

PROFESSOR & HOD'S OF PRECLINICAL & PARACLINICAL DEPARTMENT:

In addition to duties of his post he has to do the following duties as HOD:

1. Setting up high standard of professional conduct in the department
2. Planning the teaching schedule in consultation with other staff in the department.
3. Planning practical training to U.G and P.G. along with ward assignment.
4. Planning clinical teaching programmes / with Intra and Inter departmental co-ordination.
5. Organization of Seminars, Panel Discussions, Symposia, debates, journal clubs and other learning activities.
6. Display of Circulars and Educational materials in Notice Boards.
7. Carrying out teaching work with assistance from members of staff.
8. Conduct of Internal Assessment /Tests / Compilation of marks and dispatch to Principal / University.
9. Guidance to students in methods of study and use of reference books and library.
10. Guiding P.G's and their Dissertation Work.
11. Taking part in college council meeting.
12. Conduct of U.G / P.G. Exams.
13. Action for Up keeping and timely repairs of equipments.
14. Action for Indent for drugs, surgical supplies and equipments necessary for the department.
15. Supervise and Maintenance of stock Registers and inventories.
16. Co-ordinating and facilitating work of their staff members.
17. Investigation of complaints and suitable remedial measures.
18. Formulation of short term and long term plans for growth and developments of the department.
19. Any other work entrusted by superintendent, Director cum Dean.

20. Supervise Compilation and maintenance of statistics of department.
21. Submission of C.R. of sub-ordinate teaching and non teaching staff to higher officer.
22. Sanction of CL to sub –ordinate staff.
23. Official correspondence.
24. Establishment and maintenance of departmental library / Museum and Seminar room.
25. Maintenance of Movement register of the dept. staff.
26. In addition to the duties enumerated above he is responsible for assigning special work related to his department as he feels fit to his sub-ordinates.

HEAD OF THE DEPARTMENT / PROFESSOR (Clinical Departments)

In addition to duties of his post he has to do the following duties as HOD:

1. Setting up high standard of professional conduct in the department
2. Planning the teaching schedule in consultation with other staff in the department.
3. Planning practical training to U.G and P.G. along with ward assignment.
4. Planning clinical teaching programmes / with Intra and Inter departmental co-ordination.
5. Organization of Seminars, Panel Discussions, Symposia, debates, journal clubs and other learning activities.
6. Display of Circulars and Educational materials in Notice Boards.
7. Carrying out teaching work with assistance from members of staff.
8. Conduct of Internal Assessment /Tests / Compilation of marks and dispatch to Principal / University.
9. Guidance to students in methods of study and use of reference books and library.
10. Guiding P.G's and their Dissertation Work.
11. Taking part in college council meeting.
12. Conduct of U.G / P.G. Exams
13. Supervise Admission and discharge of patients.
14. Supervise Out patient work
15. Supervision of maintenance of ward cleanliness, patient's records. X-Ray and other documents.
16. Action for Up keeping and timely repairs of equipments.
17. Action for Indent for drugs, surgical supplies and equipments necessary for the department.
18. Supervise and Maintenance of stock Registers and inventories.
19. Co-ordinating and facilitating work of their staff members.

20. Investigation of complaints and suitable remedial measures.
21. Formulation of short term and long term plans for growth and developments of the department.
22. Any other work entrusted by superintendent, Director cum Dean.
23. Supervise Compilation and maintenance of statistics of department.
24. Submission of C.R. of sub-ordinate teaching and non teaching staff to higher officer.
25. Sanction of CL to sub –ordinate staff.
26. Official correspondence.
27. Supervision of pre-operative operation and post-operative care of the patients.
28. Establishment and maintenance of departmental library / Museum and Seminar room.
29. Maintenance of Movement register of the dept. staff.
30. In addition to the duties enumerated above he is responsible for assigning special work related to his department as he feels fit to his sub-ordinates.
31. Deputing Teaching Staff as per protocol during VIP and VVIP visits.
32. OPD Attendance: On these days working will be from 9 am to 9 am next day.

Duty to be assigned to his sub-ordinates to perform emergence surgery, In case Asst. Professor wants opinion of Chief, he should be available for 2nd opinion and also in case of difficult surgery if need arise to takes over the surgical procedure. On operation day he is responsible to keep sub-ordinate to be on duty of smooth functioning of the Department.

PROFESSOR AND ASSOCIATE PROFESSOR:

1. Setting up of high, standard of professional conduct in the unit / department.
2. Taking active participation in the preparation of course contents, teaching schedule of U.G and P.G. Teaching both bedside and didactic lecture classes for U.G. & P.G.
3. Coordinating the unit activities.
4. Attending Seminars, Panel Discussions, Symposia, Debates, Journal Clubs and other learning activities of the department / College.
5. Carrying out teaching work with assistance from members of staff.
6. Conduct of Internal assessment tests and compilation and dispatch of marks list to principal / University.
7. Guiding the P.G's in their Dissertation.
8. Conducting U.G / P.G. Exams
9. Out – patient work.
10. Admission and discharge of patients.
11. Supervision of pre-operative, operations and post – operative care of the patients.
12. Supervision of maintenance of ward cleanliness.
13. Supervision of maintenance of patients records / X-Ray and other documents.
14. Any other work entrusted by HOD / Supdt. / Principal / Director / University.
15. To ensure department discipline, decorum and conduct and patient service.
16. Hands on teaching of cases of Academic interest.
17. To conduct clinical and epidemiological work and to present paper at conferences and chairing sessions (of national and International) conferences.

