

ORGANISATION, FUNCTIONS AND DUTIES

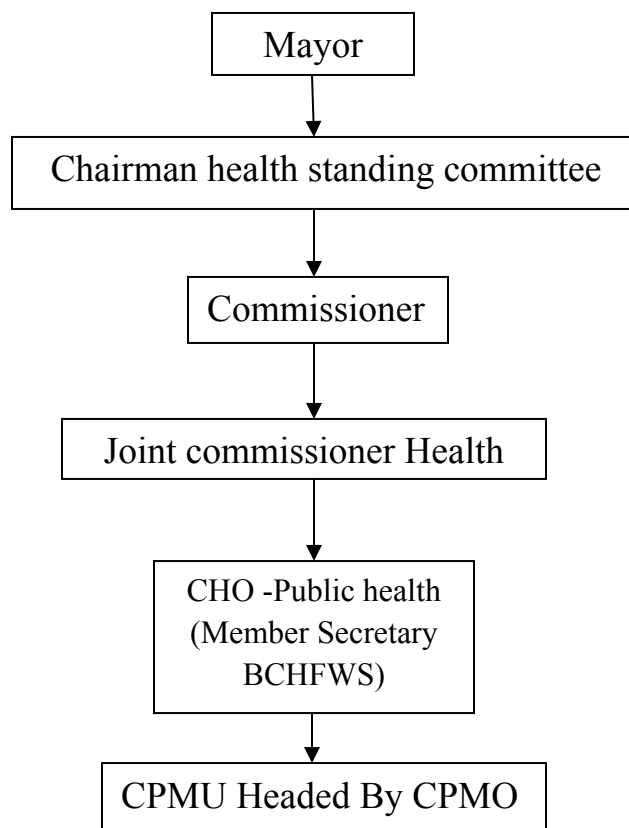
Introduction

The National Urban Health Mission (NUHM) was launched in Karnataka State from January-2014. The State has established Bangalore City Health and Family Welfare Society® to serve as a managerial, planning and technical unit to BBMP for successful implementation of NUHM.

NUHM ORGANIZATION STRUCTURE IN BBMP

The Project will be administered and monitored at various levels. The following Figure shows the Organizational Structure of NUHM Project.

Figure 1.Organizational Structure of NUHM Project



The Human Resource at City Programme Management Unit

- City Programme Management Officer(1)
- City Programme Manager(1)
- City Account Manager(1)
- IT consultant (1)

- Community Mobilizer(1)
- Biomedical consultant(1)
- Data Entry Operators(2)
- Group D (3)

Administrative Wing

CPMO	Dr. Balsundhar
Address	City programme management unit, National Urban Health Mission, Bruhat Bangalore Mahanagara Palike, N.R.Square, Bangalore-560 002.
Purpose of the position	The position is responsible for developing evidence based urban health plans and human resource management systems for effectively implementing urban health initiatives.
Responsibilities and Duties	
Urban Health planning	Systematically collect, document and present information regarding urban health system, health needs and inputs to the decision makers; Analyse data from HMIS and its use;
	Study the status of urban health in the city and the systemic and technical barriers to achieving optimal urban health; Based on the evidence develop a prioritization strategy for improving indicators in the city ;
	Build capacities at city for making urban health plans using both epidemiological and HMIS inputs. This includes plans for budgeting and financial planning as required by the poor performing areas in cities;
	Evolve mechanism for engaging with Not For Profit and Private Sector;
	Prepare city level annual work plans for quality urban health services in primary and secondary facilities in the state and urban health infrastructure.
	Prepare area-wise annual status report on

	urban health interventions in primary and secondary facilities, analyze state level variations and suggest appropriate measures; Analyze the indicators for measuring the performance of urban health interventions in the city and incorporate measurement of these indicators into integrated Monitoring System
Human Resource Management	Assess the adequacy, availability, capacity and performance of functionaries involved in the implementation of urban health initiatives at city;
	Attend to any other duties and responsibilities assigned by the State Urban Health Specialists/ CHFV
	In coordination with the establishment wing effectively manage the human resources for urban health

