

**OFFICE OF THE MEDICAL
SUPERINTENDENT
ATTAR SAIN JAIN EYE &
GENERAL HOSPITAL
LAWRENCE ROAD, NEW DELHI – 110035
MANUAL -2**

**POWERS AND DUTIES OF OFFICERS AND
EMPLOYEES**

[(SECTION 4(1)(b)9ii)]

Duties and responsibilities:

S.No.	Designation	Responsibilities
1	Medical Superintendent	(1) Overall supervision of the working of the hospital (2) Coordination and interaction with the Ministries, MCD, Police, Directorate of Estates and other departments (3) Planning, Development and Budget monitoring of the hospital (4) Exercise of financial and administrative power delegated to him as “Head of Department” (5) Manpower Planning (6) Appointing and Disciplinary Authority of Group C & D employees (7) Interaction and assigning duties to immediate subordinate officers and Head of Clinical Departments so as to ensure smooth functioning of the hospital (8) Official spokesperson of the hospital (9) To institute an effective grievance redressal system both for the employees and the patients. (10) The repository of the information pertaining to the hospital (11) To discharge legal responsibilities pertaining to the hospital (12) Any other responsibility given by DGHS/Ministry of Health from time to time.

2	HOO		Matter pertaining to (1) Doctors (2) Nurses (3) Vigilance Cases
			Matter pertaining to (1) Emergency Department (2) Medico-Legal Cases (3) Referral of Patients
3.	Disaster Officer	Nodal	Matter pertaining to any kind of disaster

4. HOD

(1) They will be responsible for the smooth and efficient functioning of their respective department. They will be responsible for all the medical staff working in their respective department. (2) They will be responsible for the deployment and utilization of services of medical and clerical staff working under them. They will keep the Medical Superintendent informed/take his approval in important matter in this regard. (3) They will be responsible for maintaining the functional status of all equipments under their department and will promptly ensure that this equipment function smoothly /repaired and without lengthy downtime. They will keep liaison with the company maintaining the machine, officer in- charge of M & R officer in-charge of purchase in this regard. (4) They will be responsible for the proper segregation and collection of hospital waste in their respective department as per the guidelines issued by CPCB and other authorities from time to time. A proper record is to be kept by them in this regard. (5) They will be responsible for section of casual leave of staff working under them and will a keep a record of leave. They will make alternative arrangement in case an official proceeds on leave or their application is forwarded by them. (6) They will assign duties to the various Heads of Units working under them from time to time. (7) They will ensure that all serious patients/M.Ps/VIP admitted in their department are well attended and will keep Medical Superintendent informed about any event which may affect the attention of press, higher administration authorities or Parliament. (8) They will ensure that all records relating to patients especially the MLC cases are in order complete and is kept in safe custody. (9) They will be responsible for the general upkeep, sanitation, cleanliness and availability of

essential supplies in their respective departments. (10) They will be the designated authority on behalf of M.S. for issuing condemnation certificate to declare unserviceable, old & non functionary equipment / furniture etc. where all other sources of condemnation certification is not possible or available. (11) Organizing teaching / training of P.G. Student / other staff, of the department. (12) Any other duty assigned by M. S.

5. A.A.O.

(1) Preparation of Hospital Budget. (2) Drawing & Disbursing officer for pay & allowance of the hospital establishment. (3) Processing of all case of drawl advance admissible and claimed by staff. (4) Maintenance of financial accounts. (5) Deduction of income tax at source and maintaining all accounts, filling of return to the respective authorities in time. (6) Detailed scrutiny of all files, bills pertaining to Purchase /Store Department as per GFR. (7) Maintenance of accounts relating to Government funds. (8) Pension Case. (9) Joint custody of cash with the cashier. (10) Endorsement of service books of staff in toke of having checked with the pay bills. (11) Financial advice to M.S. , Head of Office and other officers. (12) Financial member in the Joint Purchase Committee, Maintenance Committee and other committees constituted by the Medical superintendent. (13) Maintenance of accounts relating to Non- Government funds. (14) Any other work assigned by the Medical Superintendent. (15) Accounts Officer will report to DDA/Head of Office.