18. It is mandatory that one shall not refuse any work related to examination of University / Government / National Board without any valid reason.
19. In case of emergency / any other official work, professional services should be made available for 24 hours even on holiday as it is essential service.
20. OPD Attendance: On these days working will be from 9 am to 9 am next day. Duty to be assigned to his subordinates to perform emergency surgery. In case Asst. Professor wants opinion of Chief, he should be available for 2nd opinion and also in case of difficult surgery if need arise to take over the surgical procedure. On operation day he is responsible to keep subordinate to be on duty for smooth functioning of the Department.
21. To attend VIP & VVIP's as per protocol as and when required Setting up of high, standard of professional conduct in the unit / department.
22. Taking active participation in the preparation of course contents, teaching schedule of U.G and P.G. Teaching both bedside and didactic lecture classes for U.G. & P.G.
23. Coordinating the unit activities.
24. Attending Seminars, Panel Discussions, Symposia, Debates, Journal Clubs and other learning activities of the department / College.
25. Carrying out teaching work with assistance from members of staff.
26. Conduct of Internal assessment tests and compilation and dispatch of marks list to principal / University.
27. Guiding the P.G's in their Dissertation.
28. Conducting U.G / P.G. Exams
29. Out – patient work.
30. Admission and discharge of patients.
31. Supervision of pre-operative, operations and post – operative care of the patients.
32. Supervision of maintenance of ward cleanliness.

33. Supervision of maintenance of patients records / X-Ray and other documents.
34. Any other work entrusted by HOD / Supdt. / Principal / Director / University.
35. To ensure department discipline, decorum and conduct and patient service.
36. Hands on teaching of cases of Academic interest.
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40. OPD Attendance: On these days working will be from 9 am to 9 am next day. Duty to be assigned to his subordinates to perform emergence surgery. In case Asst. Professor wants opinion of Chief, he should be available for 2nd opinion and also in case of difficult surgery if need arise to take over the surgical procedure. On operation day he is responsible to keep subordinate to be on duty for smooth functioning of the Department.
41. To attend VIP & VVIP's as per protocol as and when required.

1. Duties and responsibilities of an assistant professor

2. Develop and implement innovative instructional methods
3. Guide, lead and mentor students in research project.
4. Support teaching assistants
5. Participate in departmental and college activities.
6. Assess, review and evaluate student activities and progress.

7. Teaching and training undergraduate medical students including interns and postgraduate.
8. To assist the associate professors, professors and head of departments to do periodic evaluation, assessment of undergraduate (MBBS), postgraduate medical students by conducting their internal examination, maintain attendance, maintain academic record of individual medical students
9. To conduct research projects- clinical research, clinical trials of drugs etc and contribute to medical knowledge by scientific paper publication in indexed journals and their presentation at various local/state/international conferences
10. To work on various research related committees like ethics committee, research society of the college

Duties and responsibilities of an casualty medical officer

1. Attend to emergency cases as and when required even beyond duty hours
2. To issue medical certificate of various kinds like under treatment certificate
3. If summoned, to appear in a court of law, as an expert witness, under intimation to the dean or medical superintendent, in any patient related cases, with original hospital patient case records as required by the court.
4. To suggest/ recommend used of certain managerial tools/ techniques/ skills to upgrade the quality of patient care
5. To make daily rounds of all the cases admitted under his/her unit and give instructions to the staff nurse and paramedical workers
6. To report to associate professor/professor/head of department every day after rounds and carry out his/her instructions.

SENIOR RESIDENTS

Senior residents are required to supervise & tailor procedures according to the clinical requirement in consultation with faculty. Residents are also required to assist faculty in special procedures.

- The duty of Senior Residents will include patient care, teaching, research and handling of medico legal responsibilities.
- Senior Residents will be actively involved in patient care and teaching with concurrence of senior staff members or unit chief/HOD.
- All Junior Residents, House surgeons, nursing staff and paramedical staff will be under the supervision of Senior Residents also in patient care. They are bound to execute orders of the Senior Residents.
- The service period of Senior Residents shall be counted as teaching experience.
- The Senior Residents shall involve in research activities.
- Each Senior Resident shall be given the charge of a specific number of patients in a unit or ward by the Unit Chief or Senior Faculties.
- Examination of the patient and formulation of a diagnosis.
- Planning and implementing the treatment protocol. It will be done in concurrence with the Unit Chief/Senior staff members if required. Ensuring that the Medical Records of the patients care are kept in proper order.
- In case of death in medico legal / complicated cases, declaration and certification of death should be done by the Senior Residents or faculty member on-duty only.
- Writing or issuing wound certificates, medical certificates, treatment certificates or any other medico legal document is the responsibility of the faculty member or the Senior Resident .

SENIOR RESIDENT-ON-CALL

It is the duty of the units-on-call (admitting unit) and their Senior Residents to inform the CMO of their whereabouts and the radio-page numbers. They should immediately attend the call and should not wait to finish off the OPD or ward

round. Wherever, Junior Residents are not available, the Senior Resident shall be first on call and provide the required patient care. The Senior Residents will also see the consultations from other departments. They should attend the casualty call before going to OPD/ward or to hostel or residence. They should be available in their duty rooms during the night. If the Senior Resident of the concerned unit does not come to see the patient in the casualty within 30 minutes, the CMO can call the consultation-call.

