

Annexure - A
Duties and Responsibilities

Director/Medical Superintendent :

1. To be in-charge of the Hospital both administrative and Medical for the progress, development and organization of the Hospital in all aspects.
2. To look after the training, efficiency in the standard of investigation, diagnosis, treatment and management of the patients in the Hospital.
3. To create a Psychiatric team of workers for the benefits and welfare of the patients.
4. To be in-charge of department of psychiatry and to oversee post-graduate education in Psychiatry, Clinical Psychology, Psychiatric Social Work and Psychiatric Nursing.
5. To stimulate and organize research work.
6. To provide patient care in the concerned speciality.
7. Any other duties that may be assigned by the authorities from time to time.

Deputy Medical Superintendent

1. To assist the Medical Superintendent in the supervision of the psychiatric, neurological and medical investigations and treatment of the patients.
2. To deputies for the Medical Superintendent when he is absent.
3. To assist the Medical Superintendent in the teaching of psychiatry and neurology of undergraduate pos-graduate medical students and nursing sisters.
4. To carry out research in psychiatry and allied subjects, under the supervision of the Medical Superintendent.
5. The following duties will be optional depending on specialized qualifications of the incumbent:-
 - (a) To take charge of the Electro- Encephalograph Department.
 - (b) To build up the neurological side of the hospital work.
6. To guide the House Physicians and other technical staff in their professional and administrative duties.
7. To supervise the training of Ward Attendants and other medical auxiliaries.
8. To arrange for case demonstrations and seminary etc. in the hospital.
9. He will be required to carry out such other duties as may be laid down from time to time by the Medical Superintendent.

Department of Psychiatry

Professor/Associate Professor/Assistant Professor of Psychiatry

1. To impart theoretical and practical instructions to Under-graduate/Post-graduate medical students.
2. To conduct and guide research work in the speciality.
3. To render patient care in the speciality.
4. Any other duties that may be assigned by the authorities from time to time.

Department of Clinical Psychology

Professor of Clinical Psychology

1. He will be overall in-charge of the Psychology Department.
2. He will deliver lecture of various courses like M.Phil, DPM and MD Ph.D and DPN.
3. Psychodiagnostic and Psychotherapeutic work with inpatients and out-patients and supervision of such work.
4. To arrange lecture programme of visiting professors from the outside.
5. To co-ordinate University Examination held at the Institute.
6. Conducting/Collaborating/Guiding the research work at this Institute.
7. To guide and supervise Ph.D students in their Research work and thesis writing.
8. Any other duties assigned by the higher authorities.

Associate Professor of Clinical Psychology

1. To organize and co-ordinate outside lectures for PG Students.
2. To prepare teaching programme of PG students doing MD, DPM, M.Phil and Ph.D.
3. Conducting/Collaborating/Guiding the research work.
4. To deliver lectures to MD, DPM, M.Phil students of the Institute.
5. to co-ordinate Psychodiagnostic testing and Psychotherapy and Behavior Therapy work at outdoor and indoor of the Institute.
6. To guide and supervise Ph.D students in Clinical Psychology at the Institute.
7. To co-ordinate University examinations held at the Institute.
8. He will officiate as in-charge of Psychology Department, in the absence of professor.
9. Any other duties assigned by higher authorities.

Assistant Professor of Clinical Psychology

1. Teaching the postgraduate students of MD, DPM, M.Phil, Clinical Psychology etc.
2. Conducting/collaborating/guiding the research work.
3. To coordinate psychodiagnostic testing and psychotherapy and behaviour therapy work at outdoor patients and indoor patients level.

4. Conducting the psychological treatment of Indoor and Outdoor patients of the Institute.
5. To guide and supervise Ph.D students in Clinical Psychology at this Institute.
6. Any other duties assigned by higher authorities.

Clinical Psychologist

1. He will be responsible for the efficient working of the Psychological Laboratory and its equipments.
2. He will carry out research in Clinical Psychology.
3. He will impart training on Psychological testing to the M.Phil students and supervise the testing done by the students.
4. He will assist in the child guidance clinic and he will be responsible for its equipment.
5. He will do individual and group therapy.
6. He will be required to give lectures and demonstration in Psychology to the medical students and the Post-graduate Psychology students visiting the Institute.
7. He will be responsible to take classes in Psychology to the M.Phil and DPM students of the Institute.
8. He will be responsible for the progress of the Psychological Laboratory under his control.
9. He will supervise the work of the Assistant Psychologist and the Laboratory Assistant.
10. He will be responsible to carry out such other duties as may be laid down from time to time by the Director & Medical Superintendent.

Assistant Psychologist

1. To assist the Psychologist in the performance of his duties.
2. To carry on Group Psychotherapy as required, under supervision of Psychologist.
3. To conduct individual psychotherapy on cases referred to him.
4. To assist the Psychologist in the child guidance work.
5. To assist the Psychologist in Out-Patient's work.
6. To carry on research work and teaching when required.

7. Any other work as directed by the Psychologist, the Deputy Medical Superintendent or the Medical Superintendent.

Psychology Laboratory Assistant

1. To be in-charge of the Psychology Laboratory.
2. To prepare a complete index of the psychological testing materials available.
3. To plan for adding newer/additional psychological testing material under the supervision of the Head of Clinical Psychology.
4. To issue psychology testing materials to students as and when required and to see that these are returned soon after use.
5. To take charge of the audio-visual equipments/materials for use in the teaching block.

DEPARTMENT OF PSYCHIATRIC SOCIAL WORK

Professor of Psychiatric Social Work

1. He will be overall in-charge of the Psychiatric Social Work Department.
2. He will deliver lectures of various courses like DPM, MD, Ph.D and DPN, M.Phil.
3. Sociotherapy case work, Group work and Community work with inpatient and out-patient and supervision of such work.
4. To arrange lectures programmes of visiting professors from outside.
5. Conducting/Collaborating/Guiding the research work at this Institute.
6. To guide and supervise Ph.D students in their research work and thesis writing.
7. Any other duties assigned by the higher authorities.

Associate Professor of Psychiatric Social Work

1. He will work under the Professor of Psychiatric Social Work.
2. He will deliver lectures of various courses like DPM, MD, Ph.D and DPN, M.Phil.
3. Sociotherapy Case Work, Group Work and Community Work with inpatient and out-patient and supervision of such work.
4. To arrange lectures programmes of visiting professors from outside.
5. Conducting/Collaborating/Guiding the research work at this Institute.
6. To guide and supervise Ph.D students in their research work and thesis writing.
7. Any other duties assigned by the higher authorities.
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Assistant Professor of Psychiatric Social Work

1. He will work under the Professor of Psychiatric Social Work.
2. He will deliver lectures to M.Phil (PSW) and other courses conducted at this Institute.
3. Supervising Socio-Cultural activities, Organising community programme and contacting Social Agencies for the field work and rehabilitation purposes for guidance of Trainees.
4. To work as consultant on the matter pertaining to Psychiatric Social Work.
5. Attending to various academic, Administrative work regarding all the courses of the Institute in the University.
6. Supervising & helping trainees to prepare cases for case conferences, papers for seminars and Journal Club etc.
7. Supervising field work, case work, Group work, special clinics, dissertating and guiding Ph.D students and carry out research work.
8. Any other duties assigned by the higher authorities.

Senior Psychiatric Social Worker

1. He will do family counseling.
2. He will make family visits.
3. He will supervise the social case work-up and the field work of post-graduate trainees.
4. He will give lectures and demonstration to post-graduate students in psychiatric social work, psychology and psychiatry.
5. He will work in the child guidance clinic, out-patient and in-patient departments and will assist in carrying out therapeutic services.
6. He will also be responsible for the welfare of the patients.
7. He will attend to professional visitors to the Institute.
8. He will service public mental health education needs.
9. He will carry out liaison work in connection with the various academic and administrative work of the Institute with Ranchi University.
10. Any other duties assigned by the higher authorities.

Junior Psychiatric Social Worker

He will work under the Senior Psychiatric Social Worker and will take history of patients. He will visit patients' home and will hold talk with rehabilitating patients in family life.

DEPARTMENT OF PSYCHIATRIC NURSING

Associate Professor of Psychiatric Nursing

1. He/She will in-charge of Psychiatric Nursing Department.
2. Teaching DPN Course students and planning curriculum for Psychiatric Nursing.
3. Guiding Staff Nurses and collaboration in Clinical and research activities.
4. Nursing care and supervision of work of subordinate Nursing staff.
5. Any other duties assigned by the higher authorities.

Assistant Professor of Psychiatric Nursing

1. Teaching DPN Course students.
2. Guiding Staff Nurses and collaboration in Clinical and research activities.
3. Nursing care and supervision of work of subordinate Nursing staff.
4. Any other duties assigned by the higher authorities.

Psychiatric Nursing Tutor & Sr. Sister Tutor

1. She will deliver lectures to the students attending Diploma in Psychiatric Nursing Course.
2. She will prepare routine for lectures.
3. She will invite guest lecture from outside and arrange classes.
4. She will assist in the selection of DPN students and admission.
5. She will assist in conducting examination and tests (sessional & terminals).
6. She will prepare reports on students' progress.

DEPARTMENT OF PATHOLOGY

Pathological Laboratory Technician

1. Collection of blood and the specimens for pathological investigations.
2. Routine examinations of-
(a) Hematological (b) Stool (c) Urine (d) Sputum (e) CS Fluid (f) Other fluid and exudates (g)HIV-testing.
3. Bacteriological examination and serological examination.
4. Blood Chemistry.
5. Care of laboratory equipments and other materials.
6. Maintaining records of the investigations and dispatch the reports.
7. Preparation of Standard stain and reagents and media required.
8. To assist the Pathologist and Sr. Technician in advanced pathological investigations.
9. Milk analysis.
10. Any other work allotted from time to time by the Pathologist and Director & Medical Superintendent.

Senior Laboratory Technician

1. In addition to the job of Laboratory Technician, he will maintain the Ledgers and other registers.
2. To make the condemnation lists in duplicate for the equipments, furniture and other materials and retain the duplicate copy for reference.
3. To prepare the Annual Indent.
4. To supervise the work of other Staff and make the Attendance report every month for submission in time.
5. He will maintain the Attendance register and make the Attendance report every month in time.
6. He will carry out special examinations like culture of blood, urine etc.
7. He will do lithium test and histo-pathological examinations.
8. Any other work allotted from time to time by the Pathologist and Director & Medical Superintendent.

Pathological Laboratory Assistant

1. He is responsible for opening and closing of the laboratory and maintain cleanliness in the laboratory.
2. He is responsible for cleaning and sterilizing of the glass-wares.
3. He will assist the Pathological Laboratory Technicians in routine examinations.
4. He will collect specimens of patients from various wards and will assist the Path Lab. Technician in routine examination.
5. He will distribute the pathological reports to various wards.
6. He will perform any other duties allotted to him by the Senior Laboratory Technician and Medical Officer In-charge.

DEPARTMENT OF BIO-CHEMISTRY

Sr. Bio-Chemist

1. Conducting and collaborating in bio-chemical aspects of research.
2. Conducting and supervising routine and special bio-chemical analysis.
3. Teaching on aspects of medical bio-chemistry.
4. Any other duties that may be assigned by the authorities from time to time.

DEPARTMENT OF NEUROLOGICAL SCIENCES & EEG

Associate Professor of Neurology

1. He is in-charge of Neurology Division.
2. To impart theoretical and practical instructions to Under-graduate/Post-graduate medical students.

3. To conduct and guide research work in the speciality.
4. To render patient care in the speciality.
5. To conduct specialized neurological investigations required for patient care and research.
6. Neurology and Neuro-Surgery will work with close collaboration between them.
7. Any other duties that may be assigned by the Deputy Medical Superintendent and Medical Superintendent from time to time.