Employee details of the CPMU office

S l n o	Name	Designation	Duties	Joining Date	Remuneration	Phone No.
1	Dr. Diwakar.R	CPM	Provide programmatic support to National Urban Health Mission	13/10/2016	Rs.40,000 per month	9663623868
2	Raju B Mahanthshetti	CAM	Responsible for handling the finances of the City/District Health Society and meeting all statutory and audit requirements for the Society.	13/6/2015	Rs.30,000 per month	9449843350
3	Vijay Kumar Y Horapeti	Community Mobilizer	Supervises and support overall implementation of ASHA and Community Processes	12/1/2016	Rs.50,000 per month	8904287921

			at district level.			
4	Sowjanya V M	I T consultant	Provide programmatic support to the IT programme and also to ensure the availability of Information Communication Technology (ICT) system in the BCH&FWS at all levels to provide quality health care services.	29/08/2016	Rs.50,000 per month	7829586583
5	Rohith S A	Bio Medical Engineer	Strengthen the capacity of BCH&FWS for the proper operation and maintenance of existing equipment and those procured hereafter from NUHM and other entities of the NUHM.	26/8/2016	Rs.40,000 per month	9743493063
6	Rashmi K	DEO	Provide Data Entry support		Rs.15,000 per month	9986683497
7	Prema	DEO	Provide Data Entry support		Rs.15,000 per month	9980408280

Detailed Terms and condition of staff working at CPMU office

1. City Programme Manager

In order to achieve the overall objective, the City Programme Manager shall provide support to DHO in the following areas:

- a. To liaise with different units of the Department of Health and Family Welfare at the District levels.
- b. Co-ordination of activities and implementation of policies relating to issues involved in Urban Health Mission to ensure the following objectives:
 - i. Assist the DHO, other Department Officers in preparation of District NUHM PIPs/ROPs.
 - ii. Assist other in preparation of District/City Guidelines and in implementation of NUHM Programme in the State.

- iii. Assist in forecasting HR requirement, recruitment and monitor the status of HR in various institutions under NUHM.
- iv. Assist in gap analysis of infrastructure, HR, logistics and Programme implementation.
- v. Assist in preparation of activity plan for implementation of various components of NUHM.
- vi. Assist in preparation of Financial and Programme implementation guidelines for NUHM.
- vii. Assist in coordinating with City Programme Management Units/District Health Societies for effective implementation of NUHM.
- viii. Assist for timely completion of all Need Assessment, Technical Specifications, Procurement Committee meetings and all procurements are completed in time for optimum utilization of procurement Budget.
- ix. Assist the NUHM Programme Officer/KDL&WS in the procurement process, EOI, RFP and Tender Document Preparation.
- x. Prepare replies to letters sent by GOI and GOK, in consultation with the concerned officers.
- xi. Will provide technical support to the DHO in preparation of formats, assists in preparation of power point presentations related to NUHM for all National, State and District level meetings.
- xii. Will assist the DHO in collection compilation and analysis of physical and financial progress from the City Programme Management Units/ District Health & Family Welfare.
- xiii. Assist other programme officers of NRHM in implementation of RCH programme in urban areas. Provide technical support to the Project Director (RCH) in matters related to NRHM components in urban areas.
- xiv. Under take field visits as when required to ensure the conformity of infrastructure, staffing, supplies and service delivery in accordance to the agreed protocols after the approval by competent authority.

- xv. Will liaise with other consultants of NUHM and NRHM for developing monitoring indicators for HMIS and MCTS. Will assist the state in providing technical support for evaluation studies, surveys, and other such activities.

2. City Account Manager

Key Tasks:

