



ABSTRACT

National Health Mission - Tamil Nadu – Roles and Responsibilities for the Human Resources attached to Urban Health and Wellness Centres and Terms of Reference with Scoring Criteria for the selection of contractual Medical Officer posts attached to Urban Health and Wellness Centers under National Health Mission – Approved - Orders- issued.

Health and Family Welfare (EAP II-1) Department

G.O(Ms) No.26

Dated : 24.01.2023
Subakiruthu, Thai -11
Thiruvalluvar Aandu 2054

Read:

1. G.O(Ms).No.436, Health and Family Welfare (EAP II-1) Department, dated: 27.12.2022.
2. From the Director of Public Health and Preventive Medicine letter Ref.No.3384376/UPHC / A1/ 2022, dated: 21.12.2022.
3. From the Mission Director, National Health Mission letter Ref.No.5219/ NUHM / SHS/ 2020, dated: 22.12.2022.
4. G.O(Ms).No.17, Health and Family Welfare (EAP II-2)Department, dated: 10.1.2023.

ORDER:

In Government Order first read above, among others, the Government have issued orders for the establishment of 708 Urban Health and Wellness Centres with required Human Resources under National Health Mission.

2. The Mission Director, National Health Mission in her letter 3rd read above, among others has furnished the draft Roles and Responsibilities and Recruitment Guidelines with a detailed scoring sheet for selection of posts of Medical Officer, Multi-purpose Health Worker / Health Inspector-Grade II and Hospital Worker approved for the establishment of the Urban Health and Wellness Centres.

3. The Government have examined the above proposal of the Mission Director, National Health Mission in detail. In G.O(Ms)No.516, Health and Family Welfare Department, dated: 19.11.2021 among others, the Government have directed the Mission Director, National Health Mission to adopt the modality for selection of contractual Multipurpose Health Workers (male) / Health Inspector Grade II in Health and Wellness Centres as prescribed in the selection of contractual Mid-Level Healthcare Providers in Health Sub Centres – Health and Wellness Centres under National Health Mission. The Modalities including terms of reference with scoring criteria to assess the applications for the selection of contractual Mid Level Health Care Provider was approved by the Government vide G.O(Ms)No.531, Health and Family Welfare Department, dated: 25.11.2021. Subsequently, the scoring criteria approved in G.O(Ms)No.531, Health and Family Welfare Department, dated: 25.11.2021 superseded by the Government vide G.O.(Ms)No.17, Health and Family Welfare department, dated: 10.01.2023. Further the Hospital worker category under National Health Mission is engaged on contract basis as per National Health Mission norms only. Hence, issuance of separate terms of reference for the selection of

contractual Staff Nurse, Multipurpose Health Worker/ Health Inspector Grade II and Hospital Worker is not required.

4. After careful examination, the Government have decided to approve the Roles and Responsibilities for the Human Resources attached to Urban Health and Wellness Centre and terms of reference with scoring criteria for the selection of contractual Medical Officer posts attached to Urban Health and Wellness Centres under National Health Mission as annexed to this Government Order and orders accordingly.

(BY ORDER OF THE GOVERNOR)

P.SENTHILKUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Principal Secretary to Government / Commissioner Greater Chennai Corporation,
Chennai-3.

The Mission Director, National Health Mission, Chennai-6.

The Director of Public Health and Preventive Medicine, Chennai -6.

Copy to:

The Special Personal Assistant to Hon'ble Chief Minister, Chennai-9.

The Special Personal Assistant to Hon'ble Minister (Health and Family Welfare),
Department, Chennai – 9.

Health and Family Welfare (Data Cell) Department, Chennai - 9.

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//Forwarded by Order//

SECTION OFFICER

Annexure - I**(G.O(Ms).No.26, Health and Family Welfare (EAP II-1) Department, dated:24.01.2023)****ROLES AND RESPONSIBILITIES OF CONTRACTUAL HUMAN RESOURCES ATTACHED
TO URBAN HEALTH AND WELLNESS CENTRE****A. MEDICAL OFFICER:**