Senior EEG Technician

1. Routine work of Electro-encephalography with familiarity with activation technique, special recording etc.
2. Maintenance of EEG Machine and EEG record.
3. Minor repairs of EEG Machine.
4. Technical interpretation of EEG records under the Supervision and guidance of Neurological or Neuro-Psychiatrists.
5. Preparation of EEG records slides etc. for teaching purposes.
6. Practical Demonstration to the Post-Graduate Trainees and Research Fellows.
7. Interpretation of influences of Non-specific factors, phase-reversal technique, Bi-polar recording and Physiological Frequency of the Electro-encephalogram.
8. He will be responsible to run the department smoothly and be required to carry out other duties as may be laid down from time to time by the Officer in-charge of Neurophysiology, Neurology, Neuro-Surgery, Deputy Medical Superintendent/Medical Superintendent.

Electronic Technician

1. Helping in routine Electro-encephalography.
2. Attending to the maintenance and minor repairs of EEG apparatus.
3. Helping in routine radiology work.
4. Attending to the maintenance and minor repairs of X-ray apparatus.
5. Helping in working with Electro-surgical and other technical electrical apparatus.
6. Maintenance of Elector-Surgical apparatus, Electro-photometer, Electro-convulsive Therapy Machine and other Electronic Machines, Diathermy apparatus etc.
7. Attending to minor repairs of the hospital radio amplification system, hospital tape-recorder etc.
8. Maintenance and minor repairs of ECT machine, UPS etc.
9. Any other work allotted by the Deputy Medical Superintendent or the Medical Superintendent.

DEPARTMENT OF RADIOLOGY

Associate Professor of Radio Diagnosis

1. He is required to take charge of the X-ray department and see to its proper maintenance.
2. He will carry out the usual routine Radiological Examination.
3. He will carry out Neuro-Radiological Examination as required with the cooperation of the Neurologist and Neurosurgeon.
4. To impart theoretical and practical instructions to Under-graduate/Post-graduate medical students.
5. To conduct and guide research work in the speciality.
6. He will work under the guidance of Medical Superintendent and Deputy Medical Superintendent.
7. He will carry out such other duties in Radiology as may be assigned by the authorities from time to time.

Radiographer

1. He will take X-rays of patients and staff.
2. He will maintain the X-ray equipments.
3. He will maintain proper ledgers for X-ray equipments.
4. He will maintain proper registers.
5. Any other duties.

Dark Room Assistant

1. He will develop X-ray films.

Assoc. Professor of Anaesthesiology

1. He is required to take charge of the Anesthesia Department and see to its proper maintenance.
2. He will carry out the usual routine Anesthesia procedures for modified ECT.
3. He will carry out Anaesthetic procedures as required by the Neurologist, Neurosurgeon and Radiologist.
4. To impart theoretical and practical instructions to Post-graduate medical students.
5. To conduct and guide research work in the speciality.
6. To render patient care in the speciality.
7. Any other duties that may be assigned by the authorities from time to time.

Medical Officers

Medical Officers

1. Each Medical Officer will be assigned a certain number of Wards by the Dy. Medical Superintendent. He will be responsible for the management of his Wards. He will be on duty from 8.30 A.M. to 1.00 P.M. and 2.00 P.M. to 4.00 P.M. He will visit all wards of the section at least once a day.
2. The Medical Officer will be responsible for physical examination and arrangement for routine investigation (urine, blood, EEG and Psychological tests) etc. of all patients under their care. They will write detailed notes according to the proforma laid down firstly on admission and later as directed.
3. The Medical Officer will take his turn of Officer on duty, the details of which will be noted in hospital orders.
4. At 12 noon and 3.30 P.M. he will write in the Report Book for the information of the Ward Sister his orders and treatment of patients in the section and ascertain if these are understood.
5. He will go round the hospital at night on specified dates to supervise the attendant staff and attend to the needs if any, of the patients.
6. The Medical Officer will be responsible for maintaining the various records and registers as laid down from time to time by the Deputy Medical Superintendent. Daily notes will be entered until the Dy. Med. Supdt. Issues other instructions.
7. In the event of the Medical Officer being called to see any member of the staff who is ill, the Medical Officer will make a special report of the case for the information of the Dy. Medical Superintendent.
8. The Medical Officer will not leave the hospital area without the permission of the Dy. Medical Superintendent/Medical Superintendent.
9. The Medical Officer of each section will be present at the monthly meeting of visitors.
10. The Medical Officer will thoroughly acquaint himself with the contents of the Mental Health Act, 1987.
11. The Medical Officer are not permitted to engage in private practice.

12. They will select patients for OT - send their notes on the card and will maintain a record of the work done on the case sheets, for which OTs will send regular reports on printed forms.
13. The Medical Officer will send new admission cases to EEG Psychological Laboratory and Pathological Laboratory.
14. The Medical Officer will attend the staff OPD and staff indoor patients.
15. They will be required to carry out such other duties as may be laid down by the Deputy Medical Superintendent and Medical Superintendent, including administrative responsibilities from time to time.

PHARMACIST

1. He shall conform to the general rules and discipline of the hospital.
2. His duty hours in the hospital shall be from 8.30 A.M. to 12.30 P.M. and from 2. P.M. to 5.00 P.M. Only emergent prescription will be dispensed by him out of these hours.
3. He shall not dispense any prescription unless it bears the signature of one of the medical Officers of the hospital. He shall be responsible for careful filing of all prescriptions.
4. He will not allow any one to enter the dispensing room.
5. He shall keep the keys of the drug cupboards and on no account surrender them, for however, short a time, to a patient, a ward attendant and or a probationer Compounder. In In the event of his being granted leave of absence from the hospital, he shall hand over the keys to the Head Pharmacist.
6. He shall strictly observe the rules for custody of drugs labeled 'poison'.
7. In the event of a Medical Officer prescribing an overdose of any potent drug, he will not dispense it, unless it has been doubly underlined (both drug and dosage) by the prescriber.
8. He will not be allowed to dispense drugs outside the hospital premises.

9. He shall produce before the Head Pharmacist and Medical Officer-In-charge, at 11 A.M. on every Friday, the ledger of expenditure of medicine for scrutiny.
10. He shall perform any other duties allotted to him by the Medical Officer, Administrative Officer and Director & Medical Superintendent from time to time.

DRESSER

1. He is responsible for opening and closing of the Dispensary and Dressing Room and seeing that these are clean and in order.
2. He is responsible for dressing of the Indoor and Outdoor patients.
3. He is responsible for the equipments in the Dressing Room.
4. He is responsible for cleaning and sterilizing the surgical instruments of the Outdoor Dispensary.
5. He will help the Staff Nurse, Doctor on duty and compounder, in their works.
6. His duty hours will be from 8.30 A.M. to 12.30 P.M. and 2 P.M. to 5 P.M.
7. He will perform any other duties allotted to him by the Medical Officer In-charge, Dispensary.
8. Lady dresser will have similar duties but will take special care of female patients.

NURSING PERSONNEL

Chief Nursing Officer (CNO)

Job Summary - She is chief of the nursing service in the hospital.

Line of Authority - She is accountable to the Medical Superintendent (Director) of the Hospital.

1. Provides Nursing Services for patients according to policies of Hospital and the nursing services department.
 - a. Determines the Philosophy, objectives and policies of the nursing department in accordance with those of the hospital.
 - b. Plans for total patient care with the administration, the medical staff, other department of the hospital.

- c. Develops standard nursing care in harmony with accepted philosophy, objectives and policies.
- d. Identifies needs and provides resources for nursing services.
- e. Determines categories and number of nursing services personnel required to meet the nursing needs of the patients.
- f. Makes recommendations for physical facilities, supplies and the equipments.
- g. Prepares and budgetary request for nursing department and administers the approved budget.
- h. Develops and implements methods by which the objectives of the nursing department can be realized.
- i. Prepares, interprets and maintains a plan of organization for the nursing departments.
- j. Defines functions and qualifications for nursing services personnel, prepares written job descriptions and assigns responsibilities with commensurate authority.
- k. Develops and implements a plan for recruitment and appointing and dismissing nursing service personnel.
- l. Determines and implements personnel policies and practices for the nursing department.
- m. Arranges for optimum utilization of physical facilities, supplies and equipments.
- n. Develops a supervisory programme for the nursing department.
- o. Develops and implements a programme of performance evaluation of Nursing Services personnel.
- p. Plans for and implements a programme of in-service education for nursing service personnel.
- q. Plans for and shares in the development and maintenance of records for the nursing department.

- r. Develops and implements methods for interpreting the objectives and programmes of the nursing department to hospital administration, the nursing staff, the personal of other hospital departments and the public.
 - s. Interprets and implements the established policies and standard of Nursing department.
 - t. Promotes effective participation of nursing service personnel in the public relation programme of the hospital.
 - u. Develops and implements a plan for evaluation and improving the Nursing programme.
2. Assists in the promotion of health and prevention of disease with the hospital and other areas of the community.
- a. Identifies areas in which the nursing department may contribute and support health programmes in the hospital and in other areas of the community.
 - b. Develops methods and initiates action by which the nursing department can make the most effective contribution of health programmes.
 - c. Evaluates the contribution made by the nursing department and makes necessary charges.
 - d. Facilities and/or contributes to the educational programmes for nursing, other health professions/disciplines.
3. Facilities and/or contributes to the educational programmes for nursing, other health professions/disciplines.
- a. Assesses and interprets the resources of the nursing department in relation to the requirements of the educational programmes.
 - b. Develops and implements methods by which the nursing department can contribute to specific educational programme.
 - c. Participates in evaluating the contribution made by the nursing department to specific educational programmes and make necessary adjustments.

4. Initiates and/or participates in studies or research in nursing services and other health services.
 - a. Identifies areas requiring study or research and defines problems for investigations.
 - b. Makes arrangements by which studies can be undertaken.
 - c. Reviews the resources of the nursing department for contributing to research planned by other health services and arranges for participation selected research project.

NURSING SUPERINTDENT

Job Summary - She is responsible for the efficient running of the various nursing departments in the hospital for 24 hours.

Line of Authority - she is accountable to Chief Nursing Officer (CNO), if there is no CNO she is responsible to the Medical Superintendent (Director).

1. Planning and organizing nursing services.
 - a. Participates and prepares in formulation of the Philosophy, objectives for the nursing department in accordance with those of the hospital.
 - b. Responsible for delegation of duties to nursing personnel working under her at various levels.
 - c. Responsible for allotment and rotation of the nursing staff to the various wards and units in planned manner depending on the suitability and qualification as well as the need of the hospital.
 - d. Assists the authorities during emergencies in setting up special nursing squads words or any other machinery as required.
 - e. Plans and organizes to setup a new ward or department in a hospital.
2. Nursing Services Administration
 - a. Responsible for adequate and qualitative nursing care of the patients receiving treatment in the indoor or the out-door.

- b. Interview and recruits nursing staff and other staff whose duties are related to nursing.
- c. Prepares annual statistics and projects manpower needed for patient care.
- d. Attending the correspondence related to nursing service from outside agencies and individuals.
- e. Investigates complaints, prepares reports and takes disciplinary action or recommends the same.
- f. Conducts supervisory rounds of wards and departments everyday and ensures that all serious patients are looked after by the supervisory staff.
- g. Prepares proposals for special equipments required for nursing services, giving specification and participates in purchase committee meeting as a member.
- h. Prepares budget for the nursing service department.
- i. Holding departmental meetings allowing free exchange of ideas and reviewing ward staffing.
- j. Sanctions or recommends leave to nursing personnel.
- k. Maintains individual cumulative records of all nursing staff.
- l. Writing reports- confidential reports of nursing staff, annual report of the nursing department depicting achievements, future plans of expansion-any other report that may be required to be submitted.
- m. Analyses daily reports/census on hospital situation, e.g. admission, discharge etc. in order to replace nursing manpower or submit reports to higher authority.
- n. Takes active interest in staff development programme.
- o. Provides guidance and counselling to the subordinate staff.
- p. Serve on several hospital committees, such as purchase committee, hospital infection control committee, hospital management committee etc.