- Ensure that all the grants received are recorded in the grant register for each Programme
- Ensure that the funds are released to implementing agencies on time in accordance with the Finance & Accounts Manual for all the Programmes
- Follow up to ensure that implementing agencies/centers report back on statement of expenditure/submission of utilization of utilization certificates in accordance with the Manual. Promptly forward consolidated statements to SPMU/FMG. Closely monitor to ensure that subsequent release of funds takes place on time.
- Placing of Receipts & Payments Statements in the EC meeting of the City/District Health Society.
- Maintain the following books of accounts & Registers and ensure that procedures laid down in the accounting manual are followed.
 1. Cash book with Cash & Bank columns
 2. Petty Cash book
 3. Cheque issue register
 4. Register of Bank drafts and cheque's received
 5. Bank Pass book/Bank Statement
 6. Register of Bank Drafts/Cheques dispatched
 7. Ledger (in line with the chart of Accounts of all the programs)
 8. Journal
 9. Register for Temporary advances as below
 - A. Advance to the staff
 - B. Advance to the contractors/Suppliers/PHC/CHC/TH/DH/NGO etc.,
 - C. TA/DA advance
- Salary register (Contract employees)
- Fixed Asset Register;
 1. Machinery & Equipments
 2. Civil Works
 3. Mobile Medical Units, ambulances etc.,
- Stock Registers for:
 1. Furniture & other non-consumables articles.
 2. Register of consumable articles

- Facilitate the Annual audit of books of account by the Chartered accountants appointed by the SPMU under NUHM by preparing the Annual Statements of Accounts like Balance Sheet, Receipts & Payments and Income & Expenditure with all the connected schedules as per the accounting manual.
- Ensure that Monthly concurrent audit is done promptly & corrective action taken on their report
- He must extensively tour the all the Cities that have been taken up under NUHM in the District, train the staff handling the accounts and Medical Officers at PHC/CHC/TH/DH etc thoroughly in maintenance of books of accounts like cash book, ledgers, registers etc., as prescribed in the accounts & Finance manual
- He/She should ensure that all the NUHM cities units coming in the district reconstruct the books of accounts and write the cash book from the year 2014-15 to the current financial year
- Ensure that the reconciliation of cash book and bank pass book at the end of the month.

He/She should ensure that timely submission of SOE & Utilization Certificate as per the accounting manual.

3. Community Mobilizer

Roles and Responsibilities

He/She manages, supervises and support overall implementation of ASHA and Community Processes at district level.

Key roles are:

a. Supporting programme implementation by:

- Dissemination of orders and guidelines to block levels and below.
- Enabling selection of new ASHAs through an assessment of drop outs and villages without ASHAs.
- Ensuring uninterrupted fund release (from district to blocks) and facilitating optimal utilization.
- Creating streamlined mechanisms for ASHA payments and sound logistics-for supply distribution and replenishment ASHA Kits.
- Strengthening additional support mechanisms for ASHA like- ASHA Awards, Grievance Redressal System, ASHA Help Desk and waiting/rest rooms (ASHA Gruha) at public health facilities.
- Supervising formation of VHSNCs and developing processes for community monitoring in all the villages of the districts falls within the purview of District level Support Team.

b. Enabling regular high quality trainings through:

- Developing district training sites and supporting in constitution and capacity building of the district training team.
- Developing a systematic training plan, organizing and monitoring block wise training of district trainers, ASHAs, ASHA Facilitators and VHSNC members.
- Ensuring that quality standards are adhered to in the training process through smooth logistics like- availability of adequate infrastructure and training material.
- Maintaining a comprehensive data base of trainers and trainees which serves as a monitoring tool to enable early diagnosis of lacuna in training schedules, drop outs among trainees and trainers between rounds, and training quality.
- Ensuring post training evaluation and support in accreditation of District training site and District Trainers.
- Ensuring ASHA certification.

c. Establishing coordination with:

- District Nodal Officer, State ASHA and Community Processes Resource Centre and provides supervision and mentoring to the block team.
- DPMU for compilation of block level health plans and contribute in preparation of budget for the Community Processes section of the district health action plan.
- NGOs and district level functionaries of other government departments such as; Women and Child Development, Water and Sanitation, Rural Development and Panchayat Department, to strengthen district resource pool for training and capacity building.

d. Undertaking supportive supervision and continuous monitoring through-

- Periodic review meetings with block support team and frequent field visits to review the activities related to ASHA and community processes.
- Maintaining a block wise data base for the profile of every ASHA, training status and drop outs.
- Compiling district level performance reports in accordance to the formats submitted by Block Community Mobilizers, to assess functionality of ASHAs on key tasks.
- Identifying the poor performing blocks, assessing causes of low performance and devising strategies for improvement.
- Maintaining a block wise database of VHSNCs for their training, functionality, expenditure and back logs.

