

## **DUTIES AND RESPONSIBILITIES OF CHIEF MEDICAL OFFICER**

- 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.
- He/She must make himself/herself conversant with all the relevant 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.
- Chief Medical Officer is the overall in charge of the general administration and discipline of the Medical Department.
- He/She is responsible for ensuring the smooth delivery of health care to the employees of the Trust and their families.
- He/She is responsible for preparing the Budget Estimate and the Revised Budget Estimate of the Department every year.
- He/She is responsible for taking action for procurement of Medical and Surgical stores every year.
- He/She is responsible for preparing plan and non-plan proposals for hospital buildings and hospital equipments, etc. and submit it to Chairman.
- He/She will submit annually an administration report on the working of the Department.
- He/She will conduct surprise inspection of the Hospital and Dispensaries attached to the Department.
- He/She will accompany the Deputy Chairman/Chairman on his inspection whenever required.
- He/She will conduct periodical progress and review meetings of the Medical Department.
- He/She is responsible for conducting training programmes and recommending/sponsoring officers/employees of the Department for various training programmes.
- He/ She is responsible for filling up of vacant posts through recruitment / promotions to fulfill the requirement of the department in accordance with the rules and regulations in force.
- He/She is responsible for tendering and award of Diet, Laundry and Bio-medical Waste disposal contracts.
- He/She will sanction leave for second level officers.

## **DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEF MEDICAL OFFICER**

- Deputy Chief Medical Officer shall report to the Chief Medical Officer.
- He/She will assist the Chief Medical Officer in the administration of the department.
- He/She shall conduct Hospital rounds atleast twice in a week and ensure that proper cleanliness and decorum is maintained in the OPs / Wards / Kitchen / First Aid Posts.
- He/She is responsible for carrying out periodic inspections of the Dispensaries atleast once a week.
- He/She will conduct surprise inspections of Hospital / Dispensaries / First Aid Posts, ensure that discipline is maintained in all sections and submit report to the Chief Medical Officer.
- He/She is responsible for making alternate postings/duty arrangements when required.
- He/She is the cost control officer of the Medical Department. He should follow the budget and minimize wasteful expenditure.
- He/She is responsible for controlling the expenditure on overtime, rest day wages, holiday wages by ensuring judicious deployment of the officers and staff.
- He/She is responsible for receiving any complaints from the patients and taking necessary steps to rectify the same.
- He/She will be responsible for examining cases for extension of sick leave beyond 3 months.
- He/She is responsible for managing the referrals of patients to outside hospitals (Outpatient/Inpatient), Scan Centres and Labs.
- He/She will also examine and certify for payment the bills related to outside hospitals and Scan Centres.
- He/She will deal with all reimbursement claims of the working / retired employees and certify the bills for payment.
- He/She is in charge of the Drugs Imprest.
- He/She will countersign the Medicine and Surgical Stores bills of more than Rs.15000/- value.
- He/She will sanction drugs bought as emergency.
- He/She will pass non-medical stores bills more than Rs.15,000/-.
- He/She will ensure adherence to the approved procedures, rules and regulations in force while carrying out the above functions viz., item nos.11,12,13,15,16 and 17).

- He/She will submit a quarterly report on the expenditure incurred under item nos.11,12,13,15,16 and 17.
- He/She is in charge of Tools and Plants and Furniture of the Medical Department.
- He/She will sanction encashment of EL to officers (other than Chief Medical Officer) and staff of Medical Department.
- He/She will pass LTC claims of staff of Medical Department.
- He/She will sanction leave to officers other than second level officers.
- He/She will carry out the duties of Chief Medical Officer when Chief Medical Officer is on leave in addition to his/her own duties.
- He/She will carry out any other duties assigned by Chief Medical Officer from time to time.