3. Miscellaneous-

- a. Responsible that linen, bedding and clothing of all patients are clean and in good repair.

- b. Responsible to all matters pertaining to leave (including sick leave), dismissal and enrolment of the nursing staff, ward attendants, jamadar, jamadarin and other staff under her (safaiwalas, safaiwalis, durwans, barbers, mazdoors, malies etc.).
- c. Countersigns all indents made by the ward sister and satisfy herself that the indents are properly complied and that the articles asked for are necessary in accordance with the ward stock.
- d. Inspects all unserviceable articles of the wards and satisfy herself that such articles are beyond repair before they are brought for the final condemnation.
- e. Makes surprise round of the hospital once weekly.
- f. Ensures that all ward attendants (Male & Female), barbers and other serving under her are acquainted with all standing order which effect them or their duties.
- g. Participates in meetings, workshops, seminars of local and state level.
- h. Carry out researches or cooperates/encourages others to conduct researches, pilot projects in patient care area.
- i. Provides all help and guidance so that the training institute programme can operate smoothly.
- j. Encourages and helps nurses to write papers on case- studies, nursing procedures etc.
- k. Any other duties assigned by the seniors from time to time.

DEPUTY NURSING SUPERINTENDENT

Job Summary - Responsible for the efficient running of the various nursing departments in the hospital for 24 hours.

Line of Authority - Responsible to the nursing superintendent and assist her/him in the nursing services, administration of the hospital. She/he is independently in-charge of nursing service department.

1. Officiates in the absence of Nursing Superintendent.

2. Participates in the formulation of nursing services, philosophies, objectives and policies.
3. Assists in the recruitment of nursing staff and student's selection.
4. Helps in allocating nursing personnel to various nursing service departments.
5. Keeps records and reports of the nursing services.
6. Maintains confidential reports and records of the nursing staff.
7. Takes regular hospital rounds.
8. Supervises services and care given in various departments.
9. Serves on various hospital committees, e.g. purchase/condemnation committee, Class IV employees committee etc.
10. Maintains the attendance and leave registers for nurses.
11. Conducts regular physical verification of hospital's stock, initiates condemnation of old and worn out articles and procurement of new articles.
12. Attends of emergency calls concerning hospital or hostel problems.
13. Assists in planning and implementing staff development programmes.
14. Guides and counsels nursing staff.
15. Arranges orientation programmes for new nursing staff.
16. Participates in formulation of job description.
17. Maintains discipline among nursing personnel.
18. Accompanies special visits of Director, Nursing Superintendent/Chief Nursing Officer for hospital rounds.
19. Arranges and participates in professional and social functions of the staff and students.
20. Maintains good public relations.
21. Carries out any other duties assigned by her by the Nursing Superintendent.
22. Regularly updates her knowledge in current trends.

ASSISTANT NURSING SUPERINTENDENT

Job summary - She/he is responsible for developing and supervising nursing services of a department specific unit/floor consisting of two or more wards or units managed by nursing sisters.

Line of authority - She/he is responsible to the Deputy Nursing Superintendent/Nursing Superintendent, Chief Nursing Officer/Director.

1. Organise and plan nursing care activities of the departments according to hospital policies and service needs.
2. Plan staffing pattern and other necessary requirements of her/his department.
3. Conduct and attend departmental and inter-departmental meetings and conferences from time to time.
4. Look after the safety and general cleanliness of the department.
5. Look after general comforts of the patients.
6. Evaluate the nature and quantum of care required in each unit/ward.
7. Plan ward management with the nursing sister of each unit/ward.
8. Re-enforce the principle of good ward management in each ward.
9. Help ward/unit nursing sister to procure their ward/unit supplies.
10. Supervise the proper use and care of equipments and supplies in the departments.
11. Acts as Public Relations Officer of the unit and deal with the problems faced by the Nursing Sister.
12. Keep the Deputy Nursing Superintendent's/Nursing Superintendent's Office informed of the needs of the Nursing Units/Ward under his/her charge of any special problems.
13. Arrange classes and clinical teaching of Nursing students in the department related to the speciality experiences.
14. Implement the ward teaching programme and clinical experience of students with the help of Tutors and Nursing Sisters.
15. Counsel and guide staff and students.

16. Arrange and conduct staff development programme of the department.
17. Updates her/his knowledge and skills by attending staff development and continuing education programmes time to time.
18. Encourage and participate in medical and nursing research.
19. Accompany Deputy Nursing Superintendent/Nursing Superintendent/Director and Special visitors in the department/unit.
20. Participate in various professional activities, e.g. staff education, staff meetings etc.
21. Act as liaison officer between the Nursing Superintendent and higher hospital authorities.
22. Carry out any other duties delegated by the Deputy Nursing Superintendent/Nursing Superintendent/Director.
23. She will assist the Nursing Superintendent for maintenance of cleanliness and general sanitation in the wards. She will make the roster duty of nursing staff and will hold the nursing sisters administrative work. She will make rounds in all wards and see that the wards staff are performing their duties properly.
24. Sundays & Holidays- She/he is responsible for the call duties on Sundays and Holidays. She will sign the night report and see that all the Nursing Staff are on duty as well as see that all categories of staff are present on their duty hours. She has to attend emergency call too.
25. She has to do duty in Matron's Office whenever required or needed.

Nursing Sister

Job summary - Nursing sister is accountable for nursing care, management of a ward or a unit assigned to her/him. She takes full charge of the ward, assigns work for various categories of nursing and non nursing personnel with her/him. She is responsible for the safety and comfort of the patients in the ward.

Line of Authority- She is responsible to the Nursing Superintendent/Deputy Nursing Superintendent/Assistant Nursing Superintendent.

1. She is responsible to ensure proper admission, transfer and discharge of the patient.
2. She has to plan Nursing care and make patient's assignment as per their nursing needs.
3. Has to assist in the direct care of the patients as and when required.
4. Has to see that the total health care need of the patients is met.
5. Has to ensure safety, comfort and good personnel hygiene of the patients.
6. Has to ensure that helpless patients are regularly fed as per directions.
7. Has to see that proper observation records of the patients are made and necessary information imparted to the concerned authorities.
8. Has to see that correct medications are prepared and administered to the patients.
9. Has to take nursing rounds with staff and students.
10. Has to make round with doctors.
11. Has to coordinate and implement instructions given by doctors and other member of the team concerning patient care and treatment.
12. Has to participate, coordinate and assist in overall adjustment of the patient and his/her relatives in the hospital and its routine.
13. Ensure safe and clean environment in the ward.
14. Assigns work for the work nurses and non-nursing personnel.
15. Indents ward store and keep necessary records.
16. Makes assessment of ward requirements.
17. Charges of linen and equipment in wards: Each ward will be in the sole charge of a ward sister who shall also have charge of all linen and equipment and maintain stock ledger which will be checked quarterly by the Matron. They shall also have charge of patient's private clothing and their disposal.
18. Training of Ward Boys and Ayas : The ward sisters shall be responsible for training Ward Attendants (Male or Female) in the efficient discharge of their

duties. Complaints of inefficiency of the Ward Attendants (Male and Female) should be address to the Matron.

19. Loss of weight: Whenever a patient is loosing weight it is the duty of Ward Sister to inform the Matron in writing. This has to be reported every month till the patient regains normal weight.
20. Has to do regular inventory checking of the ward.
21. Has to make list of condemnation of articles and submit it to all concerned.
22. Has to establish or re-enforce Ward Standards prescribed in the procedures and manual of the Ward and the hospital policies that are in force.
23. Has to maintain working relationship and discipline among the ward workers, e.g. staff nurses, students and domestic staff.
24. Has to deal appropriately with any adverse situation that occurs in the ward and inform the concerned authorities.
25. Has to report about any medico-legal case in the ward.
26. Organize orientation programmes for new staff.
27. Organize formal and informal ward teaching, conduct bedside clinics and demonstrations.
28. Conduct ward meeting.
29. To impart incidental teaching to patients, relatives, staff nurses, students and the domestic staff.
30. Guide in formulation and implementation of nursing care plans.
31. Assists student nurses to develop nursing care studies.
32. Participate in medical nursing research.
33. Encourage staff development programme, in-service/continuing education in her/his ward.
34. Ensure the health and welfare of staff working under him/her.
35. Update her/his knowledge by undergoing staff development education programme.

36. She will look after the general cleanliness sanitation in the wards. She will see that all patients are receiving proper treatment and care. She will also supervise the welfare of the patients and keep watch on suicidal and absconding patients.

STAFF NURSE

Job Summary - A staff nurse is a first level professional nurse who provides direct patient care to the patients assigned to him/her in different shifts morning, evening and night. She assists in Ward Management and supervision and is directly responsible to the nursing sister.

1. Is responsible to admit, discharge and transfer the patients.
2. Has to maintain personal hygiene and comfort of the patients.
3. Has to provide psychological support to the patients.
4. Has to see to the nutritional needs of the patients and should feed.
5. Is responsible to maintain clean and safe environment for the patients.
6. Has to perform technical tasks e.g. preparation and administration of medications, assisting various medical procedures the patients undergoes, recording vital signs, tube feeding, giving enema, bowel wash, dressing stomach was, ECT eye and ear care, collection and sending of specimens etc.
7. Has to maintain nurses notes and intake and output chart.
8. Has to observe physical and mental change in patient's condition and record and take necessary attention and has to report to the concerned authority.
9. Should take initiative to hold ward meeting with patients and attendants.
10. Attitude towards patients: Nurses are expected to show extreme forbearance and tact in their dealings with every patient. They should be gentle, cheerful, patience ad humane in speech and action and should themselves set examples of industry, order cleanliness and obedience.
11. ill- Treatment of patients : Anything in the shape of a blow, no matter how slight or ill-treatment in any form whatever, given to a patient by a nurse shall

render her liable to instant suspension by order of Medical Superintendent (Director).

12. Special Reports : Immediate and special reports must be made to the Deputy Director/Director and Matron in all cases of accident, violence (struggles), bodily illness, extraordinary mental symptoms, eruption of the skin, succession of fits, unusually threatening language (suicidal or homicidal), sudden depression of spirits, attempt to abscond, loss of keys, knives etc.
13. Suicidal case: on no account not even for a shortest period, shall a nursing sister permit any patient of suicidal tendencies to be alone, no matter upon what excuse or how plausibly the desire of privacy may be urgent.
14. Search of patients: When it is necessary to search a patient, it should be done thoroughly, but in such a manner as to avoid irritation, to him/her and to give as little annoyance as possible. All rubbish and anything that might be converted into a dangerous weapons should be taken away.
15. Locking up of brooms etc.: Brooms, mops, squeezes should be kept locked when not in use.
16. Medicines must never be entrusted to the care of a patient. They must be kept under lock and key. They must not be placed in the same cupboard as disinfectants.
17. Handling of violent patients: When dealing with violent patients, the knees should not be placed on any part of the body. As soon as possible the boots must be removed from a violent patient. Otherwise he may cause serious injury to the attendant or other persons.
18. Restraint of privation of patients: No patient must ever be subjected to restraint or privation (such a food, tobacco etc.) without the express orders of Residents/Senior Residents.
19. Every sister will carry out any instructions given to her by the Residents/Sr. Residents in the matter of medical or surgical treatment and she will on no account entrust the administration of medicines to Ward Attendants (Male and

Female). She shall be responsible that the correct doses as ordered by the resident are administered at the correct time.