4. I T Consultant

In order to achieve the overall objective the consultant shall provide support to the CPMO/CHO and other officers in the following areas:

- Understanding of the reporting system of the health department including NHM, analysing IT problems, network requirements, new tools on Information and communications technology (ICT) as and when required, facilitating the proper functioning of the department.
- Assistance in preparing the training plan including behaviour change for adopting ICT.
- Develop time frames and cost plans for acquisition of the required hardware, software and telecommunication services in consultation with the various sections of the health department and procurement cell.
- To advise the budgetary implications of current and future ICT needs; provide technical advice and expertise in procurement of ICT goods and services, including conducting need assessment, preparing technical specifications and evaluation criteria at different level of health care system.
- Coordinate with National Informatics Centre for all IT related activities implemented in the health Department.
- Assist in the organizing of training programmes, workshop etc., for various stakeholders in the field of IT. And also help in capacity building of the personnel within the BBMP and Health Department in basic ICT competencies.
- To ensure establishment of proper IT system at different levels of Health Care delivery. Generate necessary reports/information to evaluate against the set monitoring indicators.
- Maintain database archives by installing documentation.
- Use spot checks as a mechanism to identify possible data anomalies that need more in-depth investigation and follow-up with the concerned facility in-charge to ensure data accuracy.
- Install, configure and modify applications, network, databases and other systems and act as a liaison between information systems resources and the user staff.
- Any other ICT related work entrusted by the concerned Programme Officers.
- Any other activity assigned

5. Bio Medical Engineer

Key Tasks:

- Assist the CHO, CPMO in all matters relating to the operation, maintenance and up keep of Bio Medical equipment already procured and to be procured hereafter under different programs.
- Technical assistance in the application of instrumentation in public hospitals.
- Conducting random check of equipments and ensure that all medical equipments assigned to hospitals is in good working condition and conforms to quality standards in performance as laid down.
- Evaluation /analysis of reports of safety, efficiency and effectiveness of biomedical equipment.
- Advise hospital Administrators on the planning, acquisition and use of medical equipment.
- Follow up on new equipment on order as well as service requirements of all installed equipments with the concerned department – procurement.
- Co-ordinate supervision of installation, maintenance, and / or repair of biomedical equipment at hospitals.
- Disseminate knowledge and information about the equipments to the concerned in the health facilities.
- Oversee performance and duties of all technicians and supervise their functioning.
- Attend the State Level Standing Technical Committee as representative of BCH&FWS for framing the specifications for Bio-Medical Equipment.
- Prepare a complete inventory with status of all the Bio Medical equipment available with the various Health care units of the BBMP and cause them to be put on the web site.
- Take appropriate action for the preparation and maintenance of log books and History sheet for all the Bio Medical equipment, showing serviceability of each instrument / equipment, stating procurement / installation date, service contract, warranty, etc;
- Organize and conduct hands on training program for the technical personnel in charge of the various Bio Medical equipment for proper maintenance and repairs;
- Organize and conduct operational and basic maintenance of Bio Medical equipment for the paramedical staff at end users;
- Organize receipt of monthly equipment status report from all the facilities and its review to take follow up action.
- Assist the CHO, CPMO to effectively manage the concluded contracts for equipment supply.
 - Attend Specifications Committee, Procurement Committee, Tender Scrutiny Committee meetings as may be convened by the Chairman of those Committees;
 - Attend meetings convened by Mission Director, NHM, Commissioner, BBMP CHO/CPMO and attend to the issue brought out by them during the meetings.
 - Any other duties as may be assigned by the CHO/CPMO from time to time.