Attendance and Leave

All the 365 days of the year are working days for Senior Residents.

a) Casual leave:

The head of the department is sanctioning authority. Not more than 10 days leave can be availed at a time which includes Sundays and holidays.

b) Special casual leave:

1. The Dean is the sanctioning authority.
2. The Senior resident are eligible for attending the Conference / Workshop/ CME / Fellowship etc.
3. The senior resident who are interested to participate shall submit a request letter through proper channel with a copy of the brochure, at least 15 days prior to the date of the conference.
4. They are permitted to attend such programme without affecting the routine working of the department concerned.
5. The senior residents may be permitted for attending such event is at the discretion of the Head of the Departments after assessing the genuineness of the programme and utility for the particular course.
6. A resident is permitted to attend for not more than two such events in an academic year.
7. At any point of time, not more than 50% of the staff from each department shall be permitted.
8. No TA/DA will be paid by the institution.

11. The leave is granted for the actual days of conference and for journey depends upon the location.

12. They must produce conference attendance certificate within one week from the date of return, failing which the special casual leave shall be treated as casual leave.

Those who take leave without prior sanction are to be considered as unauthorized absence. Anybody on unauthorized absence for more than 10 days, will be liable for disciplinary action and liquidated damages will be levied.

He should be courteous and polite with patients and attendents.

He shall ensure smooth and successful completion of all assignments entrusted to him by the Unit head both regarding teaching work and patient care.

He should be available in the hospital premises all the 24 hours on his assigned O.P. duty days.

Shall consult his seniors whenever deemed fit.

Take active part in teaching programmers of the department both P.G. and U.G.

Helping the post – Graduates in preparation of dissertation as directed by the unit chief / HOD.

Carrying out IPD / OPD work.

He should co operate with casualty medical officer in completing medico legal records of patient.

Assisting the unit chief in conducting internal assessment for U.G.

Assisting the unit chief in conducting university examination work.

Any other departmental work entrusted by the unit chief / HOD / Principal / University.

To carry out research work as directed by unit chief and to present papers at Regional National and International Conference.

To support an guide students in their curricular and extra curricular activities and maintenance of the department and subordinate staff.

Promptly carryout examination duties as assigned by superiors/university and if not complied considered as dereliction of duty.

OPD day working will be from 9 AM to 9 AM next day. Lecturer on duty should remain in the premises during working hours and available for consultation, examination of patients in emergency and surgery. Relaxation of this should be viewed seriously. On O.T. days he should help other doctors in completing list and any complication that arise, duty as assigned by unit chief. In discharging VVIP duties there should not be any complaint.

Leave should not be applied on the days on which he has teaching schedules.

To perform all such duties to ensure continued improvement in the quality of Medical Education & Research.

TUTOR :

1. He shall ensure smooth and successful completion of all assignments entrusted to him by the Unit head both regarding teaching work and patient care.
2. Shall consult his seniors whenever deemed fit.
3. Take active part in teaching programmers of the department both P.G. and U.G.
4. Tutor students in the lab, especially within discipline of expertise.
5. Assist students with studying prior to exams
6. Provides academic assistance to assigned tutees, either in a group or individually.
7. Establishes liaison with the instructor and works under the instructor's direction to assist the student.
8. Attends periodic training sessions given by staff members to increase competency in working with students.
9. Evaluating the practical records of assigned students
10. Provides evaluations and other reports as required by staff.

11. Helps students develop positive attitudes toward learning and studying and helps students develop a high level of motivation in academic areas.
12. Assists students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas.
13. Helps students develop the study skills necessary for academic success.
14. Establishes and maintains rapport with the assigned students.
15. Assists in designing and implementing class cooperative projects.
16. Helping the post – Graduates in preparation of dissertation as directed by the unit chief / HOD..
17. Assisting the unit chief in conducting internal assessment for U.G.
18. Assisting the unit chief in conducting university examination work.
19. Any other departmental work entrusted by the unit chief / HOD / Principal / University.
20. To carry out research work as directed by unit chief and to present papers at Regional National and International Conference.
21. To support an guide students in their curricular and extra curricular activities and maintenance of the department and subordinate staff.
22. Promptly carryout examination duties as assigned by superiors/university and if not complied considered as dereliction of duty.
23. Leave should not be applied on the days on which he has teaching schedules.

INTERNSHIP TRAINING PROGRAMME:

At the end of training, the Intern shall be able to:

- i) Diagnose clinically common disease, make timely decision for referral to higher level.
- ii) Use discreetly the essential drugs, infusions, blood or its substitutes and laboratory services.
- iii) Manage all type of emergencies medical, surgical, obstetric, neonatal and paediatric.

- iv) Demonstrate skills in monitoring of the National Health Programmes and schemes.
- v) Develop leadership qualities.
- vi) Render services to chronically sick and disabled.
- vii) Render specific services to the cases from the tribal and backward regions of the state.

LEAVE FOR INTERNS:

- (i) No kind of leave or absence is permitted to an Intern except as may be permitted by the Medical Council of India. Total number of leave will be maximum 12 days per year
- (ii) They cannot take more than 6 days leave at a time

C: LOG BOOK:

It shall be compulsory for an Intern to maintain the record of procedures done/assisted/observed by him/her on day-to-day basis in a prescribed log-book. Failure to produce log-book, complete in all respects duly certified by the concerned authority to the Dean/Principal at the end of Internship Training Programme, may result in cancellation of his or her performance in any or all disciplines of Internship Training Programme. The intern shall maintain a record of work, which is to be verified and certified by the medical officer/ Head of the Unit under whom he works.

