

## समुदायिक स्वास्थ्य अधिकारी (सीएचओ) का कार्य दायित्व (TOR)

हैल्थ वेलनेस सेन्टर पर कार्यरत समुदायिकस्वास्थ्य अधिकारी (सीएचओ) का कार्य दायित्व (TOR)

### 1. Implementation of National Health Programs.

- A. The CHOs are responsible for the implementation and monitoring of the various National Health Programs by the Government.
- B. Delivery of primary Level services as defined under various National Health Programs.

### 2. Administration and management of Health wellness center.

- A. The CHOs are responsible for the Administration of the Health wellness centers. The Administration includes working with the staff to review status of health Facility, ensuring the maintenance of inventory of drugs, Consumables, Diagnostic and other equipment.
- B. They should maintain Database of all families and individuals in the HWCs service area.
- C. Maintenance of population based analytics of the proportion of people screened, identified registered and effectively managed.
- D. Ensuring maintenance of the records and undertaking monthly reviews of key indicators and provide feedback to the team and reporting it to the higher centers.

### 3. Health education and awareness about family planning, maternal and child health, non-communicable diseases.

- A. The CHOs are entitled for delivering of existing functions of sub centers- immunization, Care in pregnancy, child health especially with reference to AIR and diarrhea and family planning services.
- B. Education and Counseling the community on exclusive breast-feeding for 6 months and appropriate and adequate complementary feeding from 6 months of age while continuing breastfeeding
- C. Education, Motivation and counseling the community to adopt appropriate Family planning methods.
- D. Ensuring Follow up services to the eligible couples adopting any family planning methods (terminal/spacing).
- E. Health awareness and behavior change counseling regarding the NCD,s.
- F. Behavior change counseling on the basis of clear understanding of the local needs, the prevalence of endemic diseases, the social and religious traditions and various social taboos related to health services and socio economic realities.

**4. Preventive promotive and curative care.**

- A. Enabling care seeking, risk assessment, follow up, counseling and increasing supportive environment
- B. Health check-up and screening for specified list of non-communicable diseases to all population of 30 years and above, with special emphasis on reaching the poor and marginalized.
- C. Registration of all residents with chronic illnesses, which is a part of the HWC package, for continuum of care throughout the year.
- D. Services for lifestyle changes, yoga services, and nutrition counseling services

**5. Identification of danger signs and referral after pre referra; stabilization.**

- A. Identification of the danger sign and First aid stabilization care for common emergencies
- B. Appropriate and prompt referral.
- C. Enabling referral in both directions: from HWC to higher centers and feedback from higher centers.
- D. Maintaining the records for the referrals

**6. Implement biomedical waste disposal guidelines and infection control policies.**

- A. Implementation of biomedical waste disposal guidelines and also ensuring Quality of services provided by Adhering to standard treatment guidelines and clinical protocols
- B. Implementing national Quality Assurance Standards for public health facilities.

**7. Community mobilization and collective action through patient support groups.**

- A. sensitization of the community for effective utilization of preventive and promotive services to address risk factors associated with diseases
- B. inclusion of the VHSNC to conduct camps and community outreach programs to address gaps and ensure community mobilizations
- C. Delivering of which are accessible, safe, patient-centered, acceptable. equitable and provided with dignity and confidentiality. Assuring quality of care with focus on a) service provision. b) Patient rights. c) Support services. d) Clinical services. e) Infection control and f) Health outcomes.

**8. Following the guidelines shared with them by higher authorities time to time regarding improvement of the program and improving the health of people entitled under their HWC.**

हैल्थ वेलनेस सेन्ट्रो का समय एवं सामुदायिक कार्यो/ भ्रमण के लिए समय निम्नानुसार रहेगें:-

For the smooth functionality of the health wellness centre and delivering services along with community sensitization and mobilization. OPD timings are as below:-

In summers: 8.00 AM – 10.00 AM pre scheduled community and outreach services

10.00 AM – 4.00 PM: Service delivery at the wellness centre

In Winters: 9.00 AM – 11.00 AM: pre scheduled community and outreach

11.00 AM – 5.00 PM: Service delivery at the wellness centre

**9. हैलथ वैलनेस सेन्टरो पर निम्न प्रकार के रिकॉर्डस का संधारण किये जायेगे:-**

- A. OPD Register: The OPD register will track the record of the OPD sessions held at wellness center along with record of the presence/ absence of all the service providers at the wellness centre. This will help in tracking of the progress of the program.
- B. Community awareness and sensitization and other service registers: The register will have all the record of all the services delivered and other activities taken by the CHOs along with local leaders and VHSNC for community mobilization and sensitization. The record will also track the number of camps organized and arranged by the service providers in the vicinity of their HWC.
- C. Referral record: Maintaining record of the referral in both the direction from HWC to higher center and feedback from higher center.
- D. Individual and family health records: The individual and family health card will pursue the details of the health status of every household and will have the details of every individual of the household. This will help in screening of the NCD and also help in tracking the record of individuals with any of these chronic illness, thereby can also help in preventing the dropouts from the treatment in long run.
- E. Stock registers: To assure timely and continuous availability of the drugs and equipment at wellness center, maintenance of stock register is needed to provide the information of availability ad consumption of the drugs.
- F. Register maintaining record for lab services: This register will help in maintaining the reagents and consumables items that are provided at the wellness center. There will also be record of the utilization of the items at the wellness center which will track the utilization of Rs. 3000/- that are sanctioned for this purpose.
- G. Register regarding financial management: This register will have the details of all the financial transactions (salary status, utilization of sanctioned amount for operationalization of wellness center etc.).

**10. हैलथ वैलनेस सेन्टरो पर कार्य करने वाले अधिकारियों का ड्रेस कोड:-**

हैलथ वैलनेस सेन्टरो पर कार्यरत सामुदायिक स्वास्थ्य अधिकारी (सीएचओ) को ओपीडी एवं सामुदायिक कार्यो के दौरान सफेद अप्रिन पहनेगें तथा एप्रिन के जेब पर स्वास्थ्य कल्याण केन्द्र का लोगो होना तथा नेम प्लेट भी अनिवार्य है।