List of Centers Selected for NUHM implementation in BBMP

75 UPHCS LIST-Zone wise

NUHM UPHCs of BBMP East -Zone			
Sl no	Name of the UPHC	Zone	Ward No
1	AUSTIN TOWN UFWC	East	114, 115
2	BHUVANESHWARINAGAR HC	East	57,58
3	CHOLANAYAKANAHALLI (NGO)	East	21,22
4	COX TOWN UFWC	East	28, 79
5	COX TOWN Disp	East	49
6	D J HALLI UFWC	East	47,48
7	GANGANAGAR UFWC	East	20,34
8	KG HALLI HC	East	23, 30
9	KODIHALLI HC	East	88, 112, 113
10	M R PALYA UFWC	East	46, 62
11	MURPHY TOWN HC	East	80, 91
12	NEW BAGALUR LAYOUT HC	East	31, 60
13	OLD BYAPPANAHALLI HC	East	50, 59
14	ROBERTSON STREET HC	East	61, 78
15	SANJAYNAGAR DISP	East	18, 19
16	SHANTHINAGAR UFWC	East	117, 116
17	SULTHAN PALYA HC	East	32, 33
18	TASKAR TOWN HC	East	63,92
19	ULSOOR UFWC	East	89, 90
20	VASANTHNAGAR Disp	East	93

NUHM UPHCs of BBMP West- Zone			
Sl.No	Name of the UPHC	Zone	Ward No
1	AD HALLI HC	West	105,106
2	ANJANAPPA GARDEN HC	West	138
3	Ashokpuram-Disp	West	100
4	AZAD NAGAR UFWC	West	136,141
5	GANGONDANA HALLI HC	West	128
6	GORIPALYA UFWC	West	137, 135

7	GOVINDARAJANAGAR HC	West	103, 104
8	HOSAHALLI UFWC (NGO)	West	123,125
9	INDIAN RED CROSS SOCIETY NGO	West	139, 140
10	KAMAKSHI PALYA UFWC	West	101, 102
11	KAMALANAGAR UFWC(PEENYA)	West	74, 75
12	KODANDARAMPURA UFWC	West	94, 77
13	MAGADI ROAD UFWC	West	121, 122
14	MAHALAKSHMI LAYOUT UFWC	West	67, 68
15	MANWARTHPEPET UFWC	West	109, 120
16	MATHIKERE HC	West	17, 36
17	MOODALPALYA HC	West	126,127
18	NAGAPPA BLOCK Disp	West	65, 66
19	NANDINI LAYOUT HC	West	42, 43
20	PALACE GUTTAHALLI UFWC	West	35,64
21	PANTHARA PALYA HC	West	131, 158
22	RAJAJINAGAR UFWC	West	107,108
23	RAMACHANDRAPURA UFWC	West	76, 97
24	SHANKARANAGAR HC	West	44, 38
25	SRIRAMPURA UFWC	West	95, 96
26	SUBRAMANYA NAGAR UFWC	West	98, 99
27	YASHAWANTHAPUR UFWC	West	37, 45
28	GANDHI GRAMA DISP	West	

NUHM UPHCs of BBMP-South Zone			
Sl.No	Name of the UPHC	Zone	Ward No
1	AADUGODI DISP	South	151
2	AADUGODI HC	South	146, 147
3	AVALAHALLI HC	South	157
4	BANASHANKARI UFWC	South	165, 166
5	BAPUJI NAGAR HC	South	132,134
6	CT BED HC	South	164, 183
7	Dasappa UFWC	South	110,119
8	GANDHI BAZAR DISP	South	
9	GG HALLI (Lions NGO)	South	142,155
10	H SIDDAIAH ROAD UFWC	South	118
11	HANUMANTHANAGAR DISP	South	
12	Jayanagar UFWC	South	153,169
13	JP NAGAR HC	South	178, 179

14	KORAMANGALA HC	South	148
15	KUMARASWAMY LAYOUT HC	South	181, 182
16	MADIWALA DISP	South	172, 173
17	N S PALYA HC	South	176,177
18	NR COLONY UFWC	South	154,167
19	POBBATHI UFWC	South	143
20	T R MILL UFWC	South	156, 162
21	TAVAREKERE HC	South	152, 171
22	VIDYAPEETA HC	South	161, 163
23	WILSON GARDEN DISPENSARY	South	170
24	WILSON GARDEN UFWC	South	144, 145
25	WOC ROAD UFWC	South	124,133
26	YARAB NAGAR HC	South	180
27	YEDIYUR DISP	South	