Do's:

- They should abide to the rules and vision of the institution and work for same.
- Should maintain hospital disciplines.

Department of Anatomy-

1. Technician for Histology Laboratory-

Job Summary -The Histology Technician will perform the various tasks required for receiving, processing, and preparing patient tissue specimens for microscopic examination and analysis by the Anatomist/Pathologist. This may include logging, batching, and cutting, mounting and staining procedures. Tissue specimens received from surgical, diagnostic, or autopsy cases are sorted, logged, and prioritized according to the standards required. Upon receiving written or verbal orders from physicians or their designees, the Histology Technician will coordinate daily workflow of tasks and activities in the surgical pathology area with regard to routine procedures, special procedures.

Roles & Responsibilities-

1. Retrieves specimens from the Surgery Department
2. Receives specimens for other cases when delivered to the Laboratory
3. Sorts specimens according to priority and difficulty of procedures and records in pathology log
4. Fixation of tissue in formalin
5. Operates instrumentation for tissue dehydration, section clearing, impregnation with paraffin, cutting tissue sections, and staining of slides
6. Prepares solutions, stains, and reagents in accordance with standards written procedures
7. Operates and maintains all histology area lab equipment in proper state of readiness, cleanliness, and sharpens and hone microtome knives
8. Records number of tissue blocks verifying proper identification and label
9. Performs and monitors inventory of supplies, equipment, and reagents used, and informs to place orders for replacements as required
10. Is capable of performing all routine and special procedures which may include but is not limited to:
 - A. Hematoxylin and eosin stains

B. Processing of Special stains

Fixative preparation

Fixation of lymph nodes or bone marrow

Carbohydrate stains

Connective tissue and muscle fiber stains

Nuclear and cytoplasmic stains

Nerve tissue stains

11. Performs other duties as requested by supervisors
12. Performs with a minimum of errors- works neatly and with accuracy regardless of volume of work
13. Shows willingness to assist other laboratory personnel when requested
14. Encourages other lab personnel towards professional growth and development by sharing information
15. Keeps current with changes in laboratory procedures
16. Daily workload indicates good use of time
17. Maintains good interpersonal relationships with co-workers and with people in general
18. Promotes an environment in which the laboratory staff can work together cooperatively toward objectives
19. Can be counted on to carry out instructions and fulfill job responsibilities.

Qualifications -

1. Must be a Registered Histology Technician or be eligible for such registration or have a high school education and a minimum of five (5) years experience as a Histology Technician or have a minimum of one years training under the direction of a registered Histology Technologist.
2. Spatial ability is required to perceive three-dimensional and geometric relationships when cutting paraffin blocks and making embedding molds.

3. Finger dexterity required to manipulate the micro-thin tissue sections and to mount onto microscope slides
4. Color discrimination required to verify diagnostic quality of staining processes in order that essential features of tissue sections can be properly defined.

Technician for Museum-

Job Duties : "Museum Technician and Conservator"-

- 1) Collection and shipping of specimens.
- 2) Fine cleaning of specimens, painting with colour code.
- 3) Mounting and labelling with explanatory placodes of the wet and dry specimens
- 4) Coordinate exhibit installations, assisting with design, constructing displays, display cases, and models, and ensuring the availability of necessary materials.
- 5) Determine whether objects need repair and choose the safest and most effective method of repair.
- 6) Clean objects, such as paper, textiles, wood, metal, glass, rock, pottery, and furniture, using cleansers, solvents, soap solutions, and polishes.
- 7) Install, arrange, assemble, and prepare specimens for exhibition and reporting their status and condition, and identifying and correcting any problems with the set-up.
- 8) Supervise and work with volunteers.
- 9) Present public programs and tours.
- 10) Specialized in documentation of museum material.
- 11) Classify and assign registration numbers to artifacts, and supervise inventory control.\
- 12) Direct and supervise curatorial and technical staff in the handling, mounting, care, and storage of art objects.

- 13)** Repair, restore and reassemble artifacts, designing and fabricating missing or broken parts, to restore them to their original appearance and prevent deterioration.

- 15)** Study object documentation or conduct standard chemical and physical tests to ascertain the object's age, composition, original appearance, need for treatment or restoration, and appropriate preservation method.

- 16)** Perform tests and examinations to establish storage and conservation requirements, policies, and procedures.

- 17)** Plan and conduct research to develop and improve methods of restoring and preserving specimens.

- 18)** Notify superior when restoration of artifacts requires outside experts.

- 19)** Estimate cost of restoration work.

- 20)** Preserve or direct preservation of objects, using plaster, resin, sealants, hardeners, and shellac.

- 21)** Construct skeletal mounts of fossils, replicas of archaeological artifacts, or duplicate specimens, using a variety of materials and hand tools.

Embalming Technician-

Job Duties and Tasks for: “Embalmer”-

- 1) Conform to laws of health and sanitation, and ensure that legal requirements concerning embalming are met.

- 2) Apply cosmetics to impart lifelike appearance to the deceased.

- 3) Incise stomach and abdominal walls and probe internal organs, using trocar, to withdraw blood and waste matter from organs.

- 4) Close incisions, using needles and sutures.

- 5) Reshape or reconstruct disfigured or maimed bodies when necessary, using derma-surgery techniques and materials such as clay, cotton, plaster of paris, and wax.