(16) Preparation of Hospital Budget. (17) Drawing & Disbursing officer for pay & allowance of the hospital establishment. (18) Processing of all case of drawl advance admissible and claimed by staff. (19) Maintenance of financial accounts. (20) Deduction of income tax at source and maintaining all accounts, filling of return to the

respective authorities in time. (21) Detailed scrutiny of all files, bills pertaining to Purchase /Store Department as per GFR. (22) Maintenance of accounts relating to Government funds. (23) Pension Case. (24) Joint custody of cash with the cashier. (25) Endorsement of service books of staff in token of having checked with the pay bills. (26) Financial advice to M.S. Addl. M.S.'s Head of Office and other officers. (27) Financial member in the Joint Purchase Committee, Maintenance Committee and other committees constituted by the Medical superintendent. (28) Maintenance of accounts relating to Non- Government funds. (29) Any other work assigned by the Medical Superintendent. (30) Jr. Accounts Officer will report to Head of Office.

- | | | |
|----|----------------------|--|
| 10 | Sr. Nursing Officer. | <p>(1) Participation in the formulation of the philosophy/policy of the hospital in general and those specific to the nursing service (2) Determine goals, aims, objectives and policies of the Nursing Services (3) Implement hospital policies and rules through various nursing units (4) Decide and recommend personnel and material requirement for running various Nursing Service Department of the hospital (5) Interviews and recruitment of Nursing Staff and its effective deployment (6) Ensure the safe and efficient care rendered in the various Nursing Departments of the hospital/centres (7) Make regular hospital rounds in hospital/centres (8) Frequent checks to ensure that the standards of care are maintained and patients are nursed in a clean, orderly and safe environment. She will ensure that hospital waste is disposed off as per the guidelines of CPCB and other authorized issued from time to time. (9) Take hospital rounds with Medical Superintendent (10) Select and secure proper equipment needed for the hospital (11) Look after the welfare of the patients, their relative and the Nursing Staff (12) Give counseling and guidance to the subordinate staff (13) Maintain discipline among</p> |
|----|----------------------|--|

Nursing Staff of the hospital/centres (14) Participate in hospital and inter-hospital meetings/conference (15) Arranging the continuing Medical Education Programme for the Nursing Personnel (16) Any other duty assigned by the Medical Superintendent.

- | | | |
|----|----------------------------|---|
| 11 | Office Supdt. | <p>(1) To supervise over all clerical section in the hospital and college office (2) Posting of the staff in different section, arrangements in leave vacancies short terms vacancies as well as long term vacancies (3) To sanction C.L. of all the staff under him (4) Supervision over various bills, sanctions, distribution of papers section wise, inspection of office. (5) Any other duty assigned by HOO/HOD.</p> |
| 12 | MRO | <p>(1) Management of Medical Record Department (including Central Admitting and Enquiry Office) (2) Development, analysis and technical evaluation of clinical records (3) Development of secondary records (i.e indexes of various types) (4) Preservation of medical records (5) Development of statistics (6) Assistance to the Medical Staff (7) Co-operation with all other departments in the matter of records (8) Participation in educational and training programme (9) Disposal of all letters received in the department (10) Maintenance of files for different subjects dealt with in the department (11) Scrutiny of Statistical returns compiled by the admission and discharge analysis desk and the Medical Statistics Desk (12) Forwarding of statistical returns to the DGHS and other agencies (13) Compilation of monthly and annual statistical reports (14) Control of furniture; linen and stationery items through proper inventory, preparation of monthly indents for these items (15) Any other work assigned by MS/HOO.</p> |
| 13 | Statistical Assistant (SA) | <p>(1) Filing of medical records of discharge patients (2) Retrieval of medical records (3)</p> |

Checking medical records for missing files (4) Proper maintenance of medical records files in the incomplete record area. (5) Disposal of all letters received in the department. (6) Maintenance of files for different subjects dealt with in the department. (7) Scrutiny of Statistical returns compiled by the Admission and Discharge Analysis /Desk and the Medical Statistics Desk. (8) Forwarding of statistical returns to the D.G.H.S. and other agencies. (9) Control of furniture, linen and stationary items through proper inventory, preparation of monthly indents for these items. (10) Supervision of the department work in the absence of Medical Record Officer. (11) Participation in the training programmes of the department.

Nursing orderly:

1. He will assist the Nurses in looking after the patients.
2. He will transport the patients to the various areas of the Hospitals as or when asked.
3. He will run errands and carry messages.
4. He will clean and dusts beds doors windows and other furniture.
5. He will render first aid to the patients when required.
6. He will prepare dead bodies arrange their transportations to the mortuary and assist in terminal disinfections.
7. He will do any duty which is required in the interest of the patients.
8. He will be polite and courteous under all circumstances.

