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**ROLE AND RESPONSIBILITIES OF MEDICAL OFFICER**

**मंथन**

* विमला ३५ वर्ष एक गरीब महिला बढ़ ग्रस्त छेत्र में रहती है | उसका पति शहर में जा कर रिक्शा चलता है| मार्च माह में वह टिकाकारन के दिवस पर सबसेंटेर पर एक वर्ष के बच्चै को लेकर आती है| उसने ANM को बताया की उसके ४ बच्चे है ,सबसे छोटा १ साल का है, इसे अब तक कोई टिका नहीं लगा है, मेरी पेट में ४ माह का बच्चा है ,मुझे गर्वभावस्था में लगनेवाली सुई और ताकत की गोलिया दे दो | मेरी और बच्चे की जांच भी कर ले | मेरे घर से केंद्र की दुरी ४ किलोमीटर है और बारिश में रास्तों पर पानी भर जाता है जिसे मैं दोबारा केंद्र पर नहीं आ सकूंगी | पिछले माह में सुरेंद्र की बीवी बच्चा जन्म देने के बाद सरकारी अस्पताल में टिटनैस हो जाने से जच्चा बच्चा दोनों मर गए थे | उनका प्रसव घर पर ही घरेलु औरतो ने करवाया था | इसलिए मेरे आदमी ने सुई लगाने और जांच करवाने को भेजा है|
* ANM ने बच्चे का कार्ड बनाया और टिका लगाया और महिला का गर्भवती में पंजीकरण करते हुए खून की जांच की हीमोग्लोबिन ६ ग्राम और ब्लड प्रेशर १२०/९० पाया गया | ANM ने १०० आयरन की गोली और टिटनस का टिका दिया और कार्ड दे कर उसे वापस भेज दिया |
* अगले साल मार्च माह में उसी गांव से (विमला के गांव ) से गीतादेवी आयु १८ वर्ष टीकाकरण के लिए इसी केंद्र पर आयी | उसने बतया की उसकी नई-नई शादी हुई है और वो बच्चा नहीं चाहती थी लेकिन ४ माह का गर्व है |
* क्युकि सुरेंद्र की बीवी और विमला की मौत पिछले सितम्बर माह में जटिल प्रसव और अत्यधिक खून बह जाने से वह समय से अस्पताल न पहुंचा पाने के कारण जच्चा बच्चा दोनों की मृत्यु हो गयी थी | इस करण मैं अपनी सास के साथ जांच करने और सुई लगवाने आयी हूँ | बहन जी मेरी ठीक प्रकार से जांच कर ले और सलाह दे |

**Ikz’u**

* १ - क्या विमला देवी की मौत स्वाभाविक है ?
* २ -क्या विमला देवी की मौत को रोका जा सकता था ?
* ३ - विमला देवी की मौत के लिए आप किसे जिम्मेदार मानते है?
* ४ - क्या उपकेंद्र की AMN इसके लिए जिम्मेदार है? यदि नहीं तो क्यों ?
* ५ - क्या LHV का कार्य एवं सुपरविशन ठीक है?
* ६ - स्वस्थ शिक्षा अधिकारी की कार्य प्रणाली से आप संतुष्ठ है?यदि आप होते तो क्या करते ?
* ७ - MO2 / एडिशनल PHC के चिकित्सक के कार्य से आप संतुष्ठ है ? यदि आप होते तो क्या करते ?
* ८ - प्रभारी चिकित्सा अधिकारी प्राथमिक स्वास्थ केंद्र क्या इसके लिए जिम्मेदार है ?
* ९ -एरिया डिप्टी CMO क्या इसके लिए उत्तारदायी है ?
* १० -जिला प्रतिरक्षण अधिकारी को आप कितना जिम्मेदार मनते है ?
* ११ -मुख्या चिकित्सा अधिकारी को आप किता जिम्मेदार मनते है?
* १२ -समुदाय समाज प्रधान तथा BDO इस मामले में क्या कर सकते थे ?
* १३ -उस गांव के लिए तथा उस केंद्र की ANM के लिए आप के क्या सुझाव है?

**Medical Officer Requirements-**

1. Bachelor Degree in Medicine.
2. A master degree in health administration MHA / MBA.
3. 10+ Year clinical experiences in health administration.
4. Clinical Risk Managements Experiences.
5. Advanced Knowledge of Medical Research Methodology and ethics.
6. Extensive Knowledge of Medical Record Keeping.
7. Advanced ability to ensure the highest standards in patient care and complince with health care regulations.
8. Ability to keep abrest of advancement of the field of specialization
9. Excellent interpersonal communications and leadership skills.

