



Job Responsibilities at PHC

by

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Staffing norms for PHC

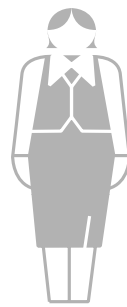
Min. 11 members at PHC and 1 ANM at SCs



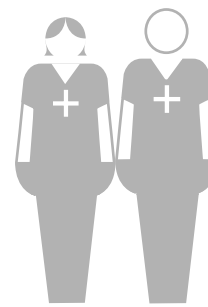
1 Medical Officer



1 AYUSH



1 LHV



2 GNMs



1 ANM at PHC and each SC



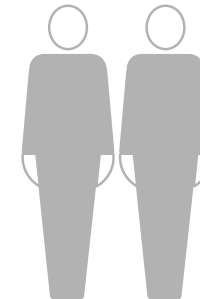
1 Lab Technician



1 Data Entry Operator



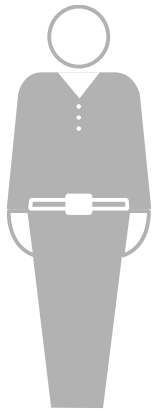
1 Pharmacist



2 Multipurpose Workers

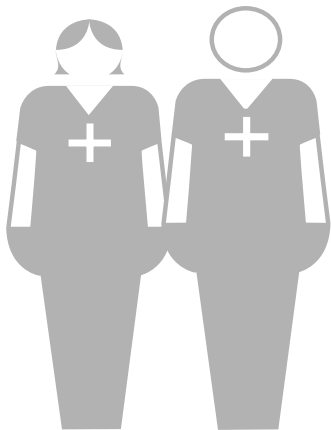


Additional Staff at PHC



Accountant

- Accountants will be headquartered at Adarsh PHCs to ensure adequate services are provided
- Additionally recruited accountants to be posted at Adarsh PHCs



GNM

- 2 additional GNMs by NRHM to be posted at Adarsh PHCs
- Minimum 1 female GNM to be present at Adarsh PHC out of the total of 4 GNMs

MEDICAL OFFICER



Medical Officer

Job Description	
Summary	Clinical and administrative head of the PHC; signing authority on all matters
Qualifications	MBBS
Function Type	Clinical + Administrative
Key Responsibilities	<ul style="list-style-type: none">• Curative care• Preventive and Promotive care• Reproductive and Child Health Programme• National Health Programmes• NCD programmms• Administration of PHC, SCs• Financial management• Trainings

Medical Officer Responsibilities



Clinical Responsibilities

1. Curative and Preventive Care

- Curative care for OPD & IPD patients
- Assisting in deliveries needing Emergency Obstetric Care
- Conducting family planning clinics, providing **family planning services** at PHC
- Being **on-call for emergency services** at PHC Providing
- Providing **preventive services** for health problems

2. National Health Programmes

- Providing **diagnosis, treatment and preventive services** for TB, Leprosy, Vector borne diseases, NCDs, Mental Health and other National Health Programmes
- Planning and organizing **camps, local activities** for National Health Programmes in the area

Administrative Responsibilities (1/3)



3. Administrative Supervision of all activities at PHC and SC

- Implementation of National Health Programmes
- General cleanliness and hygiene
- Stock and supply management
- Data recording, submission and usage
- Ambulance usage
- Citizen charter, Protocols, Posters and other IEC
- **HR management**
 - Leave
 - Tour programs
 - Trainings



Administrative Responsibilities (2/2)

- Monitoring work of all staff members at PHC **daily** and during **fortnightly meeting** with LHV and all ANMs in the PHC-SC area
- Ensuring preparation, verifying and approving **RCH & NHP reports** for submission
- Attending court proceedings for **medico-legal cases**
- Following **infection prevention practices** and compliance with **bio-medical waste disposal guidelines**
- **Visiting SCs/AWCs** to monitor ANC/Immunization (all camps under PHC-SC area) based on mobility allowance
- Ensuring **infection prevention practices** and compliance with **bio-medical waste disposal guidelines**



Administrative Responsibilities (2/3)