20. Duties of Ward Attendants : The sister on duty will be personally responsible that the Ward Attendant (Male & Female) on duty understand properly the order given to them and that they discharge their duties in accordance with the orders they have received. She shall inform them regarding the precautions to be taken with patients placed on the "Suicidal" and "absconders" list.
21. Misconduct: The sister on duty shall report in her report book any misconduct on the part of any of the Ward Attendant (male or female). She shall also inform the Matron and the Jamadar on duty on such an occurrence.
22. Handling of noisy patients: The sister on duty at night shall be responsible for the quiet and repose of the patient. If a patient is excited and restless the Residents on duty shall immediately be informed.
23. Inspection of Meals: The sister on duty shall visit the dining halls during meal time and notes any complaints from the patients about food or drink. Such complaints shall be transmitted to the Matron. The sister on duty shall see that the patients are cleanly and decently served with their food, she shall observe the quality of food and the manner in which it has been prepared.
24. Religious services: The sister on duty shall see that the patients are paraded in good time for their religious services.
25. Noting of patients saying and doing: Sisters are reminded that they are to take constant note of the sayings and doings of the patients. This is most important, especially in the cases of patients who are recovering, or whose recovery is reasonably expected to take place. Refusal to take food and medicine are always important but they are not always so important as the reasons given by the patient for indulging in such refusals. Great changes, for the better as well as for the worse are often indicated by the casual remarks which a patient may let drop.

26. Management of difficult patient: In the event of a patient proving very difficult to manage, the sister shall summon the resident for help and advice.
27. Defect in patients feed: Any defect in the quality of the diet of patients must be brought to the notice of the Matron, who in turn, notify the Administrative Officer.
28. She has to maintain ward equipment and supply and also prepare and check ward supplies.
29. Assist nursing sister in ward management and officiate in her absence.
30. Participate in clinical teaching, both planned and incidental.
31. Help in the orientation of new staff.
32. Has to teach patient and guardian regarding the intake of medicines, its side effect.
33. She will assist the nursing sisters in administering treatment. She will assist resident doctor in giving ECT to patients and collect all pathological specimens. She will also see that the attendants are attending to patients properly as per the advice of resident doctor and medical officer.

OPD & MEDICAL RECORD SECTION

Assistant Medical Record Officer

1. He will supervise and maintain all the Medical Records.
2. He will maintain the Stores and ledgers of OPD.
3. He will be responsible for indexing of records name-wise or diagnosis-wise.
4. He will check and keep vigilance on the quality of Medical records and shall communicate any lapse to higher authorities.
5. He shall keep the statistics of OPD attendance and shall be able to provide data at any point of time.
6. He shall correspond with different states regarding reservation of their quota bed etc.

7. He will examine the 'Medico-legal' status of all the patients admitted otherwise than voluntarily and advise accordingly to the Medical Officer I/c, OPD.
8. He will be responsible for maintenance of good public relation by staff posted at OPD and shall report any lapse to higher authorities.
9. Any other work assigned by Medical Officer I/c OPD or higher authorities.

Medical Record Technician

1. Registration of cases attending OPD.
2. Filing of all documents and preparation of Case Record File and correspondence file of all the patients.
3. Upkeep and maintenance of Medical Record Room.
4. Maintenance of "Indexes" generated manually or through computers.
5. To keep records of daily attendance of all wings of OPD, viz. Emergency, Adult Psychiatry OPD, Child Clinic, Lithium Clinic, Epilepsy and Headache Clinic etc.
6. To enter patient's data into computer and retrieval thereof.
7. To keep and supply all forms necessary for OPD work and fill these forms if necessary.
8. To supply case record file for OPD/Psychological Tests/Therapy and for research purposes.
9. To assist in all discharges and admission procedures and for checking the bill of reimbursement.
10. Any other work assigned by MO I/c, OPD and higher authorities.

Medical Record Attendant

1. Responsible for upkeeping and maintenance of all the records of OPD.
2. Filing storage and retrieval of all the Case Records Files.
3. To attend the calls of the clinical staff posted at the OPD.
4. To supply all kinds of forms used in the OPD.
5. To deposit the amount collected by the emergency medical officer in the cash section. This work, however, will also be done by the Peon posted in the OPD.
6. To carry files for admission, discharge, correspondence from one department to the other.
7. To check supply of stationary, CRF forms etc. daily and in the evening before a holiday.

8. to check and rectify the setting of furnitures in the different rooms in OPD and maintain cleanliness.
9. Any other work assigned by higher authorities.

MEDICAL LIBRARY

Senior Librarian

1. He will be in-charge o the Medico-Psychological Library of the Institute. He will arrange for purchase of books and subscription of journals from India/Abroad. He will keep proper accounts of the Library Books and Journals and to help the PG trainees in the Dissertation/Thesis works.
1. Reference and circulation -
 - (a) Issue and receipt of books.
 - (b) Registration of borrowers, preparation of Library Cards (Student and Staff).
 - (c) Reference services to the readers.
 - (d) Maintenance of Library stocks.
 - (e) Help in locating references for research workers.
 2. Books -
 - (a) Acquisition and technical processing of books.
 - (b) Preparation of list of new books for purchase.
 - (c) Assistance in acquiring new books by preparing comparative statements and prices etc.
 3. Journals -
 - (a) Acquisition and technical processing of current journals and back volumes.
 - (b) Issuing back volumes to staff members etc.
 4. Classifying, cataloguing and indexing of books and journals.
 5. Physical arrangement of the Library for future development etc.
 6. Budget preparation and its investment.
 7. Maintenance of reprints microfilms etc., after indexing and cataloguing.
 8. Correspondence regarding orders for books, journals an microfilms etc.
 9. Reviewing and abstracting of current articles for library bulletin.
 10. Attendance at meetings of professional associations and also clinical conference.
 11. Taking periodical inventory of books.

12. Delegation of duties and maintenance of disciplines in the library.
13. Preparation of periodical and Annual Reports of the working of the library.
14. Supervision of the reading room.
15. Being present beyond the office hours from time to time.

Librarian

He/she will assist Sr. Librarian and will issue books and journals to the PG Trainees and staff members. He/she will also keep close watch of the reading room of the Library and will keep proper care and maintenance of books and journals.

1. Organisation and management -

- (a) Numbering, Filling and cross-indexing.
- (b) Co-relation of the medical literature and medical reference.
- (c) Assistance in maintenance of accession books, ledger and registers.
- (d) Issuing books to various staff members etc.
- (e) Preparation of complete cards catalogue of books (viz. Authorwise, Subjectwise, Titlewise and Referencewise etc.)
- (f) Preparation of list of periodicals and new addition in the library.
- (g) Bibliographic cards of Medical Records of article.
- (h) Arranging of journals in reading rooms.
- (i) Filing of cards and pamphlets.
- (j) Arranging for binding of the journals and the old books.
- (k) Arranging for supplying books and periodical requisition by the various departments.
- (l) Typing periodical reports, notice and recent additions of books and journals.
- (m) Arranging for lectures in the conference hall for the Post-Graduate Trainees and trainees from other institution of India.
- (n) Being present beyond the office hours from time to time.

ADMINISTRATIVE & OFFICE STAFF

Chief Administrative Officer

1. He shall work under the Director in general administration of the Institute.
2. He will remain directly in-charge of the office, cash and Accounts.
3. He shall be present during the disbursement of pay to the staff and be responsible for the accuracy of such payments.

4. He will conduct all correspondence of a purely routine nature except that addressed to superior officer and may sign unimportant letters and orders, which have already been passed by the Director.
5. He will maintain the character roll of Class-III Govt. Servants and examine their Service Book from time to time and will ensure that they are maintained upto date.
6. He will examine and submit all cases of pensions to Director.
7. He will ensure that the reports and returns are sent in time.
8. He will frequently inspect the Stores, Kitchen, Garden, Occupational Therapy Department and will see that they are functioning properly.
9. He will be responsible for purchase of Dietary articles, Clothes, Medicines and equipments required for the Institute.
10. He will maintain a over all supervision over the Accounts and Cash Section of the Institute.

P.A. (of Medical Superintendent)

1. Taking down notes on various correspondence attended by the Medical Superintendent.
2. To take notes on minutes of the Advisory Committee and other meetings of the Hospital.
3. To attend miscellaneous correspondence of Medical Superintendent.
4. Maintain files of staff.
5. Deal with all confidential papers/files.

Sr. Stenographer (of Deputy Medical Superintendent)

1. Attending Deputy Medical Superintendent daily and take down notes from him. Occasionally required to attend the Medical Superintendent.
2. Any other work allotted by the Deputy Medical Superintendent or Medical Superintendent.

Sr. Accounts Officer

1. He will be in-charge of all the section of the office.
2. He will be responsible for checking of all the papers, registers etc. before forwarding it to the Administrative Officer.
3. He will supervise the Accounts Officer in his day to day work.

4. He will also supervise the office in preparation of budget estimate and proforma accounts.
5. he will be responsible for all the purchase of Institute i.e., Machinery, Equipments, Drugs, Clothes and Dietary articles.
6. He will check the GPF accounts of Group 'D' staff of the Institute.
7. He will also check the cheques and draft register and its proper postings.
8. He will be responsible for checking of contribution charges register and recovering of contribution charges from the concerned State Govts.
9. Any other work allotted to him by the higher authorities, time to time.

Accounts Officer

1. To exercise general control and supervise over the work and duties allocated to the Assistants in the Accounts Section (including cash section) and guideline them in solving their difficulties in day to day work on the various matter.
2. (a) To attest pay order on all bills payable from Govt. fund after exercising further check as deemed necessary from audit point of view.
(b) To check the different forms of bills as per CTR (compilation) in the respect of drawl of money from the bank before putting up to Administrative Officer/Director & Medical Superintendent for signature.
(c) To see that the prescribed registers are properly maintained by the Assistants.
3. Maintenance of bill register by recording all kinds of bill to be drawn from the bank.
4. Drawl of cheques from the Accounts kept in the Bank of Baroda, Kanke after thoroughly checking corresponding entries in the respective register.
5. To deal with all correspondence with the Govt. of India, Director General of Health Services and Accounts Office, Kolkatta and also other official so far as Accounts are concerned.
6. To see that the regular account showing the progressive monthly expenditure under different items of budget allotment made to the hospital in properly maintained. He shall bring to the notice of the Director & Medical Superintendent any abnormal expenditure which may lead to appropriations being exceeded or a subnormal rate of expenditure on any item which may lead to uneven expenditure during the financial years.
7. To attend to the annual audit and reply to the objection statement with the help of Head Clerks of the Section and also reply to the objection notes received from the Accounts General, Jharkhand internal audit from time to time.
8. To supervise the work of other sections also respect in Accounts matter and to guide the Head clerk of the section to maintain their Accounts according to rules in force.
9. To check the compilation and the scrutinize the Budget Estimate and Revised Estimate of the hospital every year.

10. To check the compilation of the figures of annual contribution payable by the different state governments in respect of their patient according to the number of days occupied and actual net expenditure incurred.
11. To ensure the realization of maintenance charge from patients in time and initiate action against defaulters.
12. Any other work allotted by the Director & Medical Supdt. or Administrative Officer.

Head Clerks

1. He will responsible for being informed about the maintenance of all records regarding correspondence and Registers and their self custody in the office except those for which the Director & Medical Supdt.. elects to assume personal responsibility.
2. Supervision of the work of the other office Assistants in dealing with the correspondence of the Hospital.
3. To put up papers of confidential nature, personally to the Director & Medical Supdt.. and take his instructions in respect of the disposal of them.
4. To reply to Loka Sabha question and to deal with letter to the DGHS and Government. To deal with correspondence covering new projects development etc.
5. To exercise general supervision of the Accounts Section.
6. Correspondence relating to organization and method and vigilance.
7. To supervise the work of the office Daftary and Peon.
8. To carry out any other work work as directed by the Administrative Officer and Director & Medical Superintendent.

Accountant

1. To exercise general control and supervision over the works and duties allocated to the assistants in the account section.
2.
 - (a) To attest pay order on all bills (both for payments from after excercising such further checks are as deemed necessary from audit point of view.