NUHM PHC of Bangalore Urban

Sl no	NUHM PHCs of Bangalore Urban
1	Abbigere PHC
2	Agara PHC
3	Agraharalayout PHC
4	Amruthalli PHC
5	Arkere PHC
6	Atturu (SST) PHC
7	Bangarappanagar (SST) PHC
8	Beguru PHC
9	Bommanahalli UHC
10	Byatarayanpura UHC
11	Doddakannahalli (V.M.Trust)PHC
12	Doddanekunddi PHC
13	Gottigere PHC
14	Gunjuru PHC
15	Hegganahalli PHC
16	Jahalahalli UHC
17	K.Narayanpura PHC
18	Kadugodi PHC
19	Kengeri upanagar PHC

20	Kodichikkanahalli PHC
21	Kodugehalli PHC
22	Konanakunte PHC
23	Laggere PHC
24	M.S. Palya PHC
25	Mallathahalli (SST) PHC
26	Mallsandra PHC
27	Marathahalli PHC
28	Nelamaheshwari (SST) PHC
29	Roopena agrahara PHC
30	Sahakarinaragara PHC
31	Sigasandra PHC
32	Thindlu PHC
33	Tippenahalli PHC
34	Uttrahalli PHC
35	Varthuru PHC
36	Vibhuthipura PHC
37	Yalachenahalli PHC
38	Yamaluru (KR.Trust) PHC

List of maternity homes which comes under NUHM

Sl no	Name of the Maternity Home
1	Austin Town Maternity Home
2	Dasappa Referral Hospital
3	Palace guttuhalli maternity Home
4	Shanthinagar Maternity Home
5	Thimmaiah Road Maternity Home
6	Deevarjeenhalli Maternity Home
7	CoxTown Maternity Home
8	Azad nagar Maternity Home
9	Sirsi Road Maternity Home
10	N.R.Colony Maternity Home
11	Gavipuram Gutthalli Maternity Home
12	Yediyur Maternity Home
13	Jayanagar maternity Home
14	Pobbathi Maternity Home

15	wilson Garden Maternity Home
16	Magadi Road Maternity Home
17	Nandini Layout Maternity Home
18	Rajaji Nagar Maternity Home
19	Manveerpet Maternity Home
20	Cottonpet Maternity Home
21	GangaNagar Maternity Home
22	MuniReddy Palya Maternity Home
23	Yashvanthpura Maternity Home
24	Tavarekere Maternity Home (US)
25	Adugodi Maternity Home (US)
26	Modalapalya Maternity Home (US)
27	Majunath Nagar Maternity Home (US)

List of Referral hospital which comes under NUHM

Sl no	Name of the Referral Hospitals
1	Ulsoor RH
2	H. Siddaiah RH
3	Sri Ram pura RH
4	Hosa Halli RH
5	JJR Nagara RH
6	Banashankari RH

The Human Resource at UPHCs

Sl. No	Human Resources	No. of HR required
1	Medical officer (MO)	1
2	Second MO (part time)	1
3	Staff Nurse	3
4	LHV	1
5	Pharmacist	1
6	ANMs	3-5
7	Public Health Manager	0
8	Support staff	3
9	M & E Unit	0

Roles and responsibilities of the Staff at the each Health centers

Full Time MOs

1. Full time MO will function as MO in-charge of the U-PHC and will be responsible for administrative, clinical, preventive and promotional services of the U-PHC. He will also look after the financial matter. In absence of Full time MO Part Time MO will carry out the same responsibility.
2. Full time MO will stay at U-PHC for at least 8 hours a day for 6 days in a week.
3. Full time Medical Officer (MO) is responsible for providing OPO services. OPO time is 9:00 A.M. to 2:00 P.M from Monday to Saturday. MOs will stay at OPO till 2:00 P.M. of last patients is served. OPO time is flexible. It can be scheduled as per the convenience of the beneficiaries. Flexibility of OPO time may also be allowed in different U-PHCs of a particular ULB depending upon the local situation. OPO can also be performed in two shifts (morning and evening).
4. Full time MO will implement, supervise & monitor the health-care services under NUHM in the catchment area of the U-PHC. She/he is responsible for implementation of National Health Programmes.
5. Conduct and supervise the routine immunization session, UHNO and Special outreach.
6. Need assessment of training and capacity building of the HR posted at U-PHC and inform to

higher authority.