- Conduct **ASHA trainings** and **skill up-gradation trainings** for staff
- Maintain and update the **database of staff and the trainings undergone by the them**
- **Provide opportunity** to the staff for using the knowledge, skills and competencies learnt during the training
- Ensure appropriate **infrastructure** for trainings like venue, training aids, training material and other logistics



Financial Responsibility

4. Financial responsibilities

- Maintaining PHC Cash Account as **approval authority** and joint signatory with BCMO for RMRS Account
- **Operating** following funds for utilization at PHC
 - Untied funds
 - AMG
 - Corpus grant
 - VHSC funds
 - Any other funds allocated to PHCs



Medico-Legal Responsibility

5. Medico-Legal cases

- MLC Reporting
- Postmortems
- Court Evidences

PHC STAFF RESPONSIBILITIES



AYUSH Doctor

Job Description	
Summary	<i>Second level health officer at a PHC, with clinical and additional administrative responsibilities for NHPs</i>
Qualifications	Bachelor of Ayurveda/Yoga/Unani/Siddha/Homeopathy
Function Type	Clinical + Administrative



AYUSH Doctor

Clinical

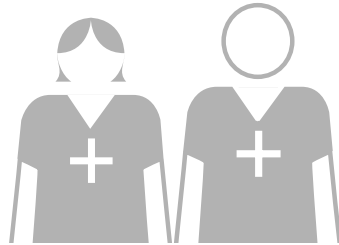
- Providing **Curative Care** for OPD patients wishing to avail AYUSH services (e.g. allergies, osteo, skin problems, etc.)
- Providing **counselling for psychiatric illnesses** through psychotherapy (Satvavajaya)
- Providing Ayurvedic treatments like **Rasayana, Shodhana and Shamana** therapies
- Conducting **daily yoga session** at PHC for public; conducting exercises as per International Yoga Day
- Conducting **weekly session for prescription of diet, protection against seasonal diseases and physical activity**
- Assisting in **deliveries** if trained as SBA



AYUSH Doctor

Administrative

- **Maintaining** infrastructure & PHC campus, wards, water supply, etc.
- Assisting in activities for **National Health Programs implementation**
- **Information, Education and Communication (IEC)** of AIDS (NACP), Vector Borne Diseases, Non-communicable diseases (NPCDCS), Mental Health (NMHP)
- Monitoring PHC, SC operation and reporting in **absence of Medical Officer**



GNM

Job Description	
Summary	<i>Nursing attendants at the PHC responsible for OPD/IPD /delivery support and cold chain maintenance</i>
Qualifications	3.5 Year GNM (Nursing) course or B.Sc Nursing
Function Type	Clinical + Cold Chain In-Charge + Administrative



GNM

Clinical

- Providing **nursing support** in OPD/IPD Services at the PHC
- Conducting and managing **OPD services** when MO away on field visits/MCHN day/meetings
- **Conducting deliveries** when required
- Managing **INC for deliveries at PHC** including new-born care

Cold Chain & Vaccine Logistics in charge

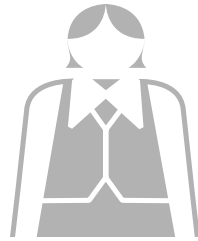
- Managing **cold chain maintenance and stock records**
- Attending **monthly RCH** district level meeting as cold chain in-charge



GNM

Administrative

- Maintaining accurate reports of **ward records, medication administered and nursing care**
- Maintaining **PHC assets**, with functional status for all equipment; Report issues to MOIC
- Coordinating with Pharmacist, LT and DEO to ensure **supply of consumables**
- Overlooking **cleaning, maintenance of OPD area, Labor room and wards**
- Distributing of **RMCH/JSY cheques** to beneficiaries
- Attending block/district level training camps periodically



LHV

Job Description

Summary	<i>Supervisor for all ANMs in cluster with additional reporting & monitoring responsibilities</i>
Qualifications	2 Years ANM (Nursing) Diploma + 10 Year Work Experience
Function Type	Supervisory + partly Clinical