- (b) Check the different forms of bills as per Central treasury Rules (Compilation) in respect of drawl of money from the Bank before putting up to Administrative Officer and Director & Medical Supdt. for signature.
 - (c) See that the prescribed Registers and properly maintained by the Assistants.
3. Compilation of annual budget and also 3 monthly, 6 monthly and final statements of saving and excesses.
 4. To deal with all correspondence with the DGHS and Accounts Office, Kolkatta and also other official so far as accounts are concerned (personally).
 5. Compilation of various returns due for submission to the DGHS, Accounts Office, Kolkatta and other official (monthly, quarterly and yearly) taking such assistance as are available, from the respective registers.
 6. Drawl of cheques from the Accounts kept in the State Bank of India, Ranchi, after thoroughly checking corresponding entries in the respetive registers.
 7. Compilation of the figures of Annual Contribution payable by the different state governments in respect of the in-patients according to the number of days occupied and actual net expenditure incurred.
 8. Attending annual audit and replying to the objection statements and Audit Report so far as Accounts Sections concerned and also replying to the objection notes received from the Accountant General of Bihar from time to time in respect of monthly review of Accounts by his office.
 9. Maintenance of all reference books up to date by pasting correction slips and keeping necessary photo copies of government orders and circulars received from time to time.
 10. Maintenance of the following register and records :
 - (a) Bill register.
 - (b) List of returns (Accounts Section)
 - (c) Telephone rent register.
 - (d) Service books.

11. Other work given by the Head Clerk, Administrative Officer and Director & Medical Superintendent from time to time.

Upper Division Clerk

1. He will work under the supervision of Head Clerk.
2. He will prepare pension bills and do correspondence with CPWD, Purchase of articles for the hospital, maintenance of log books of ambulance.
3. He will prepare Proforma Bill etc.
4. To carry out other work as directed by the Director & Medical Superintendent and Administrative Officer from time to time.

Lower Division Clerk

1. Lower Division Clerk will work under the supervision of Upper Division Clerk/Head Clerk.
2. Typing of letters and statements.
3. To take down notes from officers for correspondence.
4. Comparing letters, etc.
5. Maintenance of Service Books and Leave Accounts of the Employees.
6. Maintenance of Establishment registers, service book, leave accounts and superannuation register in respect of all employees of the Institute.
7. Compilation of Annual Establishment Returns and Establishment Budget and other figures and statements in connection with Establishment.
8. To do any other work allotted by the Head Clerk and other officers.

Stenographer

- a. Attending Director daily and take down notes from him. Occasionally required to attend the Medical Superintendent.
- b. Any other work allotted by the Additional Director and Deputy Medical Superintendent.

Jr. Gestetner Operator

He is in-charge of all duplicating machines. He is required to operate duplicating machines and keep records of the duplicating stencil papers used for cyclostyling official papers and documents.

Daftary

He will open and clean office daily before office hours. He will be responsible for paper maintenance, files, reports, records, forms and furniture etc.

Peon

He will be responsible to see that the office and various sections are always kept clean and tidy. They will carry files, letters, records to and fro from the various departments of the Institute. They will also be responsible for putting up of letters for initial of different officials. They will take parcel, letters from the post-office and attend Bank and other offices with small cash, cheques and drafts.

KITCHEN STAFF

Dietician

Dietician shall be head of the dietetics department and will report directly to the officer I/c, Kitchen and any other officer deputed by the Director.

1. She is responsible for discipline of the Kitchen staff.
2. Duty hours 6.30 A.M. to 9.00 A.M. and 10.30 A.M. to 2.30 P.M.
3. She will supervise the food of the patients. She will receive correctly the amount of ration as authorized by diet scale. She will examine the mil delivered by the supplier. She will be responsible that the whole of the rations drawn is issued to the patients.
4. Menu planning for general patients and therapeutic diets.
5. Maintenance of safe food storage practices.
6. Supervision of food preparation and distribution.

7. Daily inspection of Kitchen staffs for personal appearance, cleanliness and uniform.
8. Supervision of sanitation and hygiene of the kitchen.
9. She will maintain duty roster, leave account etc. of cooks, mates and other staffs and submit the absentee statement every month.
10. Report to Kitchen Officer if any problem regarding appliances and premises of the Kitchen and welfare of the staff.
11. She is responsible to see that no cook employed in the hospital will undertake contact for feeding any member of the staff and that they devote their whole time to hospital duties.
12. She is responsible to see that no Kitchen staff leaves the kitchen during duty hours except in case of an emergency with the prior permission of the Officer I/c.
13. Any other work assigned by Officer I/c, kitchen and higher authorities. She will take over supervisory responsibilities of Steward in his absence.

Steward

1. He will work in the Kitchen under the supervision and direction of Dietician and Officer I/c, Kitchen or any other officer deputed by the Director. Duty Hours 9.00 AM. To 1.00 P.M. and 2.30 P.M. to 5.00 P.M.
2. He will be in-charge of stores and kitchen and will received, check and store supplies of all kinds.
3. He will receive diet sheets from the wards and prepare distribution charge and issue raw materials.
4. He will get sample of food articles from General Section which are approved by Committee and inspect food stuff daily in the kitchen as soon as received. All supplies should be first inspected and passed by the Kitchen Officer.
5. Make requisition for local purchase of food articles not supplied by the contractor.

6. Maintain ledger/record regarding diet indent and diet register regarding distribution of food to various wards.
7. Check the bills and verify and submit to Officer I/c kitchen.
8. He will responsible for kitchen equipment and their maintenance, condemnation and loss.
9. The steward must not issue anything to anybody without a written requisition on the proper form. Medical Officer will countersign all requisitions for diet extras.
10. He will assist Dietician in periodical health check-up of employees, daily inspection of Kitchen staff for personal appearance, cleanliness and uniform inspection of entire kitchen equipments for cleanliness and maintenance and supervise cooking and proper distribution of food.
11. Take over responsibilities of Dietician in her absence. When steward is on leave a clerk to be posted form the office to the daily diet ledge work.
12. Any other work assigned by Kitchen officer and higher authority.

Cooks

The cooks are required to work in the Kitchen under the direct supervision of the Dietician and other recognized authorities.

1. Duty Hours : Morning Duty - A.M. to 2.00 P.M., Day Duty- 10.A.M. to 6.00 P.M., General duty - 7.A.M. to 5.30 P.M.
2. They will prepare breakfast, lunch and dinner of the patients.
3. They will received raw materials from steward and cook food accordingly to the instructions of Dietician as per menu.
4. Maintain their units, cooking range and other appliances, keep them clean and in good condition.
5. Observe strict personal hygiene and always be in uniform at the place of their duties.

6. Take safety precautions to prevent fire and injuries.
7. They will responsible for the cleanliness and maintenance of the Kitchen.
8. Any other duties allotted by the Dietician and the other higher authorities.

KITCHEN MATES (MALE & FEMALE)

The Cook-Mates are required to work in the Kitchen under the direct supervision of the Dietitian and other recognized authorities.

1. Duty Hours:

Morning Duty	- 6 A.M. to 2 P.M.
Day Duty	- 10 A.M. to 6 P.M.
General Duty	- 7 A.M. to 11.30 A.M.
2. Help the Steward in weighing the raw materials to be issued from Store for cooking.
3. Clean rice, dals, wash and cut vegetables, make dough and balls for chapaties, grind masala.
4. Assist the Cook in food preparation.
5. Clean and arrange equipment and utensils.
6. Scraping and washing pots and pans thoroughly.
7. Carry food to the counters.
8. Any other duties allotted by the Dietician and other higher authorities

OCCUPATIONAL THERAPY DEPARTMENT

Occupational Therapist

1. He will be In-charge of the Staff of Occupational Therapy Deptt. and will be responsible for receiving raw materials from General Section and proper disposal of manufactured goods. He will impart occupational therapy to the patients

attending the department. He will introduce the patients to take up various activities according to their aptitude.

2. In addition to the various types of occupation viz., Carpentry, painting, Cane Work, Book Binding, Weaving, Tailoring, Black Smith, Mason, printing Press, Needle Work etc. provided in O.T. Deptt. The O.T. Department includes supervision and participation in Occupational Therapy and in the entertainment and recreation of patients.
3. The Occupational Therapists shall under the supervision of Director the Officer In-charge Occupational Therapy Department hold charge of the Occupational Therapy Department. The Occupational Therapists shall devote their whole time to the discharge of their duties and reside in the quarters allotted to them.
4. The Occupational Therapists shall receive assistance in the discharge of their duties from a staff composed of trained Instructors and Instructress and will cooperate with the functions of the physical Culture Instructor. The Occupational Therapists will control the staff of occupational Therapy Department Section in their respective charges.
5. The occupational Therapists see that the staff under their control are kind, tactful, industrious, orderly and punctual. They shall report to the competent authority any harshness, unkindness, neglect or irregularity on the part of the Staff working under them.
6. Hours of duty 8.30 A.M. to 4 P.M. from Monday to Saturday with an hour of interval for lunch. IIInd Saturday and Sunday closed.
7. Occupational Therapists will attend all clinical conference and lectures in addition to their hours of duty.
8. Occupational Therapy staff shall be present at and assist in social entertainment, amusement and sports as ordered from time to time.
9. Occupational Therapists will visit all the wards in their respective sections once a week in order to ensure that all patients unable to attend Occupational Therapy Department are suitable occupied.

10. The Occupational Therapists shall see that the staff under them comes on duty cleanly and neatly dressed.
11. If and when any untidy patient is sent to the Occupational Therapy department, the Occupational therapists shall return him/her to the ward to which he/she belongs.
12. The Occupational Therapists shall write reports on the progress or deterioration of the patients attending the Occupational Therapy department.
13. The Occupational Therapists shall submit the bill of reward money for patients to Administrative Officer for sanction.
14. The Occupational Therapists shall having first consulted to Head Clerk , General Section as to stocks in hand prepare the Budget estimates of their departments every year & submit same to the Director for approval.
15. The Leave application for the Occupational Therapy shall be submitted to the Officer I/C Occupational Therapy Department. The leave application of the Instructors and Instructresses shall be submitted to the Officer I/C Occupational Therapy Department through the Male Occupational Therapist and the female staff through the female Occupational Therapist.
16. All correspondence and matters relating to the Occupational Therapy Deptt. shall be submitted to the Officer I/C Occupational Therapy Department for disposal who will append his remarks.
17. The Occupational Therapists will not retire to their office while the patients are in Occupational Therapy Department.
18. The Occupational Therapists shall adhere to the Occupational therapy prescription and see that every detail of it, including direction in respect of recreation, music, physical exercise and games, is carried out. The prescription for the Occupational Therapy will be made by the Sr./Jr. Resident concerned.
19. The Ledger's of receipt and expenditure of all materials of the Occupational Therapy Department shall be maintained by the Clerk of Department under the direct supervision of the Occupational Therapists.

20. The Head Clerk, General Section, shall be responsible for the upkeep of all materials required for the various Occupations. The Occupational Therapist concerned will be responsible that Head Clerk, General Section, be given timely warning of their requirements.
21. Any other work as directed by Additional Director, Chief Medical Officer, Officer I/C, Occupational Therapy Department, Administrative Officer and Director & Medical Superintendent.

Weaver

1. They will work under the supervision of Occupational Therapist.
2. They will operate the loom and train the patients in the particular activities They will prepare Towels, Newar & Cloth etc.
3. They will keep account of yarns supplied to them.
4. In. addition to weaving work for the patients provided in the Occupational Therapy Deptt, they will be required to participate in the entertainment and recreation of patients under the supervision of Occupational Therapists.

Needle Woman

1. She will do all needle work & stitching of garments and repairing of old clothes of patients, and will train the patients in such activities. She will also prepare table cloth, hanker-chief, bed sheets, woolen garments etc. in the Hospital and will train the patients in such activities.
2. They will work under the direct supervision of Occupational Therapist.
3. They shall keep records of raw materials received by them.

Head Carpenter

1. He will work under the Direct Supervision of Occupational Therapist. He will be In-charge of the Carpentry Section. Beside manufacturing furniture, he will also supervise the works of other carpenters of the section.