## **DUTIES AND RESPONSIBILITIES OF THE CHIEF PHYSICIAN**

- He/She will assist Chief Medical Officer/Deputy Chief Medical Officer in Medical Professional matters in the Hospital.
- He/She will be overall in charge of all Medical Sections of the Hospital including OPs, Wards and ICU.
- He will conduct periodic and surprise checks of the Sections under his control both during working and non-working hours and report to the Deputy Chief Medical Officer/Chief Medical Officer.
- He/She will exercise strict control over all assets in the Medical Sections and control the usage of medicines, injections and other items in these sections.
- He/She will make surprise visits and ensure that all sections in his/her charge are kept clean and tidy, staff are in prescribed uniforms, punctual and disciplined.
- He/She will be overall in charge of Medical and Surgical Stores and Pharmacy Sections.
- He/She will supervise and manage the postings and rotations of staff, various indents and supplies and maintenance of discipline in the above sections.
- He/She will pass all Medical and Surgical Bills of less than Rs.15,000/- value for payment.
- He/She will pass non-medical Stores Bills of less than Rs.15,000/- value.
- He/She will be overall in charge of the Diet Section and pass the monthly bills for payment.
- He/She will submit a quarterly report on the expenditure incurred under item nos. 8,9,10 and 13.
- He/She will countersign the Disability Certificates.
- He/She will be in charge of Spectacle Imprest.
- He/She will conduct the occupational health check up of various Port employees.
- He/She will carry out any other duties assigned by Chief Medical Officer / Deputy Chief Medical Officer from time to time.

**DUTIES AND RESPONSIBILITIES OF CHIEF SURGEON**

- He/She will assist Chief Medical Officer/Deputy Chief Medical Officer in Surgical Professional matters in the Hospital.
- He/She will be overall in charge of all Surgical Sections of the Hospital including OPs, Wards and Operation Theatre.
- He will conduct periodic and surprise checks of the Sections under his control both during working and non-working hours and report to the Deputy Chief Medical Officer/Chief Medical Officer.
- He/She will exercise strict control over all assets in the Surgical Sections and control the usage of medicines, injections and other items in these sections.
- He/She will make surprise visits and ensure that all sections in his/her charge are kept clean and tidy, staff are in prescribed uniforms, punctual and disciplined.
- He/She will be overall in charge of Laundry Section and pass the bills for payment.
- He/She will be overall in charge of Linen Section and all proposals of Linen requirements, replacements, etc. must be made through him / her.
- He/She will supervise the postings of Sanitary Staff.
- He/She will sanction the procurement of Ortho Appliances and Implants and also pass the bills thereof.
- He/She will submit a quarterly report on the expenditure incurred under item nos. 6 and 9.
- He/She will carry out any other duties assigned by Chief Medical Officer / Deputy Chief Medical Officer from time to time.

**DUTIES AND RESPONSIBILITIES OF SPECIALIST**

- He/She will assist Chief Medical Officer/Deputy Chief Medical Officer in all Professional matters pertaining to his/her Specialty in the Hospital.
- He/She will be overall in charge of all the Sections of his/her Specialty.
- He/She will conduct periodic and surprise checks of the Sections under his/her control both during working and non-working hours and report to the Deputy Chief Medical Officer/Chief Medical Officer.
- He/She will exercise strict control over all assets in the Sections of his/her Specialty and control the usage of medicines, injections and other items in these sections.
- He/She will make surprise visits and ensure that all sections in his/her charge are kept clean and tidy, staff are in prescribed uniforms, punctual and disciplined.
- He/She will examine and certify the bills pertaining to referrals to outside Labs.
- He/She will be in charge of Bio-medical Waste disposal and pass the monthly bills pertaining to it.
- He/She will submit a quarterly report on the expenditure incurred under item no.7.
- He/She will certify the special category Physical Fitness cases.
- He/She will be responsible for Issue/Cancellation of Medical Cards of retired employees.
- He/She will carry out any other duties assigned by Chief Medical Officer / Deputy Chief Medical Officer from time to time.