**Alma Ata Declaration of 1978 by the member of Nations of the WHO**

 **The Success of a PHC/ CHC depends on**

1. Largely on the team leadership w
2. Which the medical officer is able to provide.
3. The medical officer must be
* The planner
* The Promoter
* The Director
* The Supervisor
* The coordinator as well as evaluator.

PHC/ CHC is the basic structure and functional unit of the public health services established to provide-

**(A)** Accessable and affordable and valueable procedures

**(B)**Ensure that all infants in his/ her area are fully immunized.

**(C)**Motivate the eligible couples for family planning methods.

 **(D)** Reportt all the Birth and Deaths in her/ his area of CHC/ PHC.

**(E)** Screen the cases needing special medical attention and refer

 them higher centre.

 **(F)** Provide guidance to all staff.

 **(G)** Regular fixed visit of Sub centre and anganbadi.

 **(H)** Organize and participate in health camp/ Mela

 **The medical officer will make a diagnosis based on clinical history, examination and using relevant screening and diagnostic tools.**

**Role and Responsibility of Medical Officer**

1. **A doctor of medicine who is responsible for the medical care of a particular group of people, such as**
2. Employees of company.
3. Inmates of prison.
4. Members of an expedition.
5. Members of a meeting Fair, Festival
6. **Responsibility mRrjnkf;Ro**

**Your responsibilities are the duties that you hare because of your job or position**

* workplace
* family responsibilities

**A medical officer of health also known as**

1. Medical health officer (MHO)
2. Chief public health officer (CPHO)
3. Chief Health Officer (CHO)
4. District medical officer (DMO)
5. Chief medical officer (CMO)
6. Causality Medical officer (CMO)
7. Municipal Health Officer (MHO)

**Is the title commonly used for the senior government official of health department, usually at a municipal country District, State, Province or reginal level**

**Why are medical officers called doctors?**

**D**octor Comes from the Latin word for “Teacher” and originally referred to a small group of theologians who had approval from the church to speak on religious matters.

Eventually the term saw greater use refering to qualified academic and medical professionals.

**Who can write Dr. before Name………………………….?**

The Ethics committee of the council decided that the title “Doctor” may be used by the registered medical practioners in modern medicine, Ayurveda, Homeopathy and Unani.

No other group of workers in the field of medical profession whether Nursing or Paramedical Staff. Should use the “ DOCTOR ”.

**Functions of PHC**

1. Medical care.
2. MCH and Family planning’s
3. Safe water supply and basic sanitation.
4. Prevention and control of locally endemic disease.
5. Collection and reporting of vital statics.
6. Education about health.
7. National Health Programs as relevant.
8. Referral services.

**Major Duties of a Medical Officer at PHC**

The Medical Officer PHC/CHC/UPHC Will primarily

1. Play a clinical role on case detection.
2. Management
3. Referral and follows up.
4. Along with Managerial and financial.
5. Public health roles.
6. Team leader of health.
7. Teacher

**Duties and Responsibilities of Chief Medical Officer**

1-The chief Medical Officer is the officer of the board in charge of its Medical Department and shall report to the deputy chairman and chairman.

 2. He / she must makes himself/ herself conversant acts, rules and regulations and government orders that may be in force from time to time and must see that they are fully observed so far as they relate to the working of his/ her Department.

 3. Chief Medical Officer is the overall in charge of the general administration and discipline of the Medical department.

 4. He/ she is responsible for preparing the smooth delivery of health care to the employees of the trust and their families.

 5. He/ she is responsible for preparing the Budget Estimate and the REVISED Budget Estimate of the Department every year

 6. He/ she is responsible for taking action for procurement of medical and

surgical stores every year.

 7. He/ she is responsible for preparing plan and non-plan proposals for hospital buildings and hospital equipments etc and submit it to chairman.

8. He/ she will submit annually an administration report on the working of the department.

9. He/she will conduct surprise inspection of the hospital and dispensaries attached to the department.

10. He/she will accompany the deputy chairman/ chairman on his inspection whenever required.

11. He/ she will conduct periodical progress and review meetings of the medical department.

12. He/ she is responsible for conducting training programmers and recommending/ sponsoring officers/ employees of the department for various training programmer.