2. He will keep the records of all materials received in the section. Responsible to see that the carpentry section is kept neat and clean.

Carpenters

1. He will do all repair works of the Institute and manufacture new items of furniture.
2. They will work in the sections allotted to them according to their qualifications and training.
3. They will work under the direct supervision of Occupational Therapists and Head Carpenter

Cane Worker

1. They will train the patients in this particular occupation.
2. They will do caning work of all chairs and also do repairing job and keep accounts of materials received by them.

O.T. Instructress

1. They will train the female patients in stitching and embroidery work.
2. They will also prepare table cloth, hand bags, handkerchief, woolen garments etc. in the Institute.
3. They will keep records of raw materials received by them.

Rug Craft Instructor

1. He will manufacture rug in loom and also train the patients for the particular job.
2. He will prepare bed side carpet, Aasni etc. and engage the patients in his particular occupation.

Head Tailor

1. He will work under the direct supervision of Male Occupational Therapist will be in-charge of the Tailoring Section.

2. He will cut all new clothes required for hospital staff and patients in the Occupational Therapy Deptt.
3. He is responsible for keeping his section clean and tidy. He is also required to work in any other form in Section as and when required.

Tailor

1. He will work under the direct supervision of Occupational Therapist and Head Tailor.
2. He will assist the Head Tailor in stitching new uniforms for patients and staff and also in making and repairing other linen of the Hospital.

Black Smith

1. They will work under the direct supervision of Occupational Therapist.
2. They will repair all Iron Beds, Aluminum utensils and other metal furniture. They will release the fotters of any patients brought in shackles. They will operate welding machine in the section. They will keep accounts of all articles in this section.
3. They will work in the sections allotted to them doing repairs and training.

Painter

1. He will work under the direct supervision of occupational therapist.
2. He will train the patients. He will paint all furniture, bed etc. and prepare sign boards, notice boards of the Institute. He will also keep proper accounts of the paints.
3. In addition to paint all furniture and prepare notice board etc., he will be required to supervise and participate in the entertainment and recreation of patients under the supervision of occupational therapist.
4. He shall conform to the rules and discipline of the Institute.

5. He shall be kind, tactful, industrious, orderly and punctual. Any harsh, neglect or irregularities on the part of the staff will not be entertained.
5. He must keep their dress clean and tidy.
7. The duty hours shall be from 8.30 a.m. to 4 p.m. with an hour of interval for lunch at 1 p.m. to 2 p.m.
8. He will constantly keep in mind that their primary role is that of a therapist and not of a custodian.
9. He will note changes in signs, symptoms and the behavior of the patients, and will bring them to the notice of the occupational therapist at the earliest opportunity, if necessary in writing.
10. He will carry out any other duties allotted to them of the recognized authorities.

PRINTING & BINDING DEPARTMENT COMPOSITOR

1. He will compose and distribute all printing matters and will keep proper accounts of various materials received in the press.
2. He will train the patients in his particular occupation.

Proof Reader

1. He will work in the printing press and will do proof reading of the printed materials.
2. He will also keep accounts of the papers supplied in the printing press. He will also keep records of materials printed in the press.

Machine Man

1. He will be in-charge of the printing press and will operate it.
2. He will maintain the machine properly and undertake minor repairs.
3. He will train and engage the suitable patients in his particular occupation.

Book Binder

1. He will bind all books of the Medical Library and Patients Library and the registers of the Institute and keep accounts of all materials received by him. He will also train the patients in this occupation. He will prepare Guard file, flat file, envelope etc. with the help of patients for the Institute.

MEDICAL ILLUSTRATION DEPARTMENT

Artist

1. He will prepare models, sketch, slides and reproduction work for service and academic purposes.

Photographer

1. Routine photography of all new admissions to the Hospital for official records, identification purposes in case of absconding, developing, enlarging and printing of these pictures.
2. Taking photographs on official functions of the Institute.
3. Taking photographs of patients for clinical demonstrations and research.

MOTOR VEHICLE STAFF

Motor Driver

1. Position of the Motor Driver - The Motor Driver will be under the direct orders or the Administrative Officer subject to the orders of the Deputy Medical Superintendent and Medical Superintendent.
2. Leaving the Hospital Area - He will reside in the quarters allotted to him and will not leave the Hospital Area without the permission of the Administrative Officer.
3. Duties - He will devote the whole of his time to his duties.
4. Driving - Without the express orders of the Administrative Officer he will not permit any one but himself to drive the Hospital motors.
5. Requisitions - He will make out his requisitions for oil, petrol, cotton waste, etc., on a Requisition Form for Miscellaneous articles and obtain the countersignature of the L.D.C., Gen. Sec. I/c Vehicles or before submitting the same to the Administrative Officer for issue.
6. Allotted number of passengers - He must not permit the motors to carry more than the number of passengers each is constructed to carry.
7. Unauthorised people in car - Except in cases of emergency, he will not be permitted to allow any person unconnected with the Hospital to travel on the Hospital motors.
8. Discipline - For any misconduct (which includes drunkenness) he shall be liable to instant dismissal by the Medical Superintendent.
9. Up-keep of the car - He will be held personally responsible for the up-keep and the general efficiency of the motors. He will report at once to the Administrative Officer any defect or injury to the motors, however, trifling.
10. Cleanliness - He will be responsible for the cleanliness of the interior as well as of the exterior of the motors.
11. Mileage Book - He will keep records to show the number of times the Hospital cars go out and the destination of the car on each occasion from which the Store

Clerk shall maintain a mileage book. The entries of this book shall be initialed daily by the Administrative Officer and checked periodically by the Medical Superintendent.

12. Booking of the Hospital car - Except in cases of extreme urgency, the Administrative Officer shall not book the car or the bus for any one for private or for official use without a written requisition, in the prescribed form, which shall, on receipt, be signed by him, then countersigned by the Deputy Superintendent and afterwards sent to the Driver concerned for compliance.
13. Official Booking - In the case of official booking, the requisition shall invariably state the nature of official business, and be signed by the following Departmental and Sectional heads -
 - (1) House Physician, North Section,
 - (2) House Physician, South Section,
 - (3) Head Clerk
 - (4) L.D.C., Gen. Sec. I/c Vehicles:-
 - (5) Matron
 - (6) Occupational Therapist,

If and when the Administrative Officer, receives requisitions for the car and the bus or for both for official as well as private use at the same time the requisition for official booking shall be complied with first and that for private booking be executed afterwards, if necessary.

14. Private Booking - In the case of private booking, the person concerned shall be required to pay the usual fee in due course for which the L.D.C., Gen. Sec. I/c Vehicles, shall send a bill to him (or her) at the end of the month, and be responsible for its realization. The ultimate rejection of any requisition for private booking shall rest with the Deputy Medical Superintendent / Administrative Officer.
15. Any other work as directed by the Administrative Officer, the Deputy Medical Superintendent and the Medical Superintendent.

Mechanic Fitter

1. Duty Hours - The duties of the Mechanic Fitter a.m. and 2 p.m. to 5 p.m.
2. Position of the Mechanic - He will work directly under the orders of the Medical Superintendent, Deputy Medical Superintendent or Administrative Officer. He should reside in the quarters allotted to him and will not leave the Hospital Area without the permission of the Administrative Officer.
3. He will devote the whole of his time to his duties.
4. He will make out his requisition for Oil, Petrol, Powering, etc., on a requisition form for miscellaneous articles and obtain the countersignature of the Deputy Medical Superintendent before submitting the same to the Administrative Officer.
5. He will be in-charge of the Hospital Tractor and its use in the Vegetable and Fruit Gardens and elsewhere in the Hospital Area.
6. He will be held personally responsible for the upkeep and the general efficiency of the tractor and its parts. 7. He will drive the trailer whenever it is required.
8. He will keep a record to show the number of hours the trailer and tractor works daily and the consumption of oil, .etc, from which the Store Clerk shall maintain a Log Book.
9. He will attend to the minor repairs of the Hospital Refrigerators, Mineral Water Machine, Cinema Projector and Radio and Loud Speaker equipment. He will also assist the Electronic and X-Ray Technician.
10. He will also assist the Cinema Operator whenever there is a Cinema Show.
11. He will also attend to all the Concerts and Socials to see the lighting and Loud Speaker arrangements.
12. He will also drive the Hospital Bus whenever the Driver goes on leave.

13. Any other work as directed by the Administrative Officer, Deputy Medical Superintendent and the Medical Superintendent.

Cleaner

Responsible to see that the hospital vehicles are washed and cleaned daily. He is required to accompany and assist the motor driver in the bus wherever it is out on duty.

WARD ATTENDANTS & JAMADARS

Head Jamadar, Jamadar & Jamadarin

1. Under the orders of the Matron and the superior officers they are responsible for the discipline, turn-out, control and efficient discharge of duties of Ward Attendants, Safaiwalas and conservancy staff.
2. They will report immediately through the Matron to the Administrative Officer any case of neglect, misconduct or harshness toward any patient on the part of the staff under their control.
3. They will not leave the Hospital area without the permission of the Matron.
4. They must report immediately to the Resident doctors on duty any case of accident, injury or sudden illness, especially of an infections nature among the staff under their control.
5. They will always be present at the Recreation Hall during Training programmes.
6. They will carry out any order given them by the Director / Administrative Officer, Resident doctors and Matron.
7. They must be acquainted with all the disturbed, suicidal and absconding patients of the Hospital and make certain that the ward staff are aware of the orders regarding these patients.
8. All matters pertaining to dress, tidy appearance, discipline, duties and behaviour towards patients as well as the welfare of Class IV staff and their quick response to new orders is the personal responsibility of these officers. They are

responsible that there is no pilfering done and they must be alert to anticipate escape or other disturbances likely to be created by any patient. They must grasp the various difficulties or grievances of the workers.

9. Duty Hours: 6 A.M. to 2 P.M. - Roll Call; Attend to patients going to O.T. Class; round to see food is properly distributed and take report book around. To take 3 rounds in the in the compound and wards.

2 P.M. to 10 P.M.: Roll Call; take Tea round and then Dinner at 9 P.M. and report to Night Duty Sister.

10 P.M. to 6 A.M.: 3 rounds of ward and compounds.

10. They will constantly keep in mind that their primary role is that of a therapist and not that of a custodian. They will note changes in signs, symptoms and behaviour of the patients, the effects of drugs and their methods of treatment and will bring these to the notice of the Nursing Sister, Matron and Resident doctors at the earliest opportunity, if necessary in writing.
11. They will do any other duties that may be allotted to them by the recognised authorities.
12. Beside the above duties the Head Jamadar will perform the following duties:
- (a) The Head Jamadar is the immediate head of all Ward Attendants and conservancy staff.
 - (b) He shall always be present when the staff under his control are being paid. Absentee statement is being prepared by Matron in consultation with Head Jamadar and sent to respective sections for action.
 - (c) The Head jamadar shall be responsible for the distribution of clothing o the staff under the control.
 - (d) All applications for leave from the above staff shall be submitted by him to the Matron for the sanction.
 - (e) He shall be in-charge of all quarters and sanitation of Class IV staff and inspect daily the lines and report any irregularities.