1. The primary level institutional activities in the Urban Health and Wellness Centre will be performed by Medical Officer under the supervision of the Urban Primary Health Centre Medical officer.
2. The working hours for Urban Health and Wellness Centre Medical Officer will be from 8 am to 12 pm and from 4 pm to 8 pm.
3. Urban Health and Wellness Centre Medical Officer will be responsible for the Health and Wellness activities in Urban Health and Wellness Centre as per the Government guidelines.
4. Urban Health and Wellness Centre Medical Officer shall be the liaising Officer between Primary and Secondary/Tertiary care institutions to ensure the continuum of care of the population.
5. Urban Health and Wellness Centre Medical Officer should guide and monitor the activities of Urban Health Nurses, Women Health Volunteers and Multi Purpose Health Workers (Male) for providing all necessary components of primary health care service at the facility and community.
6. There should be regular monitoring & review of Urban Health Nurses, Women Health Volunteers and Multi Purpose Health Workers (Male) activities and to appraise the Urban Primary Health Centre Medical Officer.
7. Urban Health and Wellness Centre Medical Officer should ensure the maintenance of physical records on delivery of services at Ayushman Bharath – Health and Wellness Centre - OPD / Investigations conducted/ services provided as well as digital records in the Ayushman Bharath portal of Government of India and the Population Health Registry app etc.
8. Urban Health and Wellness Centre Medical Officer should submit all the periodical reports to the Urban Primary Health Centre Medical Officer /Community Health Officers and attend reviews conducted by the authorities.
9. Urban Health and Wellness Centre Medical Officer should supervise Inventory management to assess the availability of medicines, reagents and consumables at Health and Wellness Centre and ensure the adequacy of stock and consumables at any point of time.
10. Urban Health and Wellness Centre Medical Officer should ensure proper upkeep and maintenance of equipment, furniture and fixture at Health and Wellness Centre.
11. Urban Health and Wellness Centre Medical Officer should undergo all the essential orientation training and the periodical refresher training and keep himself/herself updated about the latest primary care guidelines so as to ensure providing best primary healthcare services to the community.
12. Urban Health and Wellness Centre Medical Officer should also ensure the attendance of all the essential training by the Health and Wellness Centre staff.

Urban Health and Wellness Centre Medical Officer should provide all 12 components of Comprehensive Primary Health Care services (CPHC) at the Urban Health and Wellness Centre as follows:

I. Care in pregnancy and childbirth

Urban Health and Wellness Centre Medical Officer should provide delivery of Maternity Child Health services such as:

- i. Confirmation of pregnancy and early registration of antenatal mothers and delivery of all essential services in the antenatal period as per protocol.
- ii. Identification and referral of high-risk pregnancies, childbirths and post-partum cases and referral to higher facilities (as per **JSSK guidelines**) and ensuring regular follow-up:
- iii. A line list of the following is to be maintained in the Health Wellness Centre:
 - a. AN Mothers in the Health Wellness Centre service area
 - b. Visitor mothers
 - c. High-risk mothers
 - d. Mothers in PN follow up including visitor mothers
 - e. Detection of Anemia and other deficiencies among mother
- iv. Counselling on nutrition, delivery signs; place of delivery, danger signs, family planning, and feeding practices
- v. Ensuring the creation of awareness and for the implementation of various Government schemes such as **JSY, JSSK, MRMBS** etc.,

II. Child (Neonatal, Infant and Childhood) Health Services:

- i. Identification and follow-up of high-risk new-born- low birth weight/ preterm/ sick new born and sepsis (with referral as required),
- ii. Identification, follow-up, referral and reporting of Adverse Events Following Immunization (AEFI).
- iii. Medical Officer should ensure that the following line list will be maintained at the Health and Wellness Centre:
 - Complete the immunization line list along with due/ done list
 - Pre-term and Low Birth Weight(LBW) babies along with growth monitoring
 - SNCU /NICU discharge cases
 - Severe Acute Malnutrition (SAM)
 - Children identified and diagnosed under RBSK
 - RBSK surgery done/ referral cases
 - Spectacles issued children in the service area schools (kannoli kappom Thittam)
 - Infant deaths, under 5 deaths (IMR, NNMR, USMR), Stillbirths for 5 years
 - Detection of Anemia and other deficiencies among children

III. Adolescent Health Services (as per RKSK guidelines)

- Detection of Anemia and other deficiencies among adolescents
- Maintain a list of Napkins distributed to non-School going girls (Menstrual Hygiene programme)
- Maintain a list of WIFS beneficiaries
- Counselling in Reproductive, Sexual and Mental Health of adolescents
- To support the implementation of School Health programs
- and coordinate with health and wellness ambassador in the corresponding Health and Wellness Centre area

IV. Family Planning Services (as per National program for Family planning)

- i. Ensure Maintenance of a line list of Eligible couples and High Order Birth (HOB)
- ii. Motivating eligible people for family planning (Delaying first child and spacing between 2 children)
- iii. Counsel for creating awareness against early marriage, delaying early pregnancy and Birth spacing.
- iv. Ensure creation of awareness regarding the usage such as Antara and Chhaya contraceptive methods.
- v. Counselling and facilitation of safe abortion services.
- vi. Maintain a list of Family Welfare Beneficiaries (Interval IUCD, PP IUCD)
- vii. Ensure provision of counselling on the prevention of RTI and STI

