

DUTIES AND RESPONSIBILITIES OF STAFF IN HOSPITAL

HOSPITAL ADMINISTRATION

MEDICAL SUPERINTENDENT

1. Overall supervision of the working of the hospital.
2. Coordination and interaction with the Ministries, NDMC, 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 the 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, if any, as Head of the Institution under various Acts and Court orders.
12. Any other responsibility given by DGHS/Ministry of Health from time to time.

ADDITIONAL MEDICAL SUPERINTENDENT

1. Day to day administration of the area/department assigned by the Medical Superintendent from time to time.
2. To take decisions pertaining to their area as per delegated powers to them, under the policy and guidelines issued by the Medical

Superintendent. They will consult or have approval of Medical Superintendent on all policy issues or important matters or where it is obligatory under rules.

3. They will be responsible for all the officers working under them, day to day working of the area/department assigned to them and will ensure that department assigned to them is run smoothly and efficiently. They will keep the M.S. informed about important events in these departments.

4. The Addl.M.S. who is designated as Head of the office will also discharge the function of Head of the Office under the rules.

5. They will attend all the meetings taken by M.S. on various administrative issues.

6. They will keep liaison with Min. of Health & F.W., Directorate General of Health Services and other agencies, in respect of work assigned to them with the approval of the M.S.

7. Any other work assigned by the Medical Superintendent from time to time.

8. All the Additional M.S.'s will report to Medical Superintendent.

DEPUTY DIRECTOR (ADMN.)

1. All establishment matters including unions.
2. Sanction of leave except casual leave to Group C & D staff.
3. Supervision and monitoring of deployment of all group C & D staff in the hospital.
4. Monitoring the recruitment, filling up of posts of category of Group C & D employees.
5. Maintaining the liaison and doing correspondence with the Dte.GHS/Min. of Health on all establishment matters including filling up of posts.
6. All legal matters relating to hospital.
7. Supervision of all the officers and staff working in the establishment section and accounts section.

8. Any other work assigned by the Medical Superintendent.

9. DDA will report to the Head of Office.

WELFARE OFFICER/LABOUR OFFICER/PUBLIC RELATIONS OFFICER

STATUTORY FUNCTIONS

Staff welfare and Reconciliation comprising inter alia.

1. Establishing contacts and holding consultation for maintaining harmonious relations between hospital management and its staff.

2. Projecting before the management the individual and collective grievances of staff for securing expeditious redressal.

3. Acting as a negotiating officer with association and trade unions of staff and workers.

4. Assisting management in formulating labour polices and interpreting these polices to the workers.

5. Exercising restraining influence over staff going on illegal strikes and help in peaceful settlement of legal strikes.

6. Helping workers to adjust and adapt themselves.

7. Ameliorating their working conditions.

8. Promoting management— staff relations, which will ensure productivity and efficiency.

9. Securing provision of staff amenities like canteen, drinking water facilities, etc.

10. Personnel matters relating to Class IV staff.

OTHER FUNCTIONS

1. Complaints redressal and assistance to patients.

2. Complaints against employees.

3. Liaison with police, N.D.M.C., etc.

4. Personal problems and other difficulties of the staff.

5. TV shows, sports activities and get-together.

6. Call duty after office hours.

7. Any other duty as may be specified by Medical Superintendent from time to time.

ACCOUNTS OFFICER

1. Preparation of Hospital Budget.

2. Drawing & Disbursing officer for Pay & Allowance of the hospital establishment.

3. Processing of all cases of drawl, advances admissible and claimed by staff.

4. Maintenance of financial accounts.

5. Deduction of income tax at source and maintaining all accounts, filing 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 Cases.

9. Joint custody of cash with the cashier.

10. Endorsement of service books of staff in token of having checked with the pay bills.

11. Financial advice to M.S., Addl.M.S.'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.

DIETICIAN

1. Management of dietetic department.
2. Management of therapeutic kitchen.
3. Standardization of recipes and supervision of cooking.
4. Teaching dietetic trainees, nursing staff and others.
5. Maintaining duty roster of kitchen staff, leave record, six monthly health record of Class IV employees and other records required for personnel management.
6. Running nutrition clinic and to attend to Dietetic Clinic.
7. Taking surprise visits to ensure proper distribution of food to patients particularly therapeutic diets.
8. Ordering dietary articles (dry and fresh) and supervising the receipts and issues of all supplies.
9. Checking of purchase bills relating to dietary articles with regard to their specification, quantity and rates and passing them on to Accounts Section.
10. Maintenance of proper accounts for all dietary articles and inventory for dead stock articles.
11. Sanitation and cleanliness of kitchen areas.
12. Supervision of fire precautions in the department.
13. Any other duty that may be specified by the Medical Superintendent.