- 6) Make incisions in arms or thighs and drain blood from circulatory system and replace it with embalming fluid, using pump.

- 7) Dress bodies and place them in caskets.

- 8) Perform the duties of funeral directors, including coordinating funeral activities.

- 9) Join lips, using needles and thread or wire.

- 10) Conduct interviews to arrange for the preparation of obituary notices, to assist with the selection of caskets or urns, and to determine the location and time of burials or cremations.

- 11)** Attach trocar to pump-tube, start pump, and repeat probing to force embalming fluid into organs.
- 12)** Perform special procedures necessary for remains that are to be transported to other states or overseas, or where death was caused by infectious disease.
- 13)** Maintain records such as itemized lists of clothing or valuables delivered with body and names of persons embalmed.
- 14)** Insert convex celluloid or cotton between eyeballs and eyelids to prevent slipping and sinking of eyelids.
- 15)** Wash and dry bodies, using germicidal soap and towels or hot air dryers.
- 16)** Arrange for transporting the deceased to another state for interment.
- 17)** Supervise funeral attendants and other funeral home staff.
- 18)** Pack body orifices with cotton saturated with embalming fluid to prevent escape of gases or waste matter.
- 19)** Assist with placing caskets in hearses, and organize cemetery processions.
- 20)** Serve as pallbearers, attend visiting rooms, and provide other assistance to the bereaved.
- 21)** Direct casket and floral display placement and arrange guest seating.
- 22)** Arrange funeral home equipment and perform general maintenance.
- 23)** Press diaphragm to evacuate air from lungs.

Technician for Physiology (Haematology) Lab-

SUMMARY DESCRIPTION –

Under general supervision, provides instructional support services by performing technical work in a laboratory; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required. Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES-

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials
5. Prepares and dispenses solutions and chemical materials used for lab classes which may include reagents, chemicals, acids, bases, buffers, stains, and unknowns.
6. Prepares stains, solutions, and preservatives by mixing, bottling, and labeling.

7. Orders, receives, and provides care for live laboratory specimens and storage of preserved specimens.
8. Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment, and supplies.
9. May calibrate, maintain, and perform repairs on scientific equipment and supplies.
10. May assist faculty in assembling printed class materials.
11. May supervise and assign work of student assistants.
12. May maintain expenditure records and provide data for budget estimates.
13. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes, collects and properly stores biohazard waste.

Biochemistry Technician-

Job Description for Biochemistry Technicians : Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs.

Responsibilities-

1. Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
2. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

3. Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
4. Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
5. Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
6. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
7. Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
8. Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
9. Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
10. Monitor Processes, Materials, or Surroundings - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
11. Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
12. Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
13. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

14. Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
15. Estimating the Quantifiable Characteristics of Products, Events, or Information - Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
16. Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.
17. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
18. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
19. Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
20. Inspecting Equipment, Structures, or Material - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
21. Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
22. Developing Objectives and Strategies - Establishing long-range objectives and specifying the strategies and actions to achieve them.

Microbiology Technician-

SUMMARY DESCRIPTION -

Under general supervision, provides instructional support services by performing technical work in a microbiology laboratory; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment; performs related duties as required. Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area. **REPRESENTATIVE DUTIES -**

The following duties are typical for this classification.

1. Sets up and prepares demonstrations and experiments working from knowledge of the subject area, reference materials, and without specific instructions.
2. Inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Demonstrates and provides instruction to students in proper use and care of laboratory materials and equipment; assists in maintaining security of laboratories, laboratory equipment, supplies, and materials.
5. Prepares and dispenses solutions and chemical materials used for lab classes which may include reagents, chemicals, acids, bases, buffers, stains, and unknowns.
6. Cleans up after each lab session by washing, and if necessary, sterilizing tools, equipment, and supplies.
7. Demonstrates and provides instruction to students in bacteriologic techniques and aseptic handling of infectious agents of disease; provides contamination free laboratory environment.
8. Prepares, maintains, and performs quality control testing of all laboratory media used for the growth and propagation of microorganisms.
9. Cultures by propagation viable pathogenic and nonpathogenic stock cultures of bacteria, viruses, and fungi.

10. Maintains viability and quality control of bacterial cultures used during consecutive laboratory sessions.
11. Plans and directs critical time schedules necessary for propagation of bacterial cultures by reculturing to new growth media.
12. Prepares and performs analyses on bacteria used for student unknowns to observe for mutation and effectiveness.
13. Operates scientific equipment such as: autoclave, analytical balance, chromatography and electrophoresis equipment, spectrophotometer, pH meter, and microscopes.
14. Calibrates, maintains, and performs repairs on scientific equipment and supplies.
15. May assist faculty in assembling printed class materials.
16. May supervise and assign work of student assistants.
17. May maintain expenditure records and provide data for budget estimates.
18. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes; collects and properly processes and disposes of biohazard waste.
19. Performs related duties as required.

Pathology Technician-

Job Duties and Responsibilities for Pathology Laboratory Technician-

- 1) Conduct chemical analyses of body fluids, such as blood and urine, using microscope or automatic analyzer to detect abnormalities or diseases, and enter findings into computer.