## **DUTIES AND RESPONSIBILITIES OF RESIDENT MEDICAL OFFICERS**

### **1. RESIDENT MEDICAL OFFICER (HOSPITAL)**

- The working hours of the RMO will be from 8 AM to 12 Noon and 2 PM to 4 PM from Monday through Friday and from 8 AM to 1 PM on Saturdays.
- He/She will be in charge of Trust's Medical Registrar Section and will exercise strict control and supervision over the clerical and other staff of the section in the matter of their daily attendance, disposal of files, discharge of their duties, discipline, etc.
- He/She will issue necessary Medical Certificates in the capacity of Medical Registrar of Trust's Hospital. He/She will also arrange to issue Medical Certificate in Form C for patients suffering from infectious disease.
- He/She will exercise overall supervision of the postings made in respect of Medical Officers, Nursing personnel, First Aid Service and Ambulance, Physiotherapists, Radiographers, Medico Social Workers, Social Worker, Dressers, Hospital Orderlies, Attenders, etc.
- He/She will make rearrangements/adjustments to the postings of the staff in the event of their sudden absence from duty.
- He/She will daily inspect various Inpatient and Outpatient sections of the Hospital and ensure cleanliness and sanitation, availability of staff, etc.
- He/she will carry out periodic sanitary-cum-maintenance rounds of the Hospital premises and arrange for rectification, repairs/improvements to be carried out.
- He/She will make periodic inspection of the Hospital Kitchen for maintenance of cleanliness and make surprise checks of the diet supply.
- He/She will be responsible for examining the cases for extension of sick leave beyond 1-month upto 3 months.
- He/She will examine the indents received from various sections and accord sanction for their issue.
- He/She will make surprise and random checks of medicines in Medical Stores, Pharmacy, and Injection Room and report any discrepancies to the Chief Physician.
- He/She will arrange to furnish to the Chief Medical Officer daily statistics regarding inpatients, bed occupancy and Outpatients, etc.
- He/She will examine and certify cases falling under Workmen's Compensation Act.
- He /She will conduct periodic review of accident cases for recommending light duty for specific periods at the request of concerned Departments.
- He/She will countersign the death certificate issued by the Medical Record Section.

- He/She is authorized to draw the Family Planning Incentive amount from Corporation of Chennai.
- He/She will be responsible for Issue of fresh Personal Medical Identity and Family Medical Identity Cards including Duplicate cards.
- He/She will be responsible for Inclusion and Deletion of names of the family members in/from the Family Medical Identity Cards.
- He/She will be the overall in charge of First Aid and Ambulance Sections in all matters including posting of staff.
- He/She will be the Chairman of the Committee constituted for the purpose of examining various articles sent from the wards and other sections for condemnation.
- He/She will carry out daily evening rounds after 6 PM.
- He/She will make surprise checks to verify whether the CISF guards posted at different points in the Hospital are available at the workspot.
- He/She will attend to any other works as assigned by Deputy Chief Medical Officer/Chief Medical Officer from time to time.



## **2. RESIDENT MEDICAL OFFICER (Outpatient)**

- The working hours of the RMO will be from 8 AM to 12 Noon and 2 PM to 4 PM from Monday through Friday and from 8 AM to 1 PM on Saturdays.
- He/She will perform the administrative duties of Anchor Gate Dispensary and Tondiarpet Housing Colony Dispensary and will exercise strict control and supervision over the clerical and other staff of the dispensaries in the matter of their daily attendance, disposal of files, discharge of their duties, discipline, etc.
- He/She will issue necessary Medical Certificates in the capacity of Trust's Medical Registrar. He/She will also arrange to issue Medical Certificate in Form C for patients suffering from infectious disease.
- He/She will exercise overall supervision of the postings made in respect of Medical Officers, Nursing personnel, Physiotherapists, Lab Assistants, Dressers, Hospital Orderlies, Attenders, Hospital Lascars, etc.
- He/She will make rearrangements / adjustments to the postings of the staff in the event of their sudden absence from duty.
- He/She will daily inspect various Outpatient sections of the Dispensaries and ensure cleanliness and sanitation, availability of staff, etc.
- He/she will carry out periodic sanitary-cum-maintenance rounds of the Dispensary premises and arrange for rectification, repairs / improvements to be carried out.
- He/She will be responsible for examining the cases for extension of sick leave beyond 1-month upto 3 months.
- He/She will examine the indents received from various sections and accord sanction for their issue.
- He/She will make surprise and random checks of medicines in Medical Sub-Stores, Pharmacy, and Injection Room and report any discrepancies to the Chief Physician.
- He/She will arrange to furnish to the Chief Medical Officer daily statistics of the Dispensaries etc.
- He/She will examine and certify cases falling under Workmen's Compensation Act.
- He /She will conduct periodic review of accident cases for recommending light duty for specific periods at the request of concerned Departments.
- He/She will attend to any other works as assigned by Deputy Chief Medical Officer/Chief Medical Officer from time to time.

