine laboratory work.
- To be responsible for investigations carried out by him/her including blood grouping and cross-matching.
- To indent materials and instruments required for the laboratory and to maintain a ledger thereof.
- To be responsible for the equipments, etc., entrusted to him/her including upkeep/repairs, etc.
- To maintain proper record and registers of investigations carried out day to day.
- To supervise the work of laboratory assistants, attendants, servants, etc., working in the laboratory.
- To perform shift duties in the laboratory as and when required.
- To perform any other work relating to the laboratory investigations as per directions of the superiors.

#### **J: Duties of X-ray Technician:**

- To check up and arrange with forms all the X-ray films taken on the previous day.
- To take routine X-rays like chest, spine, skull, etc., with proper labeling and identification.
- To assist the Hon. Radiologist while reporting the X-ray films.
- To keep day to day account of X-ray films utilized.
- To prepare and arrange the museum films.
- To supervise the dark room work.
- To give appointments, make entries in the register, pin up the x-ray films and arrange dispatch of X-ray films if directed by Hon. Radiologist, M.S./C.M.O., etc.
- To keep records of films indented, used and in balance every day.
- To work in emergency duty whenever asked for.

- To keep and assist in keeping accounts of the articles in the department in order.
- To supervise the work of subordinate staff, such as, X-ray assistants, X-ray attendants, servants, etc
- To give appointments in consultation with the medical staff for specialized work.
- To attend portable X-ray calls and to see that machines are not damaged during transit.
- To clear cassettes and intensifying screens periodically.
- To do any other work assigned by the head of the department.

**K: Duties of Medical Record Technician:**

- Assembling deficiency check and incomplete record control.
  - a To assemble the papers and check deficiency.
  - b.To do quantitative analysis of medical records of the discharged patients and death cases.
  - c.To arrange the lots as per service and unitwise.
  - d.To rearrange the papers according to serial numbers duly completed by the Resident Medical Officers.
  - e. To issue memo and reminders to the doctors.
  - f. To attend to the doctors who come to the department for completion of the papers.
- Coding Diagnosis and Operation
  - a. To code diagnosis according to the International classification of diseases, as per WHO's requirements to facilitate the Group Study.
  - b. To code operations according to the International Classification of operations adopted by US Department of Health Education and Welfare, Public Health Services.
- Indexing Diagnosis and Operation
  - a. To do indexing and cross indexing of Diagnosis to facilitate Group Study.
  - b. To do indexing and Cross indexing of operations of particular disease of operation.
- Complete Record Control and Group Study.
  - a. To collect records of the discharged patients from the wards.
  - b. To receive day to day case papers of the department duly processed and

- to arrange them in serial order.
- c. To arrange the case papers on racks properly.
- d. To maintain the registers for the case papers issued for Group Study to various postgraduate students.
- e. To make available case records to individuals and departments for various purposes.
- f. To make out list of case papers asked for by various doctors and departments.
- Maintenance of Fair Indoor and Hospital Statistics.
  - a. To take further notes in the fair Indoor Register on receipt of the case papers of the discharged patients.
- Vital Statistics.
  - a. To prepare a statement of daily, monthly, yearly statistics.
  - b. To furnish all sorts of statistical information when called for by municipal and government departments and various other institutes.
- Medico-legal Death Cases
  - a. To receive samples of blood, vomit stomach contents with papers from wards.
  - b. To receive Viscera from pathology departments with forms duly filled in.
  - c. To check up the forms and see that they are complete.
  - d. To maintain registers for the above.
  - e. To get the forms addressed to Chemical Analyser typed and signed and forward them to the Chemical Analyzer with samples and Viscera.
  - f. To take note in the register on receipt of the reports from Chemical Analyzer and to keep them with the papers and in the case of Viscera to forward them to the department of pathology with the respective indoor case papers.
  - g. To receive death papers from the mortuary and to get them entered in the fair indoor register.
  - h. To sort out for deposition and to forward the rest of the papers to filing section.
  - i. To issue memo to doctors for filling up the deposition in the department.
  - j. To get the depositions scrutinized by the respective M.O.s and to get them

duly typed and signed by the doctors and countersigned by M.O.s concerned.

k. To dispatch the depositions to the Coroner of Bombay after taking notes in the register kept for the purpose.

- Office correspondence and General work.

- a. To attend to all the typing work and other general work of the department.

- b. To prepare all necessary statements.

- c. To attend to all sorts of correspondence with Coroner, Police Station and Medico-legal cases.

- d. To attend to all sorts of correspondence pertaining to the department, for instance, complaints from patients, their relatives and various parties.

- e. To type administrative report rough and fair.

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

**L: Duties of the Time Keeper:**

- To be in charge of the labour staff and be responsible for the proper discipline, attendance and substitute arrangements of the labour staff.

- To be responsible for the proper maintenance and up-keep of the muster-roll of the labour staff.

- To supervise the work of Havildar and Asst. Havildar.

- To prepare effective at the end of the month of all labour staff and hand it over to the establishment clerk.

- To recommend and regulate and forward the leave applications of the labour staff to the office.

- To help the establishment clerk whenever required.

- To give surprise visits at night roll-calls at least once a month.

- To help nursing staff in general, especially with regard to the suitability of the personnel.

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