7. To organize at least one meeting of Rogi Kalyan Samiti (RKS) in every month.
8. To ensure display of the citizen charter in the health facilities
9. To look after the grievance redressal at health facilities
10. To certify the laboratory test report.
11. Liaison with the Executive Officer / Nodal Officer-NUHM / Health Officer of the ULB/Chairman of the ULB/District Officials.
12. To ensure the timely submission of reports to ULB/District.
13. Conduct immunization, family welfare activity under NUHM
14. To ensure proper display of IEC materials including signage in U-PHC.
15. To oversee the activity like record-keeping and inventory of stores.
16. Render guidance and instruction to paramedical staff and coordinate their activity.
17. Prepare the action plan of the U-PHC with time frame (weekly / monthly) and monitoring the same. Assess the performance as per target.
18. Responsible for local procurement.
19. Ensure the indenting of medicine, equipment and other logistics.

Part time Medical Officer: Part time MO will perform the following activities:

1. Part time MO will perform OPD for at least 8 hours a day. He will have to stay at OPD till the last patient is served.
2. To assist Full time MO in organizing training and capacity building programmes.
3. To participate and provide services at special out-reach and UHND sessions.
4. To certify the laboratory test report.
5. Liaison with the Executive Officer / Nodal Officer-NUHM / Health Officer of the ULB / Chairman of the ULB/ District Officials.
6. Render guidance and instruction to paramedical staff and coordinate their activity.
7. To ensure the timely submission of reports to ULB/District.
8. Conduct immunization, family welfare activity under NUHM
9. To ensure proper display of IEC materials including signage in U-PHC
10. To attend review meeting at U-PHC, ULB and District level.

11. To attend different meetings, seminars / workshops.
12. To participate national health programme
13. Part time MO may be required to provide service beyond the stipulated hours and days.
14. In addition, to perform such other functions as may be entrusted to him by the competent authority.

Staff Nurse: Two staff nurse are sanctioned for each U-PHC. Staff Nurse will report to Full Time

Medical Officer / Part Time Medical Officer of U-PHC for their day to day activities. Job responsibilities of staff nurse are categorized into two broad heads and these are as follows:

(i) OPO related activity:

(ii) Community related activity:

(i) OPO related activity:

1. To support medical officers for organizing daily O.P.O. services at U-PHC.
2. To maintain registers for OPO patients.
3. To assist medical officer for follow-up treatment of new fold patients.
4. She will be responsible for maintenance of patient's records.
5. She will ensure the procedure like dressing, maintenance emergency tray.
6. To meet normal and special nutritional need of the patients.
7. To assist medical officers for issuing of referral-slip from U-PHC.
8. To maintain referral register for patients who referred out from the U-PHC.
9. To provide the ANC& PNC service.
10. To impart health education and counseling to patients and beneficiaries.
11. To guide 'support-staff' for preparation of monthly performance report of U-PHCs.
12. To assist medical officer for organizing monthly review meeting.
13. Maintenance of the log-book for ILR& Deep Freeze
14. Maintenance of the ILR, Deep Freeze and other Cold Chain equipment.
15. Maintenance of stock of vaccines for immunization
16. To participate national health programme
17. Dispensing medicines in U-PHC
18. As and when require they will participate in routine immunization session.

19. Any other work assigned by the Medical Officer.

(ii) Community related activity:

1. To participate in special outreach camp & UHND.
2. She will be the part of the team for preparation of micro-plan of RI, out-reach session & UHND.
3. To maintain all records, registers and procedure of meeting and prepare resolution of the meetings related to community process.
4. To supervise the activity of front line worker.

Pharmacist: One pharmacist is sanctioned for each U-PHC. The job responsibilities of pharmacist are as follows:

1. To maintain records of all drugs, equipments and other consumables of U-PHC along with proper inventory mechanisms.
2. Dispensing drugs to the patients in U-PHC.
3. To participate in UHND and special outreach camps.
4. To assist Medical Officers for providing OPD services.
5. To place indent for refilling of drugs and other consumables of U-PHC in regular interval.
6. Pharmacist should be careful during indenting of drugs and consumables for U-PHC so that adequate buffer stocks are maintained in anticipation of a sudden health emergency and outbreak.
7. To ensure that the Community Health Worker (FTS, HHWft ASHA) under the U-PHC have adequate drug stocks/ kits.
8. Organize and participate in different national health programme.
9. To attend different meetings, seminars / workshops
10. Any other work assigned by the Medical Officer

Laboratory Technician: One Laboratory Technician is sanctioned for each U-PHC under NUHM.