- (f) He shall be responsible that the Roster Board in the Administrative Officer's office showing the distribution of quarters is kept up-to-date.
- (g) He will be conservant with standing orders and daily Institute Orders and see that these are transmitted clearly, efficiently and sympathetically to Class IV staff.
- (h) He is responsible for the cleanliness and sanitation of the whole hospital area
- (i) He is responsible for the welfare of the Class IV staff.
- (j) The cleanliness and upkeep of buildings and sanitation of the whole of the hospital area are the personal responsibility of the Head Jamadar. He has to look after the property of the Hospital area and see that no damage is done to grass, plants, hedges, wires, etc. Jamadar and Jamadarin are personally responsible for the sections in which they reside.
- (k) He is also personally to look to the welfare of the staff and any difficulty of a member or the whole of the staff is to be brought by him to the notice of the Administrative Officer and Matron.
- (l) Duty Hours:
 - 7 A.M. to 12 Noon - Clerical work in connection with Ward Attendants (Male & Female). Report to Matron and Administrative Officer after 1st round. Present at Disciplinary Committee Meetings. Round at lunch time. Round of the lines.
 - 4 P.M. to 6.30 P.M. - Round: Supervise Recreation and Sports seek reports of Class IV staff. He takes mid-night round every other day.
- (m) Any other duties that may be allotted to him by the recognized authorities from time to time.
- (n) Responsible for discipline turn out, control and efficient discharge of duties of ward Attendants and Durwans. He will also take roll call of aforesaid staff. All matters pertaining to dress tidy appearance, discipline, duty and behavior towards patients by Group 'D' staff should be seen by him.
- (o) Jamadar and Jamadarin - In general he/she is .required to assist the Head Jamadar in his duty. He/She will make rounds in the hospital wards and see that

cleanliness is maintained. He/She will also see that attendants are taking proper care of seriously ill patients who have suicidal tendency. He/She has also to see that the patients are properly clothed and fed. He/She will also be present during roll call time.

Ward Attendants

Responsible to Nursing Sister / Head Jamadar / Jamadar or Jamadarin / Assistant Nursing Superintendent / Nursing Superintendent / Administrative Officer / Deputy Medical Superintendent / Director.

I. Duty hours:

Morning shift - 6 A.M. to 2 P.M. Afternoon duty - 2 P.M. to 10 P.M. Night Duty - 10 P.M. to 6 A.M.

Each batch will change duties in rotation on the 1st and 16th of Any change of hours will be published in hospital daily order.

2. All Ward Attendants subject to the order of Director, Administrative Officer, Medical Officer Unit In-charge and Matron are under the direct orders of the Head Jamadar. They must carry out any order they receive from the Resident doctor as well as nursing sisters.
3. They shall obey all orders of the Head Jamadar, Jamadar, or Jamadarin respectively as the case may be and assist them in the discharge of their duties.
4. Every Ward Attendants on taking over duty from another Ward Attendant must understand that it is his/her duty to ascertain that he/she has received and understood all special orders in connection with the duty he/she is to perform.
5. Ward Attendants must be gentle and patient in all their dealings with patients. Ill treatment in any form whatsoever given to a patient by a ward attendant render the ward attendant liable to instant suspension from his/her service by the order of the Director and discharge from service if he/she is not able to disprove the charge.

6. Any Ward Attendant shall at once report to the Resident doctor, Sister on duty or to the Head Jamadar or Jamadar / Jamadarin any case of accident, violence, fits, bodily illness refusal or foods injuries, attempts of absconding, attempted suicide among the patient as well as loss of keys, knives etc.
7. Under the orders of the Ward Sister, Ward Attendants are responsible that the patients are bathed daily and are kept clean and properly clothed, beds are made properly and kept in order, glass pan of the windows are kept clean, proper dusting is done and wards, bath rooms, laboratories dining halls and other places are kept scrupulously clean. They are also responsible that the patients receive proper attention from the hospital Barber. They are also responsible to keep the food utensils properly washed.
8. On no account may any Ward Attendant who has been specially detailed to observe a patient, who is FDS suicidal, Homicidal or absconder, let such a patient out of his/her sight for an instant. It does not matter what excuse the patient may make or wanting privacy.
9. To facilitate the smooth running of handing and taking over of patients by Senior Ward Attendants the following procedure will be adopted:
 - (a) No patient will be permitted to leave his or her respective Ward until after 6 A.M. Ward Attendants change duty.
 - (b) A Ward Attendant will see that patients attending O.T. are handed over to the O.T. in the morning. The Ward Attendant will be required again to return to the O.T. at 11 A.M. to collect the respective patients and return them to their ward.
10. When dealing with violent patients, they should never place their knees or any part of their body on the patient. As soon as possible the boots of a violent patient must be removed from his/her feet. All letters handed over by patient for post will be given to the Nursing Sister In-charge of the ward. On no account must they be posted, but handed over to the sister in-charge of the ward. Any Ward Attendant when prevented from going to duty by any sudden illness or

accidents shall at once notify the fact to the Head Jamadar or Jamadar / Jamadarin / Matron.

13. No liquor, food, fruit and other material will be brought into the Hospital for any patient by the Ward Attendant under any circumstances.
14. Uniform - Ward Attendants will come on duty in his/her proper uniform. In case of torn uniform it must be repaired immediately for use.
15. Government attendants will be provided with quarters as far as possible, but these will be only for themselves, their wives and children and not their relatives. They will see that their quarters are kept clean and in a good state of repair, they will report to the Head Jamadar of any damage.
16. They will constantly keep in mind that primary role is that of a therapist and not that of a custodian.
17. They will carry out any other duties that may be allotted to them by the Director, Administrative Officer, Medical Officer, Matron, Ward Sister and Resident Doctors.
18. They will take the day off once in a week with prior information to ward sister in-charge in proper form, and should also inform Jamadar / Jamadarin.
19. Time: They will come on duty in time and should on no account come in drunken condition.
20. They will carefully read, understand and carry out all orders regarding suicidal and absconders.
21. Whenever a patient is referred to Rajendra Medical College & Hospital, Ranchi (RMCH) or other hospitals they, whoever is posted, will accompany the patient and will attend to patient if admitted to RMCH. They are also responsible to inform the authority in CIP about the admission of a patient with the details of bed No., Unit No., and under whom patient is admitted.
22. In case of absconding, they are responsible to search the patient inside and outside, and if the patient is not found, shall inform police and send the telegram, in case of Odd Office hours. During office hours, officer concerned should be

notified. In connection of absconding, attempted suicide, suicide and other emergencies they are responsible to inform the matter to Matron, Resident Doctors, Sr. Psychiatrist in proper written note, based upon which sister on duty will send further written information to higher authorities.

Head Mali

1. He will be responsible under the Estate Officer for the Vegetable and Fruit Garden.
2. Maintenance of Register: He will assist the Garden Supervisor in maintaining registers of fruit trees and vegetable garden register in which plants and crops grown at each season is required to show.
3. Roll Call of Malies/Mazdoors: He shall take the roll call of the Malies/Mazdoors employed in the gardens at the time they report for duty in the presence of the Garden Supervisor.
4. Discipline: Under the orders of the Estate Officer, he shall be responsible for the proper care of all Garden implements in his charge.
5. Responsibility for garden implements : He shall be held responsible for a correct return of all implements at the end of each day's work.
6. Daily inspection of garden work: In the evening before the Mates and Mazdoors break off, he shall inspect the work that had been allotted to them in the morning and note any deficiencies or neglect in regard to such work.
7. Irregularities: He shall report to the Estate Officer any irregularities that come to his notice as regards the disposal of labour or garden implement.
8. Disposal of garden produce: He shall be responsible to the Estate Officer and Chief Administrative Officer for the disposal of garden produce of all sorts.
9. He will perform any other duties allotted to him from time to time by the competent authorities.
10. He will be responsible for the vegetable and fruit gardens. He will supervise the work of all Mazdoors. He will be responsible for proper care of all garden

implements. He will maintain register for the fruits and vegetables provided in the garden and will see that mazdoors working under him are doing their duties properly.

Mazdoors and Malies

1. Malies are under the supervision of Head Mali. They have to work in the garden, vegetable garden, fruit garden and Nursery under the direct supervision of the Garden Supervisor.
2. Mazdoors are responsible for producing vegetables and flower etc. in the hospital garden. Taking fruit and other articles from one place to another and cleaning hospital gardens and lawns.
3. General Duties: Mazdoors / Malies will carry out duties allotted to them by Estate Officer or Head Mali respectively or by the recognized authority. They will be responsible to see that the area under their control is always kept clean and in order.
4. Duty Hours : 7 A.M. to 12 Noon 2 P.M. to 5 P.M.
5. Flower Garden Malies / Mazdoors: Those working in the garden will be responsible that these are always well stocked with flowering plants and shrubs and the flower beds are full of flowers. They will not permit the staff or patients to cut flowers without proper authority.
6. Fruit Garden Malies / Mazdoors: They will be responsible to see that the trees are well mannered, trimmed, pruned and free from parasites.
They will hand over the produce of trees to the Estate Officer who in turn will hand the same over to Kitchen for distribution.
7. Vegetable Garden Malies/Mazdoors/Mates: They will be responsible to see that maximum area under their care is cultivated. They are responsible for the proper care and use of the materials and equipment issued to them for use.

8. Store Mazdoors: They will help the in-charge-store in keeping the stores in good and proper order and issue to the various wards as per requisition.
9. D.D.T. Mazdoors: They will be responsible to spray D.D.T. in all nonresidential and residential buildings of the hospital and do such other duties as may be directed by Estate Officer/Chief Administrative Officer. When D.D.T. spray is not required they will work in vegetable garden.
10. Central Kitchen Mazdoors/Mates: They are responsible to wash all equipment for cooking in the kitchen, grinding masala, peeling vegetables etc. They will do other duties allotted to them by the Dietician.
11. Other Duties: In addition Malies / Mazdoors would perform other duties as allotted to them by their supervisors from time to time.

DURWANS & NIGHT WATCHMAN

Durwans

1. The Durwans will take turn of duty at the Main Gate, the gate separating the Male and Female Sections, Occupational Therapy Department and the Telephone.
Duty Hours: 6 A.M. to 2 P.M.
2 P.M. to 10 P.M.
10 P.M. to 6 A.M.
That for Durwans in the O.T.D. will be from 6 P.M. to 2 P.M. and 10 P.M. to 6 A.M.
2. Striking Hours: The Durwans at the Main Gate will be responsible for the striking of the hours and half hours through out the day and night.
3. Clock: He will be responsible for the clock in the Durban's duty room and see that it is in good working order. He will check the time each morning for its correctness of time.
4. Alarm: He will wear a whistle while on duty and will use it when he wishes to summon assistance.

5. Gate Pass: He will be responsible to see that no unauthorized person or persons go in or out of the Main Gate without necessary pass. Visitors are not allowed except by special permission of the Director, Deputy Director.
6. Unauthorized Articles: Durwans will be responsible to see that no unauthorized article or goods are removed from the Hospital. He has the authority to search any member of the staff for unauthorized articles.
7. Road Lights: The Durwans at the North Section Gate will be responsible to see that the road lights in the Hospital are switched on at 6 P.M. and off at 6 A.M. in winter and 7 P.M. and 5 A.M. in summer.
8. Loiterers: The Durwans will not permit any unauthorized person to loiter about the Main Gate of the Hospital.
9. Absence from post: He will not leave his unattended period.
10. Unauthorized Persons: The Durwan when posted on Telephone Duty will not permit any unauthorized person into the Telephone room.
11. P.B.X.: He will test at least once a day all connections in the P.B.X. to be sure that they are in working order.
12. Calls: He will respond to all calls immediately. He will not tap or listen into any conversation between others.
13. Security: He will be responsible for the security of the Main Office, Director's and Deputy Director Offices.
14. Other Duties: They will carry out any other duties allotted to them by the Director, Deputy Medical Superintendent, Chief Administrative Officer and Matron.
15. In general Durwans will take turn of duty at the main gate and female gate Child Psychiatry Unit, Rehabilitation Centre, Printing and Binding Department, and Occupational Therapy Department, Telephone PBX etc. They will also keep proper watch that no undesirable persons enter into and~ department of the Institute. They will also maintain trunk call register or Telephone duty.

Night Watchman

1. He will work in the Bungalow of the Medical Superintendent.
2. He will do duty from dusk to dawn.
3. He will live on the premises of the Medical Superintendent's Bungalow. 4. He will carry out any other duty allotted him from time to time.