LHV

Monitoring and Supervision

- Monitoring operations at SCs, supervising ANMs & ASHAs and gathering community feedback
- Ensuring implementation of **National Health Programmes, health education and awareness activities**
- **Supervising immunization** of all pregnant women and children in the area
- **Monitor storage, maintenance of drugs, consumables** at SCs
- Issuing vaccines to **ASHAs for MCHN days** in coordination with GNM
- Compiling weekly and monthly reports
- Conducting fortnightly meeting for ANMs at the PHC
- **Mentoring and providing guidance** to ANMs and ASHAs on delivery of care, using PoC devices



LHV

Field Work

- **Visiting each SC once every 2 weeks** on fixed day for supervision
- Conducting **supervisory home visits, spot checks** to monitor ANMs and ASHAs
- Visiting and assisting each SC/AWC on **MCHN day every week**
- Attending **monthly meeting of Panchayats**
- Supervision of **preventive measures** like anti-malaria activities, water sampling and purification at SC level



LHV

Clinical

- Attending to **all pregnant women** coming to the PHC
- **Conducting deliveries** when required
- Providing **Family Planning counselling** to women in the area and ensuring patient's choice in method
- Providing **IUCD services** once trained and **training ANMs in IUCD** insertion skills
- Counselling of female patient suffering from **RTI/STI**
- Ensuring treatment of **malnutrition cases** among infants and children aged 0-5 years
- Ensuring **early reporting and management of epidemics** in the area



ANM

Job Description	
Summary	<i>Midwives responsible for RCH activities in SC area and wards near PHC</i>
Qualifications	2 Year ANM (Nursing) Diploma
Function Type	Clinical



ANM

Clinical (1/2)

- Providing **treatment for common ailments and first aid** through **OPD services** at SC from 8-12 AM everyday
- Using **PoC devices** for screening patients
- Providing care **throughout and after pregnancy**:
 - Registering all pregnant women; making **at least 4 ANC checkups** - conducting tests, maintaining records for each checkup
 - Ensuring maximum **institutional deliveries** in the area
 - **Referring any critical condition** to Doctor at PHC
 - **Conducting deliveries** when required
 - Conducting **at least 4 post-natal visits** for deliveries conducted in the area



ANM

Clinical (1/2)

- Ensuring awareness, provision of **family planning services** to all eligible couples
 - Identifying and provide **counselling** to eligible couples
 - Providing **IUCD insertion and follow-up** services
 - Establishing ASHAs as female depot holder for conventional contraceptives
- Identifying and treating children suffering from **malnutrition**
- Administration, maintenance of stocks of **vaccines**
- Conducting **weekly camp at SC/AWC** for RCH, Immunization, FP counseling and DOTS camp for TB patients
- Ensuring control and treatment of **diarrhea, ARI and communicable diseases**



ANM

Field Work

- Conducting **outreach activities** to houses in area for ANC follow-ups, PNC, FP & Immunization dropouts counseling
- Visiting **1 school/week** for deworming and screening

Administrative

- Ensuring funds, cleanliness, medicine supplies and maintenance of SC; maintaining records
- Submitting reports for RMCH, immunization and school activities to LHV; reviewing ASHA's performance
- Conducting meetings and maintaining records of VHSC (Village Health and Sanitation Committee)
- Attending fortnightly meetings at PHC and monthly block level meeting



Pharmacist

Job Description	
Summary	<i>In-charge of pharmacy operations and maintenance</i>
Qualifications	D. Pharma/B. Pharma
Function Type	Clinical



Pharmacist

Clinical

- **Registering patient** for OPD, collecting fee and allotting prescription slip
- **Dispensing** medicines and **providing instructions** to OPD/IPD patients
- Keeping **online records** of medicines with help of Data Entry Operator
- Carrying out **routine treatment, assistance in examination and treatment** of emergency cases
- Administration of **dressing, sterilization** of material as ordered by MOIC in case GNM is not available



Pharmacist

Administrative

- Managing **stores and stocks** of medicines
- Coordinating with **Drug Distribution Center** for timely supply
- Monitoring of **short expiry drugs, inventory management (First Expiry First Out)** and **disposal** of expired drugs
- Ensuring full-time availability of **life saving drugs, anti-dotes and anti-venoms**
- Issuing medicines to ASHA for SCs
- Assisting in **maintaining and indenting surgical instruments**