## **DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICERS**

- He/She will be the non-technical head of the Chief Medical Officer's Office and will be directly responsible for the clerical work of the entire office.
- He/She will assist the Chief Medical Officer in the general administration and discipline of the office staff.
- He/She is responsible for issue of office orders and circulars pertaining to the Hospital.
- He/She will make himself/herself thoroughly conversant with the Acts, Rules, Regulations and Procedures relevant to the various sections under his/her control and ensure that they are strictly adhered to in the execution of work.
- He/She is responsible to supervise the work of clerical staff of the various sections under his/her control and ensure timely submission of files.
- He/She is responsible for timely submission of replies to important VIP and Government references and Court directions.
- He/She is responsible for thoroughly checking of the notes, drafts, proposals, etc. before putting up to Chief Medical Officer and see that they are procedurally and factually correct.
- He/She will attend various meetings, viz., Staff Meetings with the Deputy Chairman / Chairman, Monthly Review Meeting, Unit Council Meeting, etc. and put up Action Taken Reports to the concerned authority.
- He/She will be responsible for timely submission of Action Taken Reports of Board Meetings, HOD Meetings, Union Meetings, etc.
- One of the Administrative Officers will be the Grievance Officer for the Medical Department and will hear all kinds of grievances from the Staff and arrange to redress.
- He/She will attend the Grievance Officers' Meeting and arrange to redress the employees' grievances, if any.
- He/She will make surprise checks of the Chief Medical Officer's Office.
- He/She will make a test check of the stationery and printed items and also the Record Room and will issue clear instructions as and when necessary.
- He/She will assist the Chief Medical Officer in all matters of Recruitment of staff required for the department.
- He/She will periodically check the staff Probation Register maintained by the Establishment side and arrange to take action to confirm the Staff in due time.
- He/She will check to see whether staff increments are drawn in time and take action, if there is any undue delay in the matter after getting Chief Medical Officer's orders.

- He/She will check all the Personal Registers and arrear lists of all clerical staff of Chief Medical Officer's office as per the chart drawn in advance. Any default in this will be brought to the notice of Chief Medical Officer and necessary action taken immediately.
- He/She will render all assistance to the Inspection Officer at the time of Annual Inspection of Chief Medical Officer's Office.
- He/She will carefully check all drafts, notes and notification to the Employment Exchange and to other organizations before putting up the same for Chief Medical Officer's signature.
- He/She will also closely watch the movements of the ministerial staff of the Medical Department.
- He/She will draw the ministerial staff postings (change of seat) once in three years or as and when necessary.
- He/She will place indents with the Controller of Stores for the supply of furniture, hospital linen, hospital sanitary items, etc.
- He/She will arrange to take immediate action to fill up vacancies after getting Roster Points from Secretary's Department.
- He/She will arrange to prepare staff Annual Confidential Report forms and submit to the Chief Medical Officer.
- He/She will attend to any other works as assigned by Deputy Chief Medical Officer/Chief Medical Officer from time to time.

### **DUTIES AND RESPONSIBILITIES OF THE ASSISTANT CONTROLLER OF STORES (MEDICINE)**

- He/She is in charge of Medical and Surgical Stores and Pharmacy sections of the Hospital.
- He/She is responsible for preparing the Annual Budget and Revised Budget for Medical Department.
- He/She is responsible for preparation of Plan/Non-Plan expenditure for Medical Department.
- He/She will be responsible to the Chief Medical Officer for all purchases of Medicines, Instruments and Equipments, etc. (other than office furniture and General Stores items) within the sanctioned budget limit. Purchase and bills section of the Hospital will be under his/her control and he/she will ensure its proper working.
- He/She will arrange to pass the all Medical Store bills for payment and send them to Accounts Department.
- All correspondence including indents connected with purchase of Stores coming under him/her will pass through him/her for submission to Chief Medical Officer.
- He/She will arrange to purchase special items of medicines, etc. which are not ordinarily stocked in the Hospital and also items which run out of stock for any reason. For this purpose an Imprest amount of Rs.10,000/- will be maintained by him and will be called Medical Stores Imprest.
- He/She will guide and assist the Cost Control Officer (Deputy Chief Medical Officer) of the Medical Department with a view to apprise the Officer about any abnormalities and to control the unnecessary expenditure.
- He/She will carry out quarterly physical verification of a few articles selected at random in the Stores and submit a report to the Chief Medical Officer. These checks are made in addition to the ones made by the Deputy Chief Medical Officer.
- He/She will conduct surprise inspections of the various sections under his/her control and submit report to the Deputy Chief Medical Officer/Chief Medical Officer through Chief Physician.
- He/She will maintain a list of Blacklisted firms and see that indents are not placed on any of them.
- All Audit references will be brought to the notice of the Chief Medical Officer by him/her and replied promptly with Chief Medical Officer's approval.
- He/She will arrange to conduct a monthly meeting for condemnation of items pertaining to Chennai Port Trust Hospital and send the same to Returned Stores Depot.