Safai karamchari/Sanitation/Housekeeping:

1. He will keep the area spick and span.
2. He will promptly give spotlessly clean urinals and bed pan as and when required by a patients.
3. He will collect urine and stools specimens take them to laboratory for investigations and bring the reports.
4. He will transport the dead bodies to the mortuary and dispose of his specimens and organs removed during operations.
5. He will assist in cleaning and disinfections of soiled linen mattresses and other articles.
6. He will do any duty as asked by his superior in the patients care.

CSSD Attndts.

1. Packing of syringes instruments and special tray.
2. Washing and cleaning of gloves instruments and needles and syringes.
3. Maintaing the cleanliness of Department and dusting of issuing area sterilization of messengers services to wards and departments.
4. Supply of cylinders from gas room to wards and departments.

LAB Assistant.

1. To keep laboratory table clean to wash glass ware in the laboratory area.
2. To assist laboratory Technician.
3. To learn procedure of doing routine blood, urine, stool under supervision of laboratory technician and to undergo room service laboratory training.

O.T. Attendant

1. To keep the operation theater clean and sterilized.
2. To assist O.T. Technician in making position of patients on table.
3. To change gas cylinders.
4. To guide N/Os in transfer of patients O.T Table to trollies and recovery room.
5. To wash instruments as per the instructions.

Peon/MTS:

1. He will be on duty half an hour before the working hours of the office in which he works and live half an hour after the office hours.
2. He will attend to dusting of tables and walls and furniture allotted to the office and see the stationary items kept on the desk are always ready for use.

3. He will see that sweeper allotted to the area cleans floors walls toilets etc., daily before the office hours.
4. He will be on call during the allotted time.
5. He will announce the arrival of visitors to the officer concern and help them to the officer concerned in an orderly manner.
6. He will attend to the telephone calls when officer is not in his seat.
7. He will carry IN correspondence and files from the main office to the officer desk & carry Out correspondence from officers desk.
8. He will ran errands on official business within the Hospital and outside if necessary.
9. He will bring Tea and other refreshment from the canteen to the officer concerned whenever required.
10. He will expeditiously deliver the out going mail to the addresses and post offices and bring the incoming mail from the post office and other officers.
11. He will assist in moving stores from one place to another within the Hospital. When ordered by responsible personnel.
12. He will move stores from and to the Hospital or go to bank for cash/cheque etc.,
13. He will assist in packing parcels closing and stamping of letters whenever necessary and authorized by responsible personnel he will also do duties of Chowkidar.

Pharmacist

- 1) Compounding and dispensing prescriptions according to the hospital formulary or prescriptions of doctors in the hospital.
- 2) Being responsible for initiating the indents, storage and maintenance of stocks and accounting of medical supplies and appliances under his charge.
- 3) Providing first-aid to the injured and repeat prescriptions of physicians when ordered.
- 4) Compiling statistics of hospital in accordance with the instructions of the hospital authorities.
- 5) Attending to the work of the clinical side room and doing the routine tests of urine, faeces and blood , provided he has undergone adequate training.
- 6) Performing such other duties as may be assigned by the hospital authorities.

Sanitation Incharge

1. To supervise the work of sanitary inspectors working in the area assigned to sanitary superintendents.
2. To take regular round of the area for cleanliness.
3. To assist Chief Sanitary Supdt. In administrative work.

4. To take responsibility of chief sanitary Supdt. In his absence.
5. To maintain discipline amongst the sanitation staff.
6. Any other duty assigned by senior officer incharge of Sanitation.

- 7) He is incharge pf Sanitation of the area assigned.
- 8) To supervise and guide sanitary supervisors in their work.
- 9) To report to Sanitation Incharge, regarding administrative consents faced by Safai Karamchari's of the area.
- 10) To take surprise round of ward/OT etc. for cleanliness of toilet etc.
- 11) Any other responsibility assigned by Sanitary Superintendent.

- 12) To supervise the work of Safai karamchari's
- 13) To provide replacement of Safai Karmacharis if regular Safai Karamcharis is on leave.
- 14) To maintain the cleanliness and proper sanitation of the area under his/her supervision.

Store-Keeper

1. He will receive, store and issue supplies according to scales whenever prescribed or with reference to orders issued by the officer incharge kitchen.
2. He will report to the officer incharge kitchen about inadequacy or delay in supplies.
3. He will show all supplies received to the officer incharge of the kitchen for approval.
4. He will maintain stock registers satisfactorily.

