

## DUTIES AND RESPONSIBILITIES STAFFS RECRUITED AT NCD CLINIC AT CHCS

### A. Medical Officer ( NCD)

**Working Hours :- 9 am to 4 pm (01 hour Lunch Break)**

- NCD Medical Officers posted in CHCs will be under the immediate administrative control of Superintendent/Medical Officer of that Institution to whom he has to report on the conduct of NCD clinics, health promotion and community based health promotion activities
- He / she will deliver services as per the existing State Health services Rules & regulations so as to maintain the Hospital Integrity.(regarding Drug prescription, Investigations, OP Timings etc)
- NCD medical officer should not issue Medical Certificates/Age certificates in his/ her official capacity.
- He/ she will run the NCD clinic for 6 Days in a week and also will look after in- patients admitted through NCD OP clinic
- NCD Medical Officer will conduct Geriatric OPD 02 Days in a week preferably on Tuesday & Saturday in the forenoon before the NCD clinic on those days. NCD Clinic hours would be in the afternoon in those two days)
- NCD medical officers have to conduct comprehensive clinical examination and provide care to manage diabetes, hypertension, cardiovascular diseases etc cases appropriately.
- He/ she is responsible for providing comprehensive Geriatric care through Geriatric OPD
- They will also provide counseling on hazards of tobacco, importance of life style modification for the primary and secondary prevention of various NCDs including cancer. He / she would also give advice on warning signs of various NCDs including cancer, its secondary/ tertiary complications if not properly controlled
- They are expected to conduct detailed examination for detecting premalignant/ malignant lesions in persons with high risk for developing cancer
- He /She will refer cases to District NCD clinic based at District Hospital/ General under NPCDCS and NPHCE) or higher care facility whenever needed
- He/ she shall also organize and lead community based health awareness sessions, IEC/ BCC activities etc in that particular CHC service coverage area in a regular manner without compromising the services at NCD clinics.
- NCD Medical Officer will also responsible for proper maintenance of OPD Register and other records under NPCDCS & NPHCE
- There will not be night duties for NCD Medical Officers since he/she has to run the NCD Clinic/Geriatric clinic through out the week except on Sundays.
- NCD medical Officers should take the help/ support/ advice ,as the case may be, from other medical officers in the CHC in all matters concerned with NCD clinic including patient care ( both OP and IP care) whenever required as CHC NCD Clinic is an integral part of the CHC services.
- Any other Job assigned by the DMO(H),District Nodal Officer (NCD)/DPM(NRHM) for administrative purpose.



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**B. Staff Nurse**

**Working Hours :- 9 am to 4 pm (01 hour Lunch Break)**

She can be posted for night duties(maximum of two night/week) without compromising the smooth functioning of CHC NCD clinic and CHC geriatric clinic, if the charge Medical officer desires so.

- To arrange, maintain & run smooth NCD/Geriatric OPD at CHCs
- To register the patients under NPCDCS/NPHCE
- To maintain proper case records & registers regarding the OPD/Referral
- In NPCDS OP , to record Ht, Weight GRBS(if needed) ,BP & BMI of the patients attending the OPDs
- To assist in examination and investigation of NCD and Geriatric patients.
- To counsel the patient and family about risk factors of NCDs and promote patients well being whenever possible
- To assist in follow up and care under NCD and geriatric patients
- Any other duty assigned by the Hospital Superintendent/DMO(H)/DPM(NRHM)/District Nodal Officer(NCD)

**C. Job title: Physiotherapist**

**Working Hours :- 9 am to 4 pm (01 hour Lunch Break)**

- Physiotherapist posted under NPCDCS and NPHCE will be under the joint control and guidance of NCD specialist at District NCD Clinic, Geriatric Consultant (Physician) of District Geriatric Clinic, and Psychiatrist/ ortho pediatrician of district hospital/General Hospital.
- For all administrative purpose he/she will be under the immediate control of Supdt. Of the institution
- During OP hours he/she will provide service as per the advice of the specialist/in consultation with specialist.
- He/She has to take care of the inpatients in geriatric ward, NCD patients etc. preferably after the OP hours.
- He/She should be par of the palliative home based care under NPCDCS & NPHCE.

**D. Dietician/Counselor**

**Working Hours :- 9 am to 4 pm (01 hour Lunch Break)**

- To provide counseling on diet and life style management of NCD and geriatric patients
- To assist in follow up care and referral of NCD and geriatric diseases.
- To deliver out reach sessions of awareness programmes for preventing childhood obesity at Schools/Colleges in coordination with JPHNs/JHI
- To maintain proper records regarding the beneficiaries.
- Any other duty assigned by the Hospital Superintendent/DMO(H)/DPM(NRHM)/District Nodal Officer(NCD)

**E. Data Entry Operator**

- Ensure regular entry of all relevant data in the computer pertaining to various aspects of NPCDCS and NPHCE in a systematic manner to facilitate its analysis.
- To update the stock positions of Case records & registers



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- To ensure time lined submission of reports to DNO & DPM(NRHM)
- Any other job assigned as per program need as directed by District Nodal Officer.

**Staffs under District NCD Cell**

**Working Time : - 10.00 am to 05.00 pm( 01 Hr Lunch Break)**

**Job title: Finance cum Logistics Officer**

**General:-**

- All matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS and NPHCE in the State/ District.
- To maintain the fund flow mechanism from State to Districts and Districts to below.
- Accurate and timely submission of quarterly report on expenditure to Centre/State, annual audited statement of accounts and intensively monitoring the financial management in State/ District Health Society.
- To monitor & supervise all the office activities in the absence of DNO/District Programme officer.
- Any other job assigned by concerned officers.
- **Specific:**
  - Preparing annual and quarterly budgets for the State/ District.
  - Ensuring that adequate internal controls are in place to support the payments and receipts.
  - Ensuring timely consolidation of accounts/financial statements at the State/ District.
  - Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the State /District.
  - Coordinating with District and below to address the audit objection/internal control weaknesses, issues of disallowances, if any.
  - To file TDS/Income tax in time bound manner
  - To coordinate all the activities in regards to EPF scheme implementation.

**Job title: Programme Assistant**

- Assistance to District Nodal Officer in all his job responsibilities
- Correspondence with State NCD Division
- Assistance in organizing review meetings and official tours
- Maintenance of files and correspondence for NPCDCS and NPHCE.
- Assistance in preparation of reports of NPCDCS and NPHCE.
- To maintain stock & asset register
- Preparation of Minutes of the relevant meeting
- TO file all relevant orders & receipts for reference
- Any other job assigned as per program need.

**Job title: Data Entry Operator**

- Ensure regular entry of all relevant data in the computer pertaining to various aspects of NPCDCS and NPHCE in a systematic manner to facilitate its analysis.
- To prepare minutes of monthly meetings.
- Compile the reports of NPCDCS and NPHCE.
- Any other job assigned as per program need as directed by District Nodal Officer.



Signature  
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