V. Management of Communicable diseases: National Health Programs:

- i. Medical Officer should analyze the disease surveillance reports and take appropriate action without delay so as to prevent the spread of disease (or) outbreak.
- ii. Create awareness about prevention, early identification and referral in cases of helminthiasis and rabies (as per **National rabies control program**)
- iii. Maintain a line list of communicable disease cases (Tuberculosis(**NTEP**), Leprosy(**NLEP**), Hepatitis(**NVHCP**), HIV-AIDS(**NACP**), Malaria, Kala-azar, Filariasis and Other diseases)(**NVBDCP**) and all the other National Programmes.
- iv. Ensure compliance with medications during follow up.
- v. Screening, appropriate referral and ensuring follow up of communicable diseases.
- vi. Encourage community on safe drinking water, Sanitation and Hygiene (**WASH**)

VI. General OP care for the management of minor ailments

- i. Identification of common fevers (**IHIP**), ARIs, ADD and skin infections.
- ii. Treatment of minor ailments

Maintain the morbidity pattern of cases (Profile of illness seen at Urban Health Centre Health and Wellness Centre)

- Fever
- Diarrhoea
- Cough & Cold
- Referral services for :
 - a. Toothache; Bleeding gums;
 - b. Ear discharge; Foreign body in ear/ nose/ throat;
 - c. Conjunctivitis; Blurring/ diminished vision
 - d. Asthma/ COPD
 - e. Injuries

- iii. Provide symptomatic care for aches and pains - joint pain, back pain etc.
- iv. Preventive and promotive measures to address musculoskeletal disorders-mainly osteoporosis, arthritis and referral or follow up as indicated

VII. Prevention, Screening and Management of Non- Communicable Diseases

- i. Ensure Non Communicable Disease screening (HT, DM and oral, breast and cervical cancer) at the Health and Wellness Centre level for a minimum of 20-30 individuals per day and initiation of treatment for the confirmed patients at the earliest. (as per **NPCDCS guidelines**)
- ii. Ensuring the hand-over of the drug packages under MTM to the WHV for distribution. and the orientation of the WHVS about the colour coded indication and segregation of drugs in the paper cover
- iii. Monitoring the daily and weekly performance of WHVs.
- iv. Monitor MTM drug distribution with particular reference to the due date. Identify and follow up on defaulters, if any.
- v. Monitoring the attainment of control rate among the patients with Hypertension (or) Diabetes mellitus (or) both on follow-up.
- vi. Monitor the daily reporting in all portals (PHR app, AB Portal, MTM portals)
- vii. Confirmation and referral for De-addiction - tobacco/ alcohol/ substance abuse
- viii. Ensure the Maintenance of list of the following:
 - NCD cases seen by WHV (OM/HT/ Breast Cancer/Cervical Cancer) with follow up details & control status
 - Oral/ breast/ cervical cancer cases
 - COPD cases
 - CAPD services
 - Cases with complications
 - All the suspected HT, OM cases and patients requiring physiotherapy and palliative care upon confirmation should be included in the MTM services

VIII. Mental Health care: (as per National mental health program guidelines)

- i. Screening for Mental Health illness using screening questionnaires/tools
- ii. To start the initial treatment of diagnosed patients with mental disorders.
- iii. Ensure treatment compliance and follow-up of patients with severe Mental Health Disorders
- iv. Ensure maintenance of line-list of Mental illness patients on their treatment.
- v. Facilitate access to support-groups, day-care centers and higher education/vocational skills.
- vi. Management of Violence related concerns of Mental illness patients.
- vii. Should coordinate with satellite mental health team for conducting wellness sessions for adolescents and people in all age groups.

IX. Elderly (Geriatric) and Palliative Health Care Services (as per NPHCE guidelines)

- i. Maintain & update the line list of patients requiring Palliative care/Physiotherapy services under MTM along with their status in their Health Wellness Centre areas
- ii. Linkage with other support groups and day-care centers etc. operational in the area
- iii. Creating awareness on various social security schemes for elderly
- iv. Arrange for suitable supportive devices from higher centres to the elderly/ disabled persons to make them ambulatory
- v. Ensure creation of awareness regarding benefits under national programs such as the provision of glasses, dentures and hearing aids etc.