13. He/ She will sanction leave for second level officers.

**DY. CMO-I**

1. In addition to his/ her routine duties, he will be in charge of first Aid and Ambulance services.
2. He will also be in charge of attendance of Para medical contract personal and sanctioning of the payments FT paramedical, FT doctors and PTVS thereof.
3. He shall be in charge of procurement of radiology items. Certification of bills thereof and overall in charge of dept. of imaging.
4. He shall be in charge of diabetic specialty Centre, pharmacy and stores, MRD and other services at DSC.
5. He shall be in charge of passing of bills of scan canters and referral labs.
6. He shall be in charge of sanctioning leave of para medicals posted at diabetic specialist canter.
7. He shall sign emergency drug slips to be procured from authorized three shops.
8. He / She shall sanction medical leave of sixty days to ninety days.
9. He/ she shall settle any disputes between hospital staff and employees.
10. He/ she shall perform the duties of control officer on turns, review DIL cases and/ or problem cases and submit report on the day of duty.
11. He/ She shall rectify complaints from patients.
12. He/ She shall monitor and forward repairs or new requirements of equipment to be put up to CMO for consideration through senior DCMO.
13. He/ she will have strict control of assets in their respective building like tools, paint and instruments etc., as regard their proper accounting maintain etc.

**In addition He/ she shall perform any other duty issued from time to time. In case leave being availed DCMO, the next DCMO will look after the duties in his / her absence.**

**DY. CMO-II**

1. In addition to his/ her routine duties , he shall be in charge of lab tenders including procurement of lab item, sanctioning indents,parchase order and passing bills thereof.
2. He shall certified bills of the oxygen cylinders and monitors their supply.
3. He shall be in charge of the ICU and casualty.
4. He shall sign emergency drugs slips to be procured from authorized three shops.
5. He / She shall sanctioned medical leave of 60 days to 90 days.
6. He / She shall perform the duties of control officer on turns, review DIL cases and or problem cases submit reports on the day of duty.
7. He / She shall rectify complaints from patients.
8. He/ she will exercise control and supervision in matters relating to attendance, duties discipline etc., of MO posted in the sections.
9. He/ She will ensure that all sections under his control start functioning at the scheduled time. Late attendance and non-attendance of medical officer will be checked and forwarded to CMO daily through SR. DCMO.
10. He/ she will have strict control of assets in their respective building like tools, paint and instruments etc., as regard their proper accounting maintain etc.

**In addition He/ she shall perform any other duty issued from time to time. In case leave being availed DCMO , the next DCMO will look after the duties in his / her absence.**

**DY. CMO-III**

1. In Addition to His/ Her routine duties, he shall be in charge of In- patient services at main hospital complex with regards to discharge of medical service, maintainace of discipline, selltement of dispute if any, biomedical waste segregation and disposal, punctuality in attuned of nurses and paramedical staff, implementation of housekeeping services, submission of censors to MRD of infection disease, in patient censors, bed days etc., inspection of records and registers monitoring of repairs and servicing if any.
2. He will be in charge of repairs and maintain of equipment, furniture etc. and annual inventory check.
3. He will assist SR. DY.CMO
4. in matters relating to surgical stores including perusual of request procurement, tenders, indents and supply etc.
5. He/ she shall sign emergency drug slips to be procured from authorized from three shops.
6. He/ she shall settle any disputes between hospital staff and employees.
7. He/ She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene.
8. He/She will assist CMO and Sr. DCMO in all matters pertaining to the section to which he is given charge.
9. He/She will ensure that all sections under his control start functioning at the scheduled time. late attendance and non attendance of medical officer will be checked and forwarded to CMO daily through Sr.DCMO.
10. She/he will have strict control of all assets in their respective buildings like tools, plants and instruments etc. as regards their proper accounting maintenance etc.,

**In addition he/she shall perform any other duty issued from time to time. In case of leave being availed by the DCMO, the next DCMO will look after the duties in his/her absence**.

**DY. CMO-IV**

1. In addition to routine duties, she will be in charge of Medical checkups, Physical fitness and sanction of Medical Officers and Sr. Medical Officer.
2. She will be in charge of postings of Medical Officers including contract Doctors and their attendance.
3. She will in addition look after the chest and Officers OP.
4. He/She shall sanction Medical leave of 60 days to 90 days.
5. He/She shall settle any disputes between hospital staff and employees.
6. He/She shall monitor any forward repairs or new requirements of eqipments to be put up to CMO for consideration through Sr. DCMO.
7. He/She shall perform the duties of control duty on turns , review DIL cases and/or problem cases and submit report on the day of duty.
8. He/She will ensure that all sectiona under his control start functioning at the scheduled time. Late attendance and non attendance of medical officers will be checked and forwaded to CMO daily through Sr.DCMO.
9. He/ She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene
10. He/She will have strict control of all assets in their respective buildings like tools, plants and instruments etc. as regards their proper accounting maintenance etc.,

**In addition he/she shall perform any other duty issued from time to time. In case of leave being availed by the DCMO, the next DCMO will look after the duties in his/her absence**.

