



जवाहरलालसातकोत्तरआयुर्विज्ञानशिक्षाएवंअनुसंधानसंस्थान  
**JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH**  
(स्वास्थ्यएवंपरिवारकल्याणमंत्रालय, भारतसरकारकेअधीनराष्ट्रीयमहत्वकासंस्थान)  
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## **DEPARTMENT OF NURSING SERVICES**

### **DUTIES AND RESPONSIBILITIES OF PHN**

Public health Nurse is equivalent to Senior Nursing Officers, they are reportable to the department head/medical officer of JIPMER UHC and RHC. They are involved in Preventive, Promotive, Curative and Rehabilitative Health Care to all individual and families in the community.

#### **General duties:**

1. Assist Medical Officer in planning and distribution of work to the staff whenever necessary especially during disaster or pandemic times and during various National and State programmes.
2. Ensure MRC/DEO to make health card in MRD for family members in the service area and update as per the latest enumeration register every three months.
3. Monitor and supervise documentation of various registers maintained by ANM like Antenatal register/Birth register/Under-five register/Vitamin A and IFA supplementary register/ enumeration register/Eligible Couple register etc.,.
4. Ensure Injection safety, safe disposal and BMW guidelines are followed by concerned staff.
5. Ensure timely supply of vaccine/drugs, logistics of the centre and cleanliness of the premises.
6. Indent monthly stock of vaccines, contraceptives, supplementary tablets, sanitary napkins, report forms, tracking cards etc., from various State Government offices and maintain stock of the same.
7. Defrost and clean ILR and Deep Freezer with the assistance of ANM on rotation, monthly and document the same in ILR temperature register.

8. Check and maintain temperature register for ILR and Deep Freezer twice daily. In case of any default in ILR/ Deep freezer due to electronic issues, the required interventions need to be taken care.
9. Provide health education during various clinics according to the need of the beneficiaries.
10. Supervise ANM posted in various clinics in the health centre and conduct regular Antenatal/Post natal/Under-five/Adolescent health clinic with the assistance of ANM and supervise documentation of Clinic cards, HIMS cards (Tracking Card).
11. Plan, organize, Implement and participate with the health team in various National and State Health Programme like IPPI, Breast feeding week etc.

**Field activities and supervision:**

1. Plan, supervise and guide the functions of the health centre and health care workers assigned for field works.
2. Plan regular field visit and do supervisory field visit whenever necessary.
3. Supervise and assist ANM's, prepare and maintains maps of service area, highlighting facilities and land marks.
4. Monitor and assist ANM, detect health concern in the community during field visit and report regularly for immediate interventions to Medical Officer and IDSP (fever/diarrhoea/dengue/malaria/flu).
5. Delegate work and supervise ANM and ASHA in all their activities related to RCH.
6. Ensure and supervise various field activities of ANM like
  - Early registration of Antenatal, regular home and clinic visit.
  - Vaccination of Antenatal mothers and intake of IFA supplements.
  - Counselling of various Antenatal care/Postnatal care/Neonatal care/initialisation of early breast feeding/family planning/immunization.
  - Coordinate with Anganwadi worker and provide IFA vitamin supplements to Under-five children, Adolescent children as per guidelines.
  - Enumeration of service area regularly and update enumeration register every three months.
  - Follow up of default Antenatal/Under five.

7. Build rapport with village leaders/ASHA/Anganwadi workers and promote health related activities and observations on special days.
8. Participate in VHND organised by ANM, twice a month in Anganwadi providing health education and all benefits of RCH activities.
9. Arrange and participate in group talks/health education on various RCH/Communicable and non-Communicable diseases in Anganwadi and service area.
10. Organize School health program along with ANM and conduct School health Check-up, School immunization, distribution of Tab. Albendazole, Iron and Folic Acid and provide health education on Dental, Personal, Menstrual Hygiene, balanced diet etc., in schools, boarding in the service area and document in School health register.

**Other activities:**

1. Maintain ASHA's activity register and prepare monthly incentive report.
2. Facilitate building of team spirit among health workers in the health centre.
3. Organize Anganwadi workers meeting once a month in the health centre; appraise health related information and health education on various RCH activities.
4. Attend meetings organised by DDI/DDFW/NRHM related to RCH, National and State Health Programmes.
5. Consolidate monthly report prepared by ANM, prepare and submit various monthly reports to State Government office like DDI, DDFW, NRHM, DDPH, JIPMER P&SM department etc.
6. Act as a Liaison between State and Health Centre to ensure proper functioning of various health related activities.
7. Attend weekly meeting held by the department of P&SM in the health centre and present monthly statistics during monthly staff meeting.
8. Co-ordinate with other team members whenever necessary for planning, organizing, Implementing and participation with the health team in various National and State Health Programme like IPPI, Breast feeding week, No tobacco campaign, Malaria source detection campaign, World population day, Stop Diarrhoea campaign etc.