Lab Technician

Job Description	
Summary	<i>Responsible for laboratory diagnostics and laboratory maintenance</i>
Qualifications	3 Year Bachelor of Medical Laboratory Technology (BMLT) or 2 Year Diploma of Medical Laboratory Technology (DMLT)
Function Type	Clinical



Lab Technician

Clinical

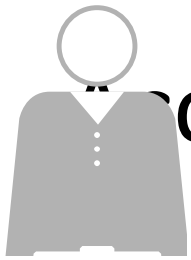
- Conducting laboratory investigations (urine, stool, blood, sputum, pregnancy, swabs, semen, RTI/STD, drinking water, others)
- Ensuring **minimum 15 lab tests** are performed at PHC
- Following **all safety procedures** to maintain hygiene and prevent of infection



Lab Technician

Administrative

- **Maintaining and sterilizing equipment** for the laboratory
- Making **timely indents** for chemical, reagents & equipment repairs
- Ensuring **cleanliness** of laboratory, equipment and **safe storage of reagents**
- **Maintaining records** of supplies, stock and investigations done; submitting **weekly/monthly reports**



Accountant cum Data Entry Operator

Job Description	
Summary	<i>Responsible for all data entry operations and accounts management at PHC</i>
Qualifications	Commerce graduate with Diploma certificate in computer course
Function Type	Administrative



Accountant cum Data Entry Operator

Data Operations

- Filing **daily** entries for **MNDY & MNJY**
- Filing **weekly and monthly** reports for **NHPs, RCH and immunization**
- Updating prescription records on **e-Aushadhi** on a **daily** basis
- Updating PCTS System with Form 6/7/8

Accounting

- Filing accounts for **PHC funds and expenses**
- **Handling accounting** for procurement and other requests



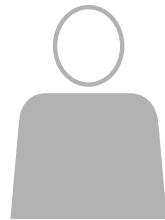
Reporting Protocols (1/2)

Sr. No.	Report name	Frequency <u>(Indicative)</u>
1	FW report against target (inc. inj. dept.)	Daily/ monthly
2	AYUSH report	Monthly
3	104 ambulance progress report	
4	ASHA physical and financial progress	
5	Monthly financial progress report	
6	TB patient report	
7	VHSC meeting & fund position	
8	RMRS income and expenditure statement	
9	NRHM & RCH progress report	
10	Primary healthcare report	
11	ANC registration, registration in 12 weeks	
12	4 ANC checkups against target	
	Delivery progress (home ID) against target area	
13	wise delivery	
14	JSY report	



Reporting Protocols (2/2)

Sr. No.	Report name	Frequency (<u>Indicative</u>)	
15	5 Kg. Desi Ghee report	Monthly	
16	Immunization progress report		
17	Seasonal disease report		
18	MMR and IMR report		
19	Below 7 gm HB level PW line report		
20	Leprosy report		
21	AEFI report		
22	RTI/STI report		
23	Status of untied fund, VHSC		
24	WIFS, AFHS		
25	RBSK report		
26	SC monitoring report		
27	MP4		Weekly
28	NBCC (delivery point only)		



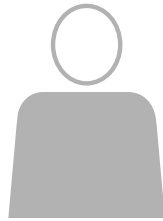
Ward Boy

Job Description	
Summary	<i>Responsible for assisting GNMs in the ward and overall cleanliness of the PHC</i>
Qualifications	Literate up to Primary School level
Function Type	Administrative



Ward Boy

- Assisting GNM's in the **ward operations**
 - Maintaining cleanliness of ward
 - Maintaining medicines in wards, labor room
 - Supervising laundry work
- Supervising **cleanliness** of the PHC
 - Monitoring the sweeper and ensure PHC is cleaned thrice a day
 - Ensuring bio-waste is segregated, collected and disposed off as per protocols
 - Stock management of phenyl, bleaching powder and other sanitation related items
- **Assisting MO/AYUSH Doctor/LHV** in any other activities as needed