- 2) Set up, adjust, maintain and clean medical laboratory equipment.
- 3) Analyze the results of tests and experiments to ensure conformity to specifications, using special mechanical and electrical devices.
- 4) Analyze and record test data to issue reports that use charts, graphs and narratives.
- 5) Perform medical research to further control and cure disease.
- 6) Conduct blood tests for transfusion purposes and perform blood counts.
- 7) Obtain specimens, cultivating, isolating and identifying microorganisms for analysis.
- 8) Examine cells stained with dye to locate abnormalities.
- 9) Collect blood or tissue samples from patients, observing principles of asepsis to obtain blood sample.
- 10) Consult with a pathologist to determine a final diagnosis when abnormal cells are found.
- 11) Inoculate fertilized eggs, broths, or other bacteriological media with organisms.
- 12) Cut, stain and mount tissue samples for examination by pathologists.
- 13) Supervise and instruct other technicians and laboratory assistants.
- 14) Prepare standard volumetric solutions and reagents to be combined with samples, following standardized formulas or experimental procedures.
- 15) Prepare vaccines and serums by standard laboratory methods, testing for virus inactivity and sterility.
- 16) Test raw materials, processes and finished products to determine quality and quantity of materials or characteristics of a substance.

Technician-Blood Bank-

General Description of the Job Class

Performing assigned tasks in the blood bank depending on the training and experience already present. Should have worked as trainee / technician in Blood Bank.

Duties and Responsibilities of this Level

- Performing routine technical procedures of blood bank, after having been oriented to the departments policies procedures and equipments .
- Perform day to day quality control checks to ensure reliability of testing procedures, proper function of blood bank equipment and compliance with federal regulations; and maintain applicable records and checklist.
- Maintain sufficient inventory of material supplies and equipment for performance of day to day work smoothly .
- Communicate in a professional and courteous manner with patients, family and other medical personnel as necessary to obtain information for blood bank records, explain procedures, clarify orders and communicate status.
- Interact courteously with doctors, nurses and other healthcare providers when answering questions or providing other information.
- Co-operate and co-ordinate with the Technical Supervisor in her/his responsibilities and maintaining a positive work environment which in turn relates to a training process for a enhanced career growth .

Knowledge, Skills, and Abilities

- Knowledge of blood component preparation , blood group serology ,blood bank safety and infection control procedures and practices including standard precautions and hazardous chemical handling.

- Considerable knowledge of blood bank equipment, instrumentation and terminology
- Considerable knowledge of regulatory agencies standards
- Ability to make observations and written reports of test results
- Ability to maintain effective working relationships with other employees.
- Ability to perform respective section work posted with respect to technical work, record entries, equipment maintenance, updating on availability of reagents/consumables to the technical supervisor
- Strictly adhering to the quality system/protocol to be followed while giving reports and component preparation.
- Participate in proficiency testing/ group discussions /preparing assigned topics for the seminars within the department.
- Follow respective shift duty responsibilities.

OT Technician-

An Operating Theatre Technician provides technical services in the operating theatre and support patients in the recovery room.

ROLES OF A OPERATING THEATRE TECHNICIAN -

1. Maintain responsibility for the transportation of patients to and from the theatre and wards.
2. Assist staff with the movement of patients within the Operating Theatre.
3. Assist with patient procedures as required.
4. Maintain procedure room/operating theatre equipment so as to ensure a clean, safe and efficient environment for patients and staff.

5. Ensure operating room table is wiped down, floor cleaned, linen and rubbish removed at conclusion of each procedure.
6. Assist in the preparation of patient prior to surgery, e.g. pre-operative shave, patient positioning.
7. Ensure that patient is positioned securely and safely on the operating table prior to surgery and on the patient trolley at the completion of surgery.
8. Provide assistance to medical and nursing staff.
9. Promote patient safety at all times.
10. Assist in other areas within the theatre complex as workload permits.
11. Maintain good verbal communications with other staff in the theatre complex.
12. Maintain patient confidentiality at all times.
13. Be familiar with the correct operation of all equipment.
14. Collect and return all necessary equipment for the procedure and patient safety.
15. Report malfunctioning equipment to the nurse in charge.
16. Follow the hospital's Health and Safety policies and procedures.
17. Be aware of the OH (Occupational Health) & S (Safety) guidelines for the safe transport of beds and patients throughout the hospital.

Radiology Technician-

Basic Job Description:

Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography, ultrasound, and magnetic resonance.

Job Duties and Tasks for: "Radiologic Technologist"

- 1) Review and evaluate developed x-rays, video tape, or computer generated information to determine if images are satisfactory for diagnostic purposes.
- 2) Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff.
- 3) Explain procedures and observe patients to ensure safety and comfort during scan.
- 4) Operate or oversee operation of radiologic and magnetic imaging equipment to produce images of the body for diagnostic purposes.
- 5) Position and immobilize patient on examining table.
- 6) Position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination.
- 7) Key commands and data into computer to document and specify scan sequences, adjust transmitters and receivers, or photograph certain images.
- 8) Monitor video display of area being scanned and adjust density or contrast to improve picture quality.
- 9) Monitor patients' conditions and reactions, reporting abnormal signs to physician.
- 10) Set up examination rooms, ensuring that all necessary equipment is ready.
- 11) Prepare and administer oral or injected contrast media to patients.
- 12) Take thorough and accurate patient medical histories.
- 13) Remove and process film.
- 14) Record, process and maintain patient data and treatment records, and prepare reports.
- 15) Coordinate work with clerical personnel and other technologists.
- 16) Demonstrate new equipment, procedures, and techniques to staff, and provide technical assistance.
- 17) Provide assistance with such tasks as dressing and changing to seriously ill, injured, or disabled patients.
- 18) Move ultrasound scanner over patient's body and watch pattern produced on

video screen.