Technician OT/CSSD

- 1) Incharge of the CSSD department.
- 2) Responsible for store/departmental complaints.
- 3) To supervise the deptt., allocation of duties of CSR Asstt/CSSD Tech. etc.
- 4) To be responsible for maintenance, repair of all high power electrical and mechanical machines.
- 5) All type of documentations for the benefit of the deptt., and supervision, duty arrangement of duties/call duties etc.
- 6) Responsible for complete sterility of equipments to the entire hospital including operation theatres, culture etc.
- 7) All articles for sterilization by autoclaves have to be brought from the respective department.
- 8) Daily care of cleaning the sterilizer.
- 9) Loading and unloading of the sterilizers, of setting up the articles at the proper place, to and from, clean work area to sterile storage area.
- 10) Maintenance of complete records of sterilized material.
- 11) Sharpening and unlocking of needles, preparation of Pot. Dichromate sol.

Assistant OT/CSSD

1. Packing of syringes, instruments and special trays.
2. Washing and cleaning of gloves, instruments, needles and syringes etc.
3. Maintaining the cleanliness of the deptt. And dusting of issuing area, sterilization area.
4. Messenger service to the wards and department.

5. Supply of cylinders from gas room to wards and department.
6. Report shortages etc.

Lab. Assistant

1. Must be able to clean and sterilise fiberoptic bronchoscope.
2. Cleaning and maintenance of lung function test machine.
3. To assist the technician in various procedures.
4. Cleaning and sterilization of mask and tubings.
5. Should be able to assist in performance of bronchoscopy and other diagnostic procedures in the respiratory laboratory.

OT Assistant

1. To be responsible that the theatre to which they are posted is in fit condition i.e. cleaned and sterilized.
2. To assist OT technician in making position of the patient on the table.
3. To assist doctor in starting I.V. drip.
4. To change the gas cylinder.
5. To ensure that anaesthesia trolley has all the instruments. Equipments, drugs, syringes etc.
6. To guide N/A in transfer of patient from OT table to trolley and to recovery room.
7. To wash instruments, endotracheal tube etc. thoroughly as per instruction.
8. To take universal precaution while handling soiled anaesthesia instruments.

Lab Technician

- a) Cleaning and maintenance of various lung function test machines.
- b) Must be able to perform various non invasive lung function test independently.
- c) Cleaning and sterilization of masks and tubings.
- d) Exposure to handling the computers.
- e) Change of various reagents in machine and preparation of various mixtures and disinfectants.
- f) Maintenance of log books and liaison with various stores.

OT Incharge

Mainly general administrative responsibility.

Deployment of technical staff(Sr. Technician/OT Technician/OT Asstt.) under their respective area(Routine & emergency OTs).

Supervision of the work of OT Technician working under respective OT.
Checking the function of different equipment, apparatus to ensure smooth functioning.

Checking and supervision of the essential daily use articles and drugs in respective areas.

Arrangement for regular sterilization of anaesthetic circuit, endotracheal tubes etc.

Daily checking of OT tables, lights, gas supply system, suction bottle and electric socket for proper functioning.

Supervising cleanliness and maintenance of operation theatre.

To ensure that instruments are properly sterilised.

To take adequate precaution against fire and other hazards.

Keeping the emergency outfit upto date and in good working order in the theatre.

Helping in arranging patient's trolley and transferring to and from the operation theatre.

To ensure that tables are thoroughly cleaned with Savlon and carbolic before the next patient is put up for surgery.

In case of emergency, sterilization of gloves/linen/instrument in high speed autoclave in the operation theatre is needed.

Reporting of any problem with functioning of operation theatre equipment, apparatus and drugs etc, to anaesthetist Incharge of OT.

The following registers will be maintained by OT Incharge:-

01. Stock register of different items.
02. Inventory register of operation theatre.
03. Ledger register.
04. Duty roster and attendance register etc.
05. AMC register.
06. Catalogue of instruments and high-tech equipment.
07. Anaesthesia drug consumption.

08. Any other duty assigned by Anaesthesia Incharge of operation theatre.

Laboratory Technician

1. Collection of sample.
2. Preparation of blood smear.
3. To perform clinical laboratory tests like blood, urine, stool, liver function tests, kidney function tests etc.
4. To follow the Hospital waste management guidelines in disposal of left over blood and sample bottles.
5. To maintain record of all investigation done on a register.
6. To prepare dispatch/distribute report of outdoor and indoor patients.
7. To observe courteous behaviour, with patients.
8. To perform emergency rotational duties.
9. To supervise the work of subordinate staff.

Laboratory Assistant

1. To assist laboratory technician.
2. To keep the laboratory table clean.
3. To wash glassware in the laboratory area.
4. To assist laboratory supervisor in bringing the laboratory reagent, equipment etc. from stores.
5. To learn procedures of doing routine blood, urine and stool under supervision of laboratory technician and to undergo in service laboratory technician training.