Multi-task Workers

Job Description	
Summary	<i>Responsible for cleanliness and maintaining hygiene at the PHC</i>
Qualifications	Literate up to Primary School level
Function Type	Administrative



Multi-task Workers

- Ensuring **cleanliness** of the PHC
 - Cleaning the PHC thrice a day at 8 am, 1 pm, 4 pm
 - Cleaning equipment, labor room after delivery
 - Cleaning fans, furniture, etc. on a weekly basis
- **Pest control management** in the PHC area
- Up-keeping of PHC premises
- **Assisting MO/AYUSH Doctor/LHV** in any other activities as needed



Thanks

Appendix – MO Job responsibilities details



Curative (1/2)

The Medical Officer will ensure

- OPD services
- DDC at PHC
- Emergency Services at PHC
- Laboratory services
- Arrangements for rendering services for the treatment of minor ailments at community level and PHC
- Referral linkages



Curative (2/2)

- Screen cases needing **specialized medical attention** including dental and nursing care; ensure timely referral
- Provide **guidance to Health Workers** in the treatment of minor ailments
- Ensure use of **drug kits by ASHA**
- Cooperate and coordinate with other institutions providing medical care services in the area like AYUSH
- Fixed day visit at each Sub-Centre
- Organize and participate in the “**Village Health and Nutrition Day**” (VHND) at Anganwadi Centre once in a month



Preventive and Promotive (1/2)

- Ensure all members of Health Team are fully conversant with the various **National Health & RMNCH+A**
- Prepare operational plans of PHC and Sub center and ensure effective implementation
- Provide assistance in formulation of **village health and sanitation plan** through ANMs and coordinate with PRIs
- Close **liaison with BDO and staff, community leaders and various social welfare agencies** in his/her area and involve them in promotion of health programmes



Preventive and Promotive (2/2)

- Conduct **field investigations** to delineate local health problems for planning changes in the strategy.
- Coordinate and facilitate the functioning of AYUSH doctor in the PHC

Reproductive and Child Health Programme (1/5)



- Ensure all MCH and Family Welfare services as assured at PHC are made available
- Promote **institutional delivery** and ensure that PHC functions as **24 x 7 service delivery PHC** (wherever applicable)
- Provide leadership and guidance for special programmes such as
 - **Nutrition**
 - Prophylaxis against **nutritional anemia** amongst mothers and children, adolescent girls
 - Prophylaxis against **blindness and Vitamin A deficiency** amongst children (1-5 years)
 - **ICDS** (Integrated Child Development Services)



Reproductive and Child Health Programme (2/5)

- Provide MCH services such as **antenatal, intra-natal and postnatal care** of mothers and infants and child care through clinics at PHC and SC
- Use of **Nishchaya kit**
- Ensure early detection of **diarrhea and dehydration**
- Arrange for correction of moderate and severe **dehydration** through appropriate treatment
- Ensure early detection of **pneumonia** cases and provide appropriate treatment
- **Supervise** work of Health supervisors and Health workers in treatment of **mild and moderate ARI**
- **RBSK, RKSK**



Reproductive and Child Health Programme (3/5)

- Responsible for proper and successful implementation of **Family Welfare Programme** including education, motivation, delivery of services and after care
- Extend **motivational advice** to all eligible patients in OPD
- Get him/herself trained in **minilap**, wherever possible and organize camps
- Get training in **NSV and IUCD**, organize and conduct **vasectomy camps**
- Seek help of agencies such as **District Bureau, Mobile Van and other association/voluntary organizations** for minilap/IUCD camps and CAC services



Reproductive and Child Health Programme (4/5)

- Maintaining adequate stocks of **ORS and Zinc Tab**
- **Monitoring, recording and reporting** details of all cases of diarrhea especially for children between 0-5 years
- Organizing **chlorination** of wells



Reproductive and Child Health Programme (5/5)

- Duties common to all the activities coming under package of services for MCH:
 - **Providing leadership** to team for implementation of FW Programme
 - **Ensuring adequate supplies** of equipment, drugs, educational material and contraceptives required for the services programmes
 - **Training of all health personnel** like ASHAs, Anganwadi Workers, and others who are involved in health care regarding relevant National Health Programmes