- He/She will arrange to convene the meeting of Drug Selection Committee and apprise the Committee with relevant information as and when required as per Chief Medical Officer's orders from time to time.
- He/She will prepare the Select List of items to be stocked and decide the quantities required for each item based on previous years consumption pattern.
- He/She will periodically check the Personal Registers, Movement Registers, Stock Registers, Indent Books and other Registers maintained by the staff under his/her charge for efficient functioning of the sections.
- He/She will arrange to get the administrative approval of the chairman for procurement of Medicine Stores.
- He/She will be responsible for arranging for procurement of items under Open Tender, Limited Tender or Single Tender System as the case may be as per the approved purchase procedures.
- He/She will make himself/herself conversant with the various acts, Rules, Officer Orders circulars, etc. applicable to work under his charge and ensure that the Registers, etc., prescribed are maintained properly and instructions are meticulously followed by the concerned staff.
- He/She will attend to verification of bills for advertisements pertaining to Stores.
- He/She will arrange for refund of Earnest Money / Security Deposit paid by the firm promptly when such deposits no longer need be kept with the Trust.
- He/She will attend Spot Purchase Committee for local purchases, along with other officers authorized by the Chairman. He/She will arrange to return the samples received in connection with purchases or properly account for them, when retained as approval sample and return the same when done with.
- He/She will be responsible to Chief Medical Officer for maintenance of discipline by the Staff working under him/her.
- He/She will attend to any other works as assigned by Deputy Chief Medical Officer/Chief Medical Officer from time to time.

## **DUTIES AND RESPONSIBILITIES OF CONTROL OFFICER**

- The Control Officer will be in complete charge of the Hospital on holidays and outside working hours on weekdays. This is in addition to his/her regular postings.
- The Control Officer will ensure the Inpatients and Outpatients are well looked after by the Duty Doctors and other staff.
- The Control Officer will be the immediate supervisory charge of the Duty Doctors and give them every guidance and assistance when necessary.
- The Control Officer will supervise the sanitation of the Hospital.
- The Control Officer should see that there is no indiscipline in the Hospital including the First Aid Service.
- The Control Officer will make Hospital visit twice (morning and evening) on holidays and acquaint himself/herself with all important happenings in the Hospital and take necessary action. The Control Officer will maintain a Diary on all important matters connected with the Hospital happenings outside the working hours and on holidays and submit the Diary to the Chief Medical Officer once in a month.
- When the Control Officer leaves his/her residence he/she must keep the Duty Doctors informed of his/her movements and make himself/herself available to come down to the Hospital with the least delay when his/her presence is required.
- The Control Officer will keep the Resident Medical Officer / Deputy Chief Medical Officer / Chief Medical Officer informed of any important matters concerning the Hospital during working hours and holidays.
- He/she will guide Casualty Medical Officer and take steps for calling any Specialist required for the patient in the Casualty / ICU / Ward and arrange for reference to outside centres, if required, during his/her control duty.
- He/She will supervise the First Aid and Ambulance section and ensure ready availability of First Aid and Ambulance during his/her control duty.
- He/She will attend to any other works as assigned by Deputy Chief Medical Officer/Chief Medical Officer from time to time.

## **DUTIES AND RESPONSIBILITIES OF MEDICAL OFFICER**

- His / Her timings will be 8.00 A.M to 4.00 P.M in General Shift and 7.00 A.M to 1.00 P.M, 1.00 P.M to 7.00 P.M and 7.00 P.M to 7.00 P.M in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Shift duties respectively.
- He/She will work in the section he/she is posted either in the Hospital or Dispensary.
- He/She will attend to the outpatients in the O.P Department, Wards and Casualty as the case may be and prescribe necessary medicines as available in stock and the required investigations.
- Whenever necessary he/ she will obtain the approval of Specialist/ Dispensary in charge / Chief Physician / Chief Surgeon for carrying out investigations or prescribing non-stock drugs etc.
- He/She will issue Medical Certificate for sickness or fitness to join duty as per prescribed procedure.
- He/She will assist the Senior Medical Officer/ Medical Officer (Selection Grade), Resident Medical Officer, Specialists, Deputy Chief Medical Officer or Chief Medical Officer whenever called upon to do so for any patient or hospital related work.
- He/She will attend his work with punctuality and dedication and not give room for any complaint from the patients.
- He/She will report non-attendance, late attendance or any other misconduct of the Staff working in his/her area to the immediate superior officer.
- He/She will attend to any other work as assigned by Resident Medical Officer, Specialists, Deputy Chief Medical Officer or Chief Medical Officer.