Safaiwalah & Jamadars

Jamadar Safaiwalah

1. Position of Jamadar Safaiwalah: The Jamadar will be responsible for the work and the general discipline of the Safaiwalas / Safaiwalis attached to the Hospital. He will report to the Head Jamadar / Jamadar / Jamadarin / Matron as the case may be any breach of discipline or other misconduct among the Safaiwalas / Safaiwalis.
2. Duties: He will make a daily tour of inspection within the Hospital as well as throughout the Hospital area and report to the Head Jamadar any irregularities on the part of the Safaiwalas or the Safaiwalis in discharge of their duties as well as any insanitary condition in the Hospital area.
3. Disbursement of pay: He will always be present when the Safaiwalah, Safaiwali as well as conservancy staff is being paid their wages. Absentee statement is being prepared by Matron in consultation with Safaiwalah Jamadar and sent to respective section for action.

The Safaiwalah Jamadar will also be present when any Safaiwalah / Safaiwali are brought before the Administrative Officer for a breach of discipline or for any other reason.

4. Hours of Duty: 6 A.M. to 11 A.M.
 4 P.M. to 7 P.M.
5. Any other duties that may be allotted to him by the recognised authority from time to time.

6. Head Safaiwalah / Safaiwalis: The Head Safaiwalah is responsible for the work and general discipline of Safaiwalas and Safaiwalis. He will take round of the Institute and report to the Head authorities any irregularities on the part of Safaiwalas.
7. They will also take roll call and maintain a register and get it checked by Matron every day. He/She is also responsible that proper distribution of Safaiwalas / Safaiwalis is done and will inform of any kind of leave to Matron taken by them. However, the leave should come through the Nursing Sister in-charge of the ward for the Safaiwalas / Safaiwalis who are in the wards.

Safaiwalas & Safaiwalis

1. They will work under the supervision of the Head Jamadar and Jamadarin Safaiwalah / Matron.
2. Sanitation: They will be responsible for the cleanliness and sanitation of their respective wards, Departments and respective areas, including the drains. It includes weekly brushing of floor, time to time removal of cobwebs etc.
3. Soil Linen: They will be responsible for washing the soil linen and mattresses of their respective wards.
4. Discipline: They will not come on duty under the effect of alcohol. They will not create any disturbance in the lines. They will keep the quarters allotted to them clean and in good order.
5. Latrines: Those responsible for the general latrines attached to the quarters will see that these are always clean and free of odors.
6. Duty Hours:

Ward Duty	6 A.M. to 11 A.M.	3 P.M. to 6 P.M.
Routine	11 A.M. to 3 P.M	6 P.M. to 10 P.M.
Night	10 P.M. to 6 A.M.	
7. Outside: 6 A.M. to 11 A.M. 2.30 P.M. to 5.30 P.M.

8. Those working outside the Hospital proper may be transferred for duty inside and vice versa.
9. Duty: He or she shall be responsible for removal of soils within the hospital compound, and hospital area and will dump it in the proper place without creating any nuisance in the way (and without any smell coming from it where it is deposited).
10. Maintenance: He/She will be responsible to keep the roads and surrounding neat and tidy.
11. He will carry on any other duties that may be allotted to him by the recognize authority.
12. Duties of Safaiwalah/Safaiwalis (Removal of refuse) - They will be under the direct supervision of Head Jamadar/Safaiwala Jamadar / Matron and will observe the discipline laid down for all Safaiwalas /Safaiwalis.
13. Refuse: They will remove refuse and rubbish from the hospital compound.
14. They will be responsible for digging trenches for the deposit of soils and for cleaning all drains and removing vegetation round about the Latrines.
15. Duties of Safaiwalas (Cartman for removing refuse): They will be under the direct supervision of the Head Jamadar and Safaiwalah Jamadar and will observe the discipline laid down for other Safaiwalas and Safaiwalis. He will operate the cart and remove all rubbish of the Institute with the help of Safaiwalah. He will also deliver article to various wards and sections from the stores.
16. Safaiwalas/Safaiwalis will inform regarding taking leave to the Ward Sister in charge whenever posted in the Ward, the rest of them will notify Safaiwalah Jamadar and Matron for their leaves. No one will take leave without prior information.

MISCELLANEOUS POSTS

Cultural Worker

1. Attendance at the female Occupational Therapy Department, Encouraging the less active patients to be interestedly employed. Exploring the inactive patients' reasons for non-participation and eliciting from them the activity or activities they would be interested in, active participation even if only for a short time, in some O.T. activity everyday along with the patients.
2. Interviewing newly admitted patients and getting acquainted with them and their problems. Allaying anxiety associated with admission to a mental institution, and the various physical treatments, and supplying information on various questions raised by the patients.
3. She will be responsible for censoring the correspondence of Hindi and Bengali speaking patients and maintain a register showing details of letters written and received of such patients. The register will be placed before the Deputy Medical Superintendent once a week.
4. Supervision of the female section Library.
5. Attendance at Group Therapy Sessions.
6. Attendance at clinical Psychiatry lectures for Nurses.
7. Arranging and participation in 'the Patient's Weekly Social on Thursdays and Concerts and Dramas for the festival occasions.
8. Interviewing selected patients (with or without the Deputy Medical Superintendent) for special purposes like eliciting specific data etc.
9. Any other duties allotted by the Deputy Superintendent, the Deputy Medical Superintendent, or the Medical Superintendent from time to time.

Physical Instructor

1. The P.I. shall be under the control of the Medical Superintendent, Deputy Medical Superintendent and Administrative Officer.

2. The Physical Culture and the Sports Sections to be under the direct supervision of the Physical Culture Instructor, who shall devote his whole time in the discharge of his duties and reside in the quarters allotted to him. He shall not absent himself without obtaining permission of the Deputy Medical Superintendent. He shall conform to the General rules and discipline of the hospital
3. He shall receive cooperation of the Occupational Therapists.
4. He shall see that staff under his control is kind and tactful, orderly and punctual. He shall report to the Deputy Medical Superintendent any harshness, unkindness, neglect or irregularity on the part of the staff working under him.
5. He shall act as the Sports Secretary and be present on the playground during the game hours. He shall also be present at, and assist in all social entertainment of patients which are generally organized every Thursday and arrange for male patients to attend music and religious classes, held every alternate Saturday.
6. The ledger and receipt voucher shall be maintained by him and put up for auction when required. He shall be responsible for all the sports and physical culture equipment under him.
7. He shall submit indents to the Deputy Medical Superintendent through the Administrative Officer for countersignature.
8. He shall prepare the budget estimate of his department when required and submit same to the Deputy Medical Superintendent for approval through the Administrative Officer.
9. He shall be responsible for taking male patients for Long Drives and shopping every alternate week and arrange for the refreshment from the Administrative Officer hospital.
10. Any other work as directed by the Administrative Officer, the Deputy Medical Superintendent and the Medical Superintendent.

OTHER CLASS 'D' STAFF

Barber

1. The Barber shall attend daily to shave, cut the hairs and pare the nails of the Male patients. They shall not leave the hospital area without the permission of the Matron / Jamadar / Administrative Officer.

Hours of duty: 7 A.M. to 12 Noon

 1 P.M. to 4 P.M.

2. Equipment: They will be responsible for the instruments used by them in discharge of their duties.
3. Sterilization of implements: For the use on patients who are suffering from any infectious or contagious disease of the skin or scalp, special razors, scissors, and combs shall be sterilized before and after the use under the supervision of the Sister in-charge of the ward.
4. Discipline: For the purpose of pay and discipline the barber are under the orders of the Matron/Administrative Officer/Deputy Medical Superintendent.
5. Shaving implements: Barbers are not to take Hospital implements outside the hospital. The assistant barbers will hand over the implements to the Head Barber, when duties have been finished for the day. The implements will be kept in the custody of the Sister in-charge of Maudsley Ward and drawn daily. The Head Barber will be responsible for the safe custody and surprise check will be made by Deputy Medical Superintendent to ensure .that this order is being complied with.
6. Other Duties: They will carry out any other duties allotted to them by recognised authority.

Psychiatric Aid

He will assist Medical Officer, resident doctors and Nursing Sister in the care of patients. He will also help in the special treatment like E.C.T. etc. He may be required to help the department of X-ray, E.E.G. and Pathological Laboratory.

RESIDENTS - Unclassified

SENIOR RESIDENT

1. Ward duties:

Supervision of :

- a. Day to day functioning of the ward
- b. Supervision of Junior Resident / Assigning ward work.
- c. Supervision of Nursing staff / Ward attendants.
- d. Procurement of medicine and equipment.
- e. Administering ECTs to patients.
- f. Conductance of ward round / teaching junior residents.
- g. Holding topic discussions / case conferences / chrt meetings.
- h. Holding group therapy / community meetings.
- i. Sending discharge letters / signing admission and discharge order.

2. Emergency duties:

On the day of emergency duties -

- a. Taking rounds of all the wards.
- b. Providing emergency care, through emergency unit and help of junior residents posted with him.
- c. Admission / Discharge of patients.
- d. Informing higher Authorities / Consultants in case need advises.

3. Out door:

- a. Clinical work in the OPD.
- b. Allotment of new cases / follow ups to junior residents.
- c. Conducting special clinics.

4. Teaching :

Holding lecture classes for Clinical Psychologists, DPN and M.Phil (Social Work) students.

Don't's for senior residents

1. Do not leave hospital area without permission of the consultants I/c
2. Do not engage in private practice.

JUNIOR RESIDENT

1. Term Junior Resident includes:
 - a. Non-course residents,
 - b. DPM course residents,
 - c. MD course residents.
2. Each junior resident will be posted in a certain ward and he will be responsible for management of patient in consultation with respective senior resident.
3. Duty has span between 8 A.M. to 1 P.M. and 2 P.M. to 5 P.M. Availability during working hours within hospital premises is mandatory (working hours are subject to change as per demand of situation). There is no fixed working hours for a junior resident.
4. During working hours, at all times, nursing staff must be informed as to where he or she can be contacted.
- 5. Ward Duty:**
 - a. Comprises of working up new cases or readmission, pharmacological and non-pharmacological management in consultation with seniors, complete responsibility for maintaining files and processing discharges.
 - b. Responsibility of maintaining baseline routine investigations and regular record of detailed physical examination.
 - c. Aids during electroconvulsive therapy between 8 A.M. to 9 A.M.
 - d. Proper maintenance of file with importance to proper history taking, classification of history at the time of discharge, maintaining daily notes, record of ward discussion / management plan, check whether advice is followed by nursing staff.
 - e. Periodic checkup of treatment register maintained by nursing staff.
6. Out Patient Department Duty:
 - a. Report at 8.30 A.M.

- b. Work up new cases - discuss with the senior resident or consultant, follow up old cases as assigned.
- c. Inform senior resident in charge of OPD - in case of absence from ward to attend classes / teaching programme or otherwise.
- d. OPD Schedule - As per the directions of resident - in - charge on stipulated days of the week (to attend OPD of the posted day happens to be a gazetted holidays).

7. Emergency duties :

- a. Duty hours are from 8 A.M. to 5 P.M. (Day) and 5 P.M. to 8 A.M. (Night).
- b. During day duty, residents shall remain posted in the observation ward and shall be responsible for workgroup of an emergency registration and further discussion with senior resident on duty.

8. Miscellaneous Duties:

- a. Active interest and participation in rehabilitation programme to select suitable patients for Occupational Therapy and maintain progress in the file.
- b. To engage in various psychotherapeutic programmes family and psychosocial counseling in association with psychology and psychiatric social workers trainee.
- c. To attend community meeting and various recreational activities for the patient at the ward level.
- d. To remain acquainted with Mental Health Act (both MHA - 87 and ILA - 1912).
- e. In case of staff patient inform medical officer on duty and act as per his advice.
- f. Junior resident may be required to attend to others duties (not specified) as per the need of the patient, from time to time, as per the higher authorities.
- g. Procedure for granting leave - As per the guidelines of residents manual.

Don'ts for Junior Residents:

- a. Do not leave hospital area without permission of Consultant / Resident in - charge.
- b. Do not engage in private practice.