Universal Immunization Programme (UIP)



- **Plan and implement** UIP in line with the latest policy and ensure 100% coverage of target population
- Ensure adequate **supplies of vaccines** and miscellaneous items required for the effective implementation of UIP
- Ensure proper **storage of vaccines** and maintenance of cold chain equipment
- Plan and monitor **performance and training of staff**
- Ensure organization of **MCHN (Mother Child Health and Nutrition) day**



National Vector Borne Disease Control Programme (NVBDCP) - Malaria

- Responsible for all **NVBDCP** and related administrative and technical matters.
- Be completely acquainted with all problems and difficulties regarding surveillance and spray operations and for immediate action whenever the necessity arises.
- Investigate all malaria cases in the area with less than API 2 regarding their nature and origin, and institute necessary measures



Malaria

- Providing presumptive and radical treatment
- Giving specific instructions while sending the result of blood slides found positive.
- Conducting activities related to Quality assurance of malaria microscopy and RDT
- Ensuring logistic supply to all the Sub-Centres malaria cases and provisioning for their transportation
- Organizing training of ASHAs and supervising their skill and knowledge of use of RDT and anti-malarial drugs



Malaria

- **Stratify Sub-Centres areas** based on API to identify high risk Sub-Centres i.e. API 2 and above, API 5 and above
- Develop micro action plan for carrying out Indoor Residual Spray
- Supervising **Anti Larval Activity**
- Ensure proper accounts of **slides and anti-malarial drugs** issued
- Ensure proper distribution/affixation of **IEC material**
- Consult the guidelines on management and treatment of **cerebral malaria** and treat cerebral malaria cases as and when required



Malaria

- Ensure that staff in the periphery administering radical treatment follow guidelines of NVBDCP and in case of any side effect drug is stopped by the worker and such case is immediately referred to PHC.



Control of Communicable Diseases

- Ensure steps are being taken for control of communicable diseases and for the proper maintenance of **sanitation** in the villages
- Take necessary action in case of any **outbreak of epidemic** in the area
- Perform duties under the **Integrated Disease Surveillance Project**



Leprosy

- **Diagnose** cases, ensure **registration and management** of leprosy & its complications with due **counselling**
- Ensure **regularity and completion** of treatment
- **Retrieval of defaulters**
- Ensure regular updation of records, availability of adequate stock of **MDT, Prednisolone, other supportive drugs** and materials and timely submission of reports
- Refer and follow up all the cases with **grade-2 disability** to district hospitals for assessment and management



Tuberculosis

- Provide facilities for **early detection of cases** of Tuberculosis, confirmation of their diagnosis and treatment
- Ensure that all cases of tuberculosis take **regular and complete treatment**
- Ensure functioning of **Microscopic Centre** (if the PHC is designated to do so) **and provision of DOTS**

National Programme for Control of Blindness



- Make arrangements for rendering **treatment for minor ailments**
- **Testing of vision**
- **Refer cases** to the appropriate institutes for specialized treatment
- Extend support to **mobile eye care units**



Other NCD Programmes

- **Hearing Impairment/Ear Diseases**
 - Diagnosis and treatment of **common ear diseases**
 - **Early detection** of Hearing Impairment cases and referral to District Hospital (Appropriate level)
- **Cancer**
 - Referring **suspected cancer cases** with early warning signals
- **Mental Health**
 - Diagnosis and treatment of common **mental disorders** and to provide referral service
 - Treatment of **psychosis, depression, anxiety disorders and epilepsy** after training
 - **IEC activities** for prevention and early detection of mental disorders



Other NCD Programmes

- Early detection, treatment as far as possible and referral of **Diabetes Mellitus, Hypertension, CVD and Stroke**
- **‘Weekly geriatric clinic at PHC’** for providing complete health assessment of elderly persons, medicines, management of chronic diseases and referral services.
- Basic **Physical Medicine and Rehabilitation services** including preventive, therapy and referral services.
- Health promotion related **IEC and BCC** Activities