X. Emergency Medical Services, including for Trauma and Burns

Stabilization care and first aid before referral in cases of-poisoning, trauma, minor injury, burns, respiratory arrest and cardiac arrest, fractures, Shock, choking, fits, drowning, animal bites and haemorrhage, infections (abscess and cellulitis), acute gastro intestinal conditions and acute genito-urinary condition.

XI. Basic Oral Health care (as per National oral health program guidelines)

- i. Oral health education about dental caries, maintaining oral hygiene, periodontal diseases, malocclusion and oral cancers
- ii. Appropriate referral of suspected oral cancer cases after screening.
- iii. Counselling for Tobacco cessation and referral to Tobacco Cessation Centers.

XII. Wellness session and Community coordination

Urban Health and Wellness Centre Medical Officer should ensure the undertaking of the following wellness activities:

- i. Yoga Sessions at Urban Health and Wellness Centre and community
- ii. Iodine Testing at all Urban Health and Wellness Centre
- iii. Eat right initiative activities
- iv. Ensure Coordinate in celebration of annual health calendar days in their Health and Wellness Centre area
- v. Should co-ordinate and attend and Jan Arogya Samitis (JAS) for effective functioning

and follow-up actions.

- vi. Coordinate with community platforms such as the Mahila Arogya Samitis / Jan Arogya Samitis and work closely with Panchayat Raj Institution /Urban Local Body, to address social determinants of health and promote behaviour change for improved health outcomes.
- vii. Address issues of social and environmental determinants of health with extension workers of other departments related to gender based violence, education, safe potable water, sanitation, safe collection of refuse, proper disposal of wastewater, indoor air pollution, and specific environmental hazards such as fluorosis, silicosis, arsenic contamination, etc.

Other Important Activities for Medical Officer's

- Monitor the daily reporting of line-list of patients and drug utilization.
- Monitor daily OP, IP and NCD performance entries in Ayushman Bharat Portal (AB-Health and Wellness Centre).
- Facilitating the usage of e-Sanjeevani for providing Tele-consultation services.
- Ensure availability and smooth delivery of the mandatory lab tests and drugs in the Health and Wellness Centre as per current IPHS norms.
- Ensuring cleanliness, water and electricity supply, waste management and availability of all IEC displays at the Health Sub Centre / Health and Wellness Centre
- Support disadvantaged / marginalized groups in getting the Insurance cards, disability certificate.
- The Medical Officers will implement all other activities assigned by the Municipal Health Officer, City Health Officer, Deputy Director of Health Services and any other job responsibilities as amended by the Director of Public Health and Preventive Medicine.

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SECTION OFFICER

24/1/23

B. STAFF NURSE/ MLHP :

1. The primary level institutional activities in the Urban Health and Wellness Centre will be performed by Staff Nurse under the supervision of Urban Health and Wellness Centre Medical officer and in close co-ordination with the Urban Health Nurses whose sectors are allotted to the concerned Urban Health and Wellness Centre.
2. The working hours for Staff Nurse will be from 8 am to 12 pm and from 4 pm to 8 pm.
3. Staff Nurse will be responsible for conducting of Health and Wellness activities in Health and Wellness Centre as per Government guidelines.
4. The Staff Nurses should support Urban Health Nurses in the provision of Maternal, Child and Adolescent Health services.
5. There should be regular sharing of data and forward and backward referrals with Urban Health Nurses, Women Health Volunteers, other field functionaries.
6. They should maintain physical records on delivery of services at Health and Wellness Centres- OPD / Investigations conducted/ services provided as well as digital records in the Ayushman Bharath (Ayushman Bharath -Urban Wellness Centre) portal.
7. They should submit periodical performance reports of the Health and Wellness Centre to the authorities concerned.
8. They should assist the Medical Officer in the inventory management to assess the availability of medicines, reagents and consumables at Health and Wellness Centre. A list to be maintained by herself and a copy to be available at the Health and Wellness Centre.
9. They should help the Medical Officer in timely indenting to maintain adequate stocks and display the list of essential medicines and diagnostic services that will be available at the Health and Wellness Centre.
10. They should ensure proper upkeep and maintenance of equipment, furniture and fixture at Health and Wellness Centre.
11. Staff Nurse should undergo all the essential orientation trainings and the periodical refresher trainings and keep herself updated about the latest primary care guidelines so as to ensure the provision of the best quality of primary healthcare services.
12. They should work in co-ordination with the institutional and field staff of the Health and Wellness Centre to ensure the delivery of 12 comprehensive health care services at the Health and Wellness Centres as follows:

A. Care in pregnancy and child birth

All Maternity Child Health activities have to be carried out in close-coordination with the existing Urban Health Nurse, who is the key person in that region as regular post.