19) Measure thickness of section to be radiographed, using instruments similar to measuring tapes.

20) Operate fluoroscope to aid physician to view and guide wire or catheter through blood vessels to area of interest.

21) Assign duties to radiologic staff to maintain patient flows and achieve production goals.

22) Collaborate with other medical team members, such as physicians and nurses, to conduct angiography or special vascular procedures.

23) Perform administrative duties such as developing departmental operating budget, coordinating purchases of supplies and equipment and preparing work schedules.

24) Perform scheduled maintenance and minor emergency repairs on radiographic equipment.

Cardiology Technician -

Job Responsibilities:

Aids physicians in diagnosis and treatment of heart, lung, and blood vessel disorders by conducting non-invasive diagnostic tests of cardiovascular and pulmonary systems; maintaining equipment; recording test results.

Cardiology Technician Job Duties:

- Registers patients by confirming patient identification; reviewing consultation requests; checking for special instructions; consulting with the physician; entering anticipated services to patient log.

- Comforts patients and their families by answering questions; responding to requests; explaining equipment and testing procedures; instructing and assisting patient in assuming physical position for examination.
- Conducts electrocardiogram, phonocardiogram, echocardiogram, and stress tests by using electronic test equipment, recording devices, and laboratory instruments.
- Helps physicians with cardiac cauterizations by operating multi-channel physiologic monitor; measuring and recording functions of cardiovascular and pulmonary systems of patient during cardiac cauterizations; alerting physicians to instrument readings outside normal ranges during the procedures; providing test results.
- Helps physicians with diagnosis of pulmonary disorders by conducting tests of pulmonary systems using spirometer and other respiratory testing equipment.
- Provides information by maintaining laboratory records, such as, examinations performed and findings; participating in research projects.
- Generates revenues by completing charge slips; forwarding to patient billing.
- Maintains cardiology and pulmonary equipment and supplies by cleaning and adjusting equipment; troubleshooting problems; performing preventive maintenance; reporting equipment malfunctions; arranging for repairs; maintaining supply inventory levels; completing and placing supply requisitions; restocking supply storeroom.
- Maintains quality results by following standards and procedures; submitting reports.
- Updates job knowledge by participating in educational opportunities; reading technical publications.
- Serves and protects the health care facility by adhering to professional standards, policies and procedures, federal, state, and local requirements,

and Joint Commission on Accreditation for Healthcare Organizations (JCAHO) requirements.

- Enhances health care organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Neurodiagnostic Technologist-

Job Duties and Responsibilities

- 1) Attach electrodes to patients using adhesives.
- 2) Summarize technical data to assist physicians to diagnose brain, sleep, or nervous system disorders.
- 3) Conduct tests or studies such as electroencephalography (EEG), polysomnography (PSG), nerve conduction studies (NCS), electromyography (EMG), and intraoperative monitoring (IOM).
- 4) Calibrate, troubleshoot, or repair equipment and correct malfunctions as needed.
- 5) Conduct tests to determine cerebral death, the absence of brain activity, or the probability of recovery from a coma.
- 6) Measure patients' body parts and mark locations where electrodes are to be placed.

- 7) Adjust equipment to optimize viewing of the nervous system.
- 8) Collect patients' medical information needed to customize tests.
- 9) Measure visual, auditory, or somatosensory evoked potentials (EPs) to determine responses to stimuli.
- 10) Indicate artifacts or interferences derived from sources outside of the brain, such as poor electrode contact or patient movement, on electroneurodiagnostic recordings.
- 11) Monitor patients during tests or surgeries, using electroencephalographs (EEG), evoked potential (EP) instruments, or video recording equipment.
- 12) Set up, program, or record montages or electrical combinations when testing peripheral nerve, spinal cord, subcortical, or cortical responses.
- 13) Submit reports to physicians summarizing test results.
- 14) Assist in training technicians, medical students, residents or other staff members.
- 15) Explain testing procedures to patients, answering questions or reassuring patients as needed.
- 16) Participate in research projects, conferences, or technical meetings.

Roles and Responsibilities of Nurses-

DUTIES & RESPONSIBILITIES OF STAFF NURSE

The Staff Nurse is the first level professional Nurse in the hospital set up. Therefore by appearance and by word she will be professional at all time.

She will be skilled nurse, giving expert bed side care to patient and executing special technical duties in the special areas like operation theatres, intensive care unit, highly dependent unit etc. She also act as 'de facto' sister as and when situation arises in the ward or department.

DUTIES & RESPONSIBILITIES IN RELATED TO PATIENT CARE

1. She will assess the needs of the patients in the ward and make nursing care plan for all patients consulting with ward sister.
2. She will give direct patient care (bed making, changing of bed sheets, mouth care, back care, bed bathing, hair wash, changing of position etc) and allotted care to her by the ward sister.
3. She will fulfil all basic needs (hygienic need, nutritional need etc) of the patients.
4. She will provide comfort to the patient and maintain safety of the patient.
5. She will take over the charge from duty nurse of previous shift, regarding patients (bed to bed), instrument supplies, drugs etc. and handed over the same to the next shift.

- To lay out the trolley according to operation list.

To prepare the trolley of anaesthesia.

To check Oxygen, Carbon dioxide , Nitrous Oxide, emergency drugs, crush trolley etc & keep them ready at hand.