**DUTIES AND RESPONSIBILITIES OF MEDICAL OFFICER (SELECTION GRADE)**

- The working hours of Medical Officer (Selection Grade) is 8.00 A.M. to 12.00 Noon and 2.00 P.M to 4.00 P.M from Monday through Friday and 8.00 A.M to 1.00 P.M on Saturday.
- He/She will be in-charge of the Dispensary or whichever section of the hospital he/she is posted.
- As a supervisory officer he/she will exercise control over the staff in his/her section in matters of attendance, duties and discipline.
- Besides attending to the patients in the O.Ps/Wards, he/she will carry out any administrative function assigned to him/her by Deputy Chief Medical Officer/Chief Medical Officer from time to time.
- He/She will assist in conducting the sanitary rounds of hospital/ dispensary.
- He/She will carry out the duties of Control Officer.
- He/She will assist the Resident Medical Officer/Deputy Chief Medical Officer/Chief Medical Officer in hospital rounds.
- He/She will attend to any other work as assigned by Resident Medical Officer, Specialist, Deputy Chief Medical Officer or Chief Medical Officer.



## **DUTIES AND RESPONSIBILITIES OF MATRON**

- Matron will be the Head of the Nursing Unit of the Hospital and she will be in charge of Sisters-in-charge, Nursing Sisters, Senior Nurse and Nurses and Para Medical Staff and will work directly under the Deputy Chief Medical Officer.
- She will maintain discipline amongst Nursing and other staff under her control. She will see that the Sister-in-charge, Nursing Sister, Senior Nurse and Nurses come for duty punctually and maintain attendance register.
- She will arrange through Sister-in-charge weekly day off, Casual Leave, Earned Leave and Medical Leave for all the staff under her supervisory charge without dislocation of Hospital work.
- She will see that the all Nursing Staff maintain cordial relationship with Doctors, Visitors and other Hospital Staff for smooth and efficient management of the Wards.
- She will be in direct charge of the Laundry. She will periodically check the reserve stock of Linen and arrange to put up all articles requiring condemnation by the Condemnation Board.
- She will draw the annual requirement of Linen and put up for procurement/replacement.
- She will be in charge of maintaining linen account and laundry account and put up for payment.
- She will be in overall charge of all Hospital Orderlies, Attenders, Dressers, Theatre Assistants, Midwives, etc. and she will arrange to draw a periodical postings for Hospital Orderlies and Attenders, etc. which she will be assisted by Sister-in-charge of Outpatient Department.
- She will make daily rounds and see that Sister-in-charge, Nursing Sister, Senior Nurse and other staff under her charge carry at their duties allotted to them efficiently without wasting their time.
- She will supervise the cleanliness of the wards and surrounding areas and take action as may be required to keep the Hospital ward scrupulously clean and tidy.
- She will see that all Nurses come for duty in proper Uniform, clean and neat.
- All correspondence regarding Sister-in-charge, Nursing Sister, Senior Nurse, Nurses, Theatre Assistant, Dresser, Attenders, Hospital Orderlies and Midwives shall be through the Matron.
- She will go on rounds with the Chief Medical Officer when required and ensure that all the instructions given by the Chief Medical Officer are carried out.
- She will be in charge of Oxygen Cylinders provided in wards and check-up its contents every day duty taking necessary precautions. She must take immediate action to get the empty cylinders replaced from Medical stores so that cylinders with Oxygen are always available for emergent case.

- She will assist the Chief Medical Officer/Deputy Chief Medical Officer/Medical Officer in the performance of their duties as and when required.
- She will supervise maintenance of ward census and submit daily reports to Chief Medical Officer through Deputy Chief Medical Officer.
- She will do any other duties related to her post as instructed from time to time.
- He/She will attend to any other work as assigned by Resident Medical Officer, Deputy Chief Medical Officer or Chief Medical Officer.

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