- i. Confirmation of pregnancy and registration of AN mothers and performing Antenatal check-up including screening of Pregnancy-induced Hypertension, Diabetes, Anaemia, Immunization for pregnant woman- TD, IFA and calcium supplementation.
- ii. Identification and referral of high-risk pregnancies, in co-ordination with the Urban Health Nurse /SHN, childbirths and post-partum cases and referral to higher facilities and ensuring regular follow up.
- iii. A line list of the following is to be maintained in their respective Health Wellness Centre:
 - a. AN mothers in the Health Wellness Centre service area
 - b. Visitor mothers
 - c. High-risk mothers
 - d. Mothers in PN follow up including visitor mothers
- iv. Counselling on nutrition, delivery signs, place of delivery, danger signs, family planning and feeding practices
- v. Create awareness regarding various Government schemes such as JSY, JSSK, MRMB etc.

B. Child (Neonatal, Infant and Childhood) Health Services:

- i. Identification and follow up of high-risk new-born-low birth weight/ preterm/ sick new born and sepsis (with referral as required),
- ii. Identification, follow-up, referral and reporting of Adverse Events Following Immunization (AEFI).
- iii. The following line list has to be maintained
 - complete immunization line list along with due/ done list
 - Pre-term and Low Birth Weight(LBW) babies along with growth monitoring
 - SNCU /NICU discharge cases
 - Severe Acute Malnutrition (SAM)
 - Children identified and diagnosed under RBSK
 - RBSK surgery done/ referral cases
 - Specs issued children in the service area schools
 - Infant deaths, under 5 deaths (IMR, NNMR, USMR), Stillbirths for 5 years

C. Adolescent Health Services (as per RKSK guidelines)

- i. Detection of Anemia and other deficiencies among adolescents
- ii. Maintain a list of Napkins distributed to non-School going girls
- iii. Maintain a list of WIFS beneficiaries
- iv. Counselling in Reproductive, Sexual and Mental Health of adolescents
- v. To support the implementation of School Health programs and coordinate with health and wellness ambassador in their area

D. Family Planning Services (as per National program for Family planning)

- i. Maintain a line list of Eligible couples and High Order Birth (HOB)
- ii. Counsel for creating awareness against early marriage, delaying early pregnancy and Birth spacing
- iii. (Pick up of eligible cases for Vasectomy and inform the MPHWH /HI Grade-II for further counselling and follow up

- iv. Create awareness regarding the usage such as Antara and Chhaya contraceptive methods
- v. Counselling and facilitation of safe abortion services
- vi. Maintain a list of Family Welfare Beneficiaries (Interval IUCD, PP IUCD)
- vii. Counselling on the prevention of RTI and STI

E. Management of Communicable diseases: National health programs and General OP care for the management of minor ailments

- i. Create awareness about prevention, early identification and referral in cases of helminthiasis and rabies(as per **National rabies control program**)
- ii. Maintain a line list of communicable disease cases (Tuberculosis(**NTEP**), Leprosy(**NLEP**), Hepatitis(**NVHCP**), HIV-AIDS, Malaria, Kala-azar, Filariasis and Other diseases) (**NVBDCP**)
- iii. Ensure compliance with medications during follow up.
- iv. Screening, appropriate referral and ensuring follow up of communicable diseases.

F. General OP care for the management of minor ailments

- i. Identification of common fevers (**IHIP**), ARIs, ADD and skin infections.
- ii. Treatment of minor ailments

Maintain the morbidity pattern of the Profile of illnesses seen at Health and Wellness Centre

- Fever
- Diarrhoea
- Cough and Cold
- Referral services for :
 - a. Toothache; Bleeding gums;
 - b. Ear discharge; Foreign body in ear/ nose/ throat;
 - c. Conjunctivitis; Blurring/ diminished vision
 - d. Asthma/ COPD
 - e. Injuries

- iii. Provide symptomatic care for aches and pains - joint pain, back pain etc.
- iv. Preventive and promotive measures to address musculoskeletal disorders- mainly osteoporosis, arthritis and referral or follow as indicated

G. Prevention, Screening and Management of Non Communicable Diseases

- i. Responsible for NCO screening (HT, DM and oral, breast and cervical cancer) at the Health Sub Centre level and should at least screen a minimum of 20-30 individuals per day. The suspected patients should be referred to the Medical Officer Health and Wellness Centre for the start of treatment (as per **NPCDCS guidelines**).
- ii. Hand-holding of Women Health Volunteers on their tasks, including on the job mentoring, support and supervision. Undertaking the monitoring, management, reporting and administrative functions management the Health and Wellness Centre such as inventory