To carry out the instruction of O.T. Sister when necessary.

To assist the Surgeon and Anaesthetic in operation theatre.

To count all instruments and mops before closing the wounds.

To monitor the condition and take care of patient during operation, and post operatively in recovery room.

To act as O.T. Sister in her absence.

To fumigate the O.T. room periodically.

DUTIES & RESPONSIBILITIES RELATED TO MCH (Maternal and Child Health) CARE

She will be responsible -To provide antenatal, intra-natal, post natal care as taught in nursing curriculum.

Labour Room Management –

- I. To carbolise the labour room daily.
- II. To autoclave necessary instruments gloves, linen, equipments, etc. of the unit.
- III. To keep ready the confinement trolley & episiotomy tray, forceps tray etc.
- IV. To keep ready emergency drugs, fluids, equipments, Boyle's apparatus and other necessary gadgets.
- V. To keep ready the baby resuscitation table, warmer, O₂, pre warmed linens etc. for resuscitation of the new born.
- VI. To check all electrical points are in working condition.
- VII. To assess the progress of labour by using partograph.
- VIII. To assist the doctors in any procedure the labour room.
- IX. To supervise the students and ancillary staffs.
- X. To conduct normal delivery and provide care to the new born. XI. To resuscitate newborn if needed.
- XII. To repair episiotomy wounds accordance the laid down policy of the hospital.
- XIII. To carry out the duties as instructed by the unit in-charge.
- XIV. To follow the waste management protocol.
- XV. To maintain Log book properly.

DUTIES & RESPONSIBILITIES RELATED TO CRITICAL CARE

UNIT (I.C.U./Burn Unit/ H.D.U./ S.N.C.U. unit)

1. To maintain the prepared standard protocol of asepsis strictly.
2. To maintain the hand washing protocol, dress protocol as prescribed.
3. To autoclave and disinfect necessary articles, instruments, linen, gadgets, equipments, etc. and keep ready for use.
4. To check all electrical points, pipe line O₂, in built suckers for proper working condition.

5. To communicate with concerned person for proper maintenance of unit.
6. To carry out the instructions of the sister-in-charge as allocated by her.
7. To prepare the drugs, crash trolley, etc. properly.
8. To check Oxygen, Carbon dioxide, Nitrous Oxide etc. for proper use.
9. To check monitor, ventilator, all life saving gadgets for proper working condition.
10. To provide special care to the patient guided by the Medical Officer e.g. endotracheal suction.
11. To fumigate the department periodically.
12. To keep records of all the procedures of the patient neatly.

RESPONSIBILITY IN RELATION TO WARD ADMINISTRATION

1. She will ensure to make the ward clean and tidy including bed.
2. She will keep all articles well arranged and maintain the inventory.
3. She will take the report, make bed to bed round at the time of changing of the shift of the unit.
4. She will orient the new patient with ward.
5. She will help the ward sister for supervision of work of Group D allotted in the ward for maintenance of cleanliness and sanitation.
6. She will make list of patients belongings and keep in safe custody, according to laid down policy of the hospital.
7. She will keep a sub stock of drugs, linen and other supplies for ward maintenance.
8. She will maintain poisonous drugs registered.
9. She will sterilized all articles, maintain all equipments, gadgets, electrical connections Sight, fan etc.
10. She will indent drugs, diet, and other supplies if necessary.
11. She will vigilant to protect the patient from injury or accident by providing side rail.

12. She will write report of each shift and sign the report after checking properly.
13. She will assist the ward sister in orientation programme of new staff and students.
14. She will make round with doctors and senior nursing officers.
15. She will help ward sister in indenting and checking of drugs, supplies and maintaining inventories.
16. She will be deputed for the ward sister during her absent.
17. She will keep herself up to date with nursing knowledge by taking part in -service education programme.

RESPONSIBILITY REGARDING TEACHING OF STUDENTS

1. She will assign patient to student nurse keeping in mind the level of knowledge of the student, the learning objective and need of the patients.
2. She will provide direct supervision over patient care by the Students in her ward.
3. She will teach, supervise and guide nursing procedure performed by student Nurses.
4. She will guide and help the students in giving health education to the patient of her ward.
5. She will participate in clinical teaching programme of the students nurse.
6. She will assist and participate in any in-service education programme.

Roles and Responsibilities of a Security in hospital-

Job Summary

The Security Guard is responsible for policing hospital buildings and grounds to prevent fire, theft, vandalism, and illegal entry. Assists staff with unruly visitors and patients, alleviates plant safety and environmental conditions.

Duties

1. Periodically tours buildings and grounds, examining doors, windows, and gates to determine that they are secure and not tampered with
 - a. Check all hospital doors on an hourly basis
 - b. Check physician offices and mobiles at least twice a shift
 - c. Check parking lots at least three times a shift
2. Confronts unauthorized persons for questioning, routes or detains them, or telephones police for assistance, according to circumstances
3. Sounds fire signal to alert fire department and hospital personnel in event of fire to extinguish fire
4. Patrols hospital grounds to detect unauthorized persons or vehicles
5. Checks cars and verifies if vehicles are parked in restricted areas, such as fire zones, turnarounds, ambulance entrances or reserved parking spaces
6. Checks exterior lighting and access routes to emergency and fire entrances
7. Escorts personnel to and from parking lots or between buildings as requested
8. Answers visitor's questions concerning locations of various offices, rooms, and other areas within the hospital