9. Ensure ANM's have updated Uvin portal regarding vaccination details and Evin portal for vaccine utilization within scheduled days.
10. Any other duties assigned by the higher officials from time to time.

JIPMER

**DUTIES AND RESPONSIBILITIES OF PHN POSTED IN OPHTHAL**  
**OPD**

1. Organize, register and participate in cornea and glaucoma clinic.
2. Provide medication, health education and counselling during various clinics according to the need of the beneficiaries.
3. Ensure Injection safety, safe disposal and BMW guidelines are followed.
4. Assist Doctors in doing minor procedures like eyewash/suture removal etc.
5. Plan, arrange, organize, implement and participate in eye campus in JIUHC, JIRHC and camps organised by TNMSC.
6. Indent and maintain accounts of various medications needed for the eye camp.
7. Assist in bringing patients and attenders for cataract surgery to JIPMER from camp site and coordinate with the health team from admission throughout their stay in hospital until the patient is discharged.
8. Coordinate with the Department in providing remuneration to the patient after cataract surgery.
9. Provide pre operative and post operative counselling and health education to the patient and their family on medications and precautions to be followed after cataract surgery.
10. Organize, Coordinate and participate in various awareness programme during the glaucoma awareness week celebration.
11. Any other duties assigned by the higher officials from time to time.

## DUTIES AND RESPONSIBILITIES OF PHN POSTED IN NEONATOLOGY

1. Immunization of new born with birth dose (BCG, OPV vaccine and Hep B) bedside every day.
2. Document vaccination details in birth form, baby case sheet and in the Uvin portal entry form within 15 days of administration.
3. Ensure Injection safety, safe disposal and BMW guidelines are followed.
4. Arrange, conduct and participate in well baby clinic every Wednesday.
5. Document well baby clinic portal entry form and update the Uvin portal within 24 hours of vaccination.
6. Indent monthly stock of vaccines, syringes etc from Deputy Director Immunization office and maintain stock of the same on weekly and monthly basis. Also update vaccine usage in Evin portal on daily, weekly and monthly basis.
7. Check and maintain temperature register for ILR and deep freezer twice daily to ensure cold chain maintenance. In case of any default in ILR/deep freezer due to electronic issues and contingency plan to be followed.
8. Defrost and clean ILR and Deep freezer on regular monthly basis with documentation of the same in ILR temperature register.
9. Provide health education during clinic on Neonatal care, post natal care, post natal diet, exclusive breast feeding, temporary and permanent contraceptive methods and importance of immunization.
10. Consolidate monthly vaccination statistics and submit report to State Government DDI Office, Paediatric Department Office, DTCD OPD and medical records department.
11. Coordinate, plan, organise and participate in various National Health programme like IPPI booth, observance of Breast Feeding week, Diarrhoea control programme, Indra danush camp etc.
12. Any other duties assigned by the higher officials from time to time.

## DUTIES AND RESPONSIBILITIES OF PHN POSTED IN OG OPD

1. Immunization of Antenatal mother with Inj. Tetanus Dip thane vaccine in OPD (Ist, IInd, Booster dose).
2. Organise and conduct post natal clinics on all Wednesday.
3. Provide and assist in CuT insertion during post natal clinics.
4. Ensure Injection safety, safe disposal and BMW guidelines are followed.
5. Indent vaccine from injection store and maintain accounts and registers for vaccine utilization.
6. Indent and maintain accounts for various oral (Mala N/Chaya) and injectable Contraceptive (DMPA/Anthara & CuT) from departmental store.
7. Update Uvin portal regarding details of vaccinated Antenatal mother.
8. Provide health education to patients attending variours clinics on antenatal care/postnatal care/neonatal care/A.N diet intimation of early breast feeding/exclusive breast feeding, contraception and immunization.
9. Organise and participate in National Health Programme like World population day, Aids control programme, breast feeding week etc.
10. Arrange things from OG OPD SNO and participate in OG camps organised in rural area by P&SM department, JIPMER/TNCMCHIS.
11. Any other duties assigned by the higher officials from time to time.



Prepared and Approved by CHIEF NURSING OFFICER  
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