**DCMO (GD)- V**

1. In addition to his/her routine duties, she will be in charge of the hospital diet management and kitchen including tenders, procurement and bills hereof.
2. She will be in charge og outpatient services with regards to proper maintenance of records/ registers, punctuality of para medical staff and Nurses, prompt conduct of Ops, documentation of census bt staff and Doctors, monitoring of equipments including forwading of intimation for their repairs and maintenance, settlement of any dispute if any, proper disposal of garbage and bio medical waste if any.
3. He/She shall sanction Medical leave of 60 days to 90 days.
4. He/She shall settle any disputes between hospital staff and employees.
5. He/She shall monitor any forward repairs or new requirements of eqipments to be put up to CMO for consideration through Sr. DCMO.
6. He/She shall perform the duties of control duty on turns , review DIL cases and/or problem cases and submit report on the day of duty.
7. He/She will ensure that all section under his control start functioning at the scheduled time. Late attendance and non-attendance of medical officers will be checked and forwarded to CMO daily through Sr.DCMO.
8. He/ She shall rectify complaints from patients.
9. He/ She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene
10. He/She will have strict control of all assets in their respective buildings like tools, plants and instruments etc. as regards their proper accounting maintenance etc.,

 **In addition he/she shall perform any other duty issued from time to time. In case of leave being availed by the DCMO, the next DCMO will look after the duties in his/her absence.**

**DCMO- VI**

1. In addition to his/her routine duties, He/ she shall be in charge of Medical Records section (Main Hospital).
2. He shall beresponsible for family planning advice, submission of birth/ death census and accident and infectiou disease census.
3. He shall be in charge of Mortuary Van arrangement, tendering, passing bills thereof.
4. He/She shall sanction Medical leave of 60 days to 90 days.
5. He/ She shall rectify complaints from patients.
6. He/She will ensure that all section under his control start functioning at the scheduled time. Late attendance and non-attendance of medical officers will be checked and forwarded to CMO daily through Sr.DCMO.
7. He/She shall settle any disputes between hospital staff and employees.
8. He/She shall monitor any forward repairs or new requirements of equipment to be put up to CMO for consideration through Sr. DCMO
9. He/She shall perform the duties of control duty on turns, review DIL cases and/or problem cases and submit report on the day of duty.
10. He/ She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene
11. He/She will have strict control of all assets in their respective buildings like tools, plants and instruments etc. as regards their proper accounting maintenance etc.,

 **In addition he/she shall perform any other duty issued from time to time. In case of leave being availed by the DCMO, the next DCMO will look after the duties in his/her absence.**

**DCMO- VII**

1. In addition to his/her routine duties, He/ she Will be in charge of condemnation and also be member of RSO representing Medical Department.
2. She will be in charge of recommending and disposing bills for spectacles including the imprest amount.
3. She shall be in-charge of attendance, postings and approval of payments of any to spillage workers and nomination contract emplyees.
4. She shall be a statistical officer and shall be responsible to provide information on the census of various aspects eg. OP census, IP census, Bed Days and other vital census.
5. He/She shall sanction Medical leave of 60 days to 90 days.
6. He/She shall settle any disputes between hospital staff and employees
7. He/ She shall rectify complaints from patients.
8. He/She shall perform the duties of control duty on turns, review DIL cases and/or problem cases and submit report on the day of duty.
9. He/She will ensure that all section under his control start functioning at the scheduled time. Late attendance and non-attendance of medical officers will be checked and forwarded to CMO daily through Sr.DCMO.
10. He/She will have strict control of all assets in their respective buildings like tools, plants and instruments etc. as regards their proper accounting maintenance etc.,

**In addition he/she shall perform any other duty issued from time to time. In case of leave being availed by the DCMO, the next DCMO will look after the duties in his/her absence.**

 **DR. ARUN KUMAR GAUTAM**

**RETIRED AD KARMIK/GOPAN**

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