The laboratory services would be provided by the Lab-Technician from the UPHC level is given below:

1. Routine blood tests (Hb%, platelets count, total RBC, WBC, bleeding and clotting time)

2. Routine urine tests (sugar, albumin, microscopy)
3. Diagnosis of RTI/STDs with wet mounting, Grams stain, etc.
4. To attend different meetings, seminars / workshops
5. Sputum testing for mycobacterium (as per guidelines of RNTCP)
6. Blood smear examination malaria.
7. Blood for grouping and Rh typing.
8. RDK for Pf malaria in endemic districts / Blood smear exam for Pf/Pv
9. Rapid tests for pregnancy.
10. RPR test for Syphilis/YAWS surveillance (endemic districts).
11. Rapid test kit for fecal contamination of water
12. Estimation of chlorine level of water using orthotoludine reagent. Calibration of Lab equipments. Sputum Microscopy.
13. Blood Sugar.
14. Blood lipids, blood biochemistry for urea, creatinine and liver function tests.
15. Any other blood bio-chemistry will be done using the semi-auto-analyzer.
16. To arrange for cross-checking of sample tests report done at U-PHC level by recognized laboratory in every six months. For Malaria and Tuberculosis every positive slide and small percentage of negative slides (about 5 to 10%) should be sent monthly for a quality test (as per the standard protocol of national programme).
11. To maintain proper disposal of used syringed, cotton and other bio-medical waste as per norms.
12. Organize and participate in different national health programme.
13. Any other jobs assigned by the Medical Officer.

Auxiliary Nurse Midwife (ANM): ANM will report to Medical Officer (In Charge) of U-PHC. The indicative job responsibilities of ANM are discussed below:

1. To provide essential out-reach service under NUHM which include routine out-reach, special outreach camps and UHND on designated days.
2. Home visit
3. Home visits to the marginalized and vulnerable households
4. RCH activity: Antenatal & Post natal Care, Immunisation and Adolescent Health Care

5. To conduct Immunization (mother and children) at the UPHC on other days excluding the days of out-reach services.
6. Family planning activity
7. Counselling
8. Public Health activity, disease Surveillance.
9. Implementation of National Health Programme
10. Preparation and submission of report
11. Supervision and monitoring of CHW, MAS
12. Liaison with other workers providing similar services
13. Treatment of minor ailment
14. Attending regular meeting and training session
15. Vulnerability assessment in coordination with MAS
16. Health resource map for her designated cluster with MAS
17. Addressing local issues
18. Distribution of drugs & treatment of minor ailments at door step
19. Counselling on child nutrition and immunization
20. Counselling adolescents for physical, psychological and nutritional growth
21. Assisting implementation of ongoing National and Public Health Programmes
22. Assisting in preparation and submission of HMIS report
23. To facilitate the activity related to community process.
24. Organizing monthly meetings of MAS&.
25. Monitoring and supervision of MAS
26. Any other work assigned by the Medical Officer

Support Staff of U-PHC: Two support staff (one clerical staff and one Group D) is sanctioned for each U-PHC under NUHM. The indicative job responsibilities of support are discussed below:

Clerical staff:

1. To assist Staff Nurse and Medical Officers for organizing and coordinating meetings at U-PHC.
2. To maintain files and records at UPHC.

3. To receive and comply with mails and correspondence received at U-PHCas per advice of Medical Officer.
4. To maintain office files.
5. To assist Medical Officer for organizing OPD, outreach camp
6. To participate national health programme
7. To prepare and compile different types of reports related to NUHM as per direction.
8. Uploading and maintaining of data (off-line and on-line) in HMIS portal on regular basis.
9. To maintain basic accounting functions.
10. Any other task assigned by the Medical Officer

Group D:

1. To keep U-PHC campus clean and tidy on regular basis.
2. To help medical officer and other staff of U-PHC for performing their official duties.
3. To participate national health programme
4. All contingency work related to U-PHC.
5. Any other task assigned by the Medical Officer.