- iii. Hand over the drug packages under MTM to the Women Health Volunteers for distribution. Orient Women Health Volunteers about the colour coded indication and segregation of drugs in the paper cover
- iv. Monitors the daily and weekly performance of Women Health Volunteers.
- v. Monitor MTM drug distribution with particular reference to the due date. Identify and follow up on defaulters, if any.
- vi. Responsible for daily reporting in all portals (PHR app, AB Portal, MTM portals)
- vii. They should always maintain Referral-in and Referral-Out Registers and ensure proper follow up of the same
- viii. Dispense follow up medication as prescribed by the medical officer at Health and Wellness Centre.
- ix. Confirmation and referral for De-addiction - tobacco/ alcohol/ substance abuse
- x. Sensitization of community to form patient support groups
- xi. Maintain a list of the following:
 - NCD cases seen by Women Health Volunteers (OM/HT/ Breast Cancer/Cervical Cancer) with follow up details and control status
 - Oral/ breast/ cervical cancer cases
 - COPD cases
 - CAPO services
 - Cases with complications
 - All the suspected HT, OM cases and patients requiring physiotherapy and palliative care upon confirmation should be included in the MTM services

H. Mental Health care: (as per National mental health program guidelines)

- i. Screening for Mental Health illness using screening questionnaires/tools
- ii. Referral of patients with mental disorders to Health and Wellness Centre Medical Officer.
- iii. Ensure treatment compliance and follow-up of patients with severe Mental Health Disorders
- iv. Maintain a list of Mental Health cases on follow up
- v. Facilitate access to support groups, day care centers and higher education/vocational skills
- vi. Management of Violence related concerns
- vii. Should coordinate with satellite mental health team for conducting wellness sessions

I. Elderly (Geriatric) and Palliative Health Care Services (as per NPHCE guidelines)

- i. Maintain line list of patients requiring Palliative care services under MTM along with their status in their Health Sub Centre area
- ii. Linkage with other support groups and day care centres etc. operational in the area
- iii. Creating awareness on various social security schemes for elderly
- iv. Arrange for suitable supportive devices from higher centres to the elderly/ disabled persons to make them ambulatory
- v. Awareness regarding benefits under national programs such as the provision of glasses, dentures and hearing aids etc.

J. Emergency Medical Services, including for Trauma and Burns

- i. They are the first responder for any emergency case
- ii. Stabilization care and first aid before referral in cases of-poisoning, trauma, minor injury, burns, respiratory arrest and cardiac arrest, fractures, Shock, choking, fits, drowning, animal bites and haemorrhage, infections (abscess and cellulitis), acute gastro intestinal conditions and acute genito-urinary condition.

K. Basic Oral Health care (as per National oral health program guidelines)

- i. Oral health education about dental caries, maintaining oral hygiene, periodontal diseases, malocclusion and oral cancers
- ii. Appropriate referral of suspected oral cancer cases after screening.
- iii. Counselling for Tobacco cessation and referral to Tobacco Cessation Centers.

L. Wellness session and Community coordination

- i. They have to take lead in undertaking the following wellness activities:
- ii. Yoga Sessions at Health and Wellness Centre
- iii. Iodine Testing at all Health and Wellness Centre
- iv. 111. Eat right initiative activities
- v. Coordinate in celebration of annual health calendar days in their Health and Wellness Centre area
- vi. Should co-ordinate and attend Jan Arogya Samitis for effective functioning and follow-up actions.
- vii. Coordinate with community platforms such as the MAS and work closely with PRI/ULB, to address social determinants of health and promote behaviour change for improved health outcomes.
- viii. Should assist the Medical Officer address the issues of social and environmental determinants of health with extension workers of other departments related to gender based violence, education, safe potable

water, sanitation, safe collection of refuse, proper disposal of wastewater, indoor air pollution, and specific environmental hazards such as fluorosis, silicosis, arsenic contamination, etc.

Other Important Activities for Staff Nurse:

- Daily reporting of line list with drug utilization in PHR app
- Daily OP and NCO performance entry in Ayushman Bharat Portal
- Co-ordinate and support in updating the PHR app
- Facilitating the usage of e-Sanjeevani for providing Tele-consultation services.
- Ensure availability and smooth delivery of mandatory lab tests and drugs in the Health and Wellness Centre as per current IPHS norms
- Ensuring cleanliness, water and electricity supply, waste management and availability of all IEC displays at the Health Sub Centre / Health and Wellness Centre
- Maintaining contact numbers for 12 services and emergency transportation
- Support disadvantaged / marginalized groups in getting the Insurance cards, widow pension, disability certificate and other schemes
- To assist in the implementation of e-sanjeevani, JAS (in coordination with UHN), and other important activities under Urban Health Centre.
- The Staff Nurse / MLHP will perform all other activities

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PRINCIPAL SECRETARY TO GOVERNMENT

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SECTION OFFICER

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C. MULTI PURPOSE HEALTH WORKER (MALE) /HEALTH INSPECTOR GRADE-II:
ROLES AND RESPONSIBILITIES

Health Inspectors Grade II engaged for Urban – Health and Wellness Centre will carry out the field activities under the supervision of Block Health Supervisor, Non-Medical Supervisor, City health officer and Deputy Director of Health Services, however in need of field activities documentation they could use the respective Urban – Health and Wellness Centre for official purposes.

The Multi Purpose Health Worker/HI should maintain a diary as prescribed by Director of Public Health and Preventive Medicine to record all the day to day work related activities.

Multi Purpose Health Worker/HI should undergo all the essential orientation training and the periodical refresher training and keep himself updated about the latest epidemiological guidelines so as to ensure the provision of the best quality of field services.

The working time for the Multi Purpose Health Worker is 8 am to 12 PM (field services) and 12 PM to 4 PM institutional service at the Urban – Health and Wellness Centre.

i. In Surveillance

- i. Undertake community-based surveillance of fever cases, take public health action in the event of disease outbreak and share responsibilities at the Health and Wellness Centre Health Sub Centre level.
- ii. Collect and send blood samples for various diseases like malaria, dengue etc and undertake responsibility in the implementation of LIMS.
- iii. Collect follow up smears from Malaria Positive cases
- iv. Identify symptomatic patients and refer there to the Primary Health Centre for screening for Tuberculosis (TB) and refer TB Positive cases for follow up and check-up.
- v. Carry out surveillance activities for Acute Diarrheal diseases, Vaccine Preventive Diseases, Zoonotic diseases and other communicable diseases and notify his superiors immediately.
- vi. Detect and list cases of Goitre, Fluorosis, Cancer, Cataract and other non-communicable diseases
- vii. Ensure the implementation of IHIP with surveillance at primary, secondary and tertiary health care including private health care facilities.

ii. Communicable Disease Management

- i. Surveillance activities and organizing containment measures for communicable diseases including vaccine-preventable diseases and
- ii. Should investigate, prepare and maintain epidemiological case sheets for communicable diseases.

- iii. Organize and conduct insecticidal spray/fogging operations with the assistance at the HSC level under the guidance of the entomologists, when vector-borne diseases are reported in his area.
- iv. Create awareness and serve as field functionaries for the control of Water-borne diseases like ADD, Typhoid, Viral Hepatitis A, etc.
- v. Ensure prompt notification of all communicable diseases to his superiors
- vi. Sensitive people about HIV/AIDS and promote the use of condoms.
- vii. Surveillance of High-Risk Groups and screening for HIV

iii. Family Planning Services

- i. Provide motivation for vasectomy and follow-up services for acceptors of male sterilization and also motivate males for sterilisation and spacing methods based on Urban Health Nurses eligible couple register.
- ii. Assist the Village Health Nurses in the distribution of conventional contraceptives to eligible couples.
- iii. Promote acceptance of the small family norm and motivate and sponsor acceptors for vasectomy as per the target fixed.

iv. Non-communicable disease Management

- i. The role of Multi Purpose Health Worker (male) under MTM scheme involve FTP co-ordination (Multi Purpose Health Worker male tour program should align with the FTP) and coordinate with Pharmacist for drug mobility, Logistic management,
- ii. Multi Purpose Health Worker -male should look for omissions at the community level and provide feedback periodically to medical officers, MTM-IN & SHN
- iii. They should actively arrange and organize NCD screening camps whenever necessary
- iv. They should plan and organize I.E.C. activities in his area in coordination with the field team.
- v. Identify health problems / needs and resources in the community and mobilize social support for active participation of the community in health care activities under the MTM scheme.
- vi. Impart health education and disease-specific counselling for various common chronic illnesses (especially Hypertension, Diabetes, Tuberculosis, Leprosy, HIV, Sickle cell disease, Cancers, etc.), health promotion practices and wellness activities in respect of lifestyle-related and other diseases under Makkalai Thedi Maruthvam scheme
- vii. Coordinate with Urban Health Nurse/ MLHPS/ Women Health Volunteers in conduction of Patient Support Group activities
- viii. Support MLHPS and other frontline workers in prevention, early identification and community level follow-ups of diseases, including those

under national health programs, and ensure appropriate referral services under MTM scheme.

- ix. Other activities under Makkalai Thedi Maruthuvam as per instructions.

V. Environmental Health and Sanitation

- i. Impart standard prevention protocols of environmental sanitation, biomedical waste management, safe drinking water and other public health measures at the community level.
- ii. Ensure regular chlorination of all the drinking water sources. Collect water samples regularly, send for testing and undertake appropriate actions for the provision of safe drinking water supplies to organize sanitary measures for Fairs and Festivals defined areas.
- iii. Generate community awareness regarding safe drinking water, sanitation, waste disposal and personal hygiene and ensure safe disposal of liquid / solid wastes
- iv. Assist and coordinate with the Village Health Sanitation and Nutrition Committee and HSC/ Primary Health Centre Committees as well community leaders for health awareness and preventive health care activities
- v. Organize community-level activities / campaigns related to balanced healthy diet and exercise, gender-based violence, alcohol and substance abuse, indoor/outdoor air pollution, and other social determinants of health
- vi. Ensure the cleanliness of food served in School Noon Meal Centres/ICDS defined area at least once in three months and ensure proper sanitation in and around the noon meals centres and also ensure food hygiene.
- vii. In case of food poisoning, notify and coordinate with Food Safety department

VI. Other Government programs

- i. Coordinate with the Rashtriya Bal Swasthya Karyakram (RBSK) team to carry out all the activities under the school health programme for schools in the Health and Wellness Centre -Health Sub Centre area.
- ii. Coordinate with RBSK teams in preparation of ATP and school immunizations
- iii. He will involve in all the public health programmes implemented at the Health and Wellness Centre
- iv. Coordinate with ICDS / School departments to ensure RBSK follow up
- v. maintain a list of Follow up cases, including non school going kids
- vi. Support and ensure WIFS distribution
- vii. Should involve in testing of Iodine samples
- viii. Support NDD and other programs

- ix. He will coordinate with the activities of MMU / Labour MMU for screening of unorganized workers in his area as well as the migrant population in his area.
- x. Detect and record and hand over a list of cataract cases to the Medical Officer, Primary Health Centre.
- xi. Mobilize cataract cases for operation in the eye camps in coordination with PMOA
- xii. List out persons with defective vision and refer to the Medical Officer, Primary Health Centre.
- xiii. He will detect, record and refer cases of dental caries/ Fluorosis.

VII. Monitoring of Vital Statistics

Enquire, detect and record all births and deaths and maintain Vital Statistics posting register

VIII. IEC activities

- i. Educate the community on environmental sanitation personal hygiene food hygiene, waste disposal etc.
- ii. Educate on disease transmission methods, disease control prevention of VP, Zoonotic and other communicable and non-communicable diseases.
- iii. Create awareness on all National Health Programs.
- iv. Organize mass communication activities as a team along with other field staff.
- v. Support Urban Health Nurse in organizing and conducting wellness activities in Health and Wellness Centre.

IX. Other Major responsibilities:

- i. Exercise and enforce the Provision of the Tamil Nadu Public Health Act, COTPA and other Health related Acts.
- ii. Coordinate and collaborate with community-based organizations / groups, Non-Government Organizations (NGOs) and PRIM, wherever such extended institutional support is required to meet the public health goals of CPHC.
- iii. Collaborate with, Urban Health Nurses and Women Health Volunteers for the maintenance of the records of all individuals with disabilities, the record of deaths from all causes among different age groups in the community and report this data to the Health Wellness Centre/ HHCS.
- iv. Co-operate for implementation of LIMS and Hub and Spoke sample transport under Urban Health Centre 8s EDSS.
- v. Coordinate and attend Jan Arogya Samitis for effective functioning and follow-up actions.

- vi. Organize activities according to the Health and Wellness calendar along with other team members of Health and Wellness Centre.
- vii. Organize blood donation camps
- viii. Provide appropriate first aid in emergencies, accidents and injuries and treatment for minor ailments.
- ix. Maintain logistics and supply chain management including drugs, diagnostics, consumables, etc.) at the Health and Wellness Centre level.
- x. Serve as a nodal person for activities, proposed at the sub-block level, related to climate change and health.
- xi. Co-ordinate and support in updating of Population Health Registry.
- xii. To co-ordinate the implementation of the e-sanjeevani programme at field level.
- xiii. They have to undertake any other activities as prescribed by the higher authorities.

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D. HOSPITAL WORKER:

The Hospital Worker is expected to maintain a state of cleanliness in the health and wellness centre and the surrounding premises for a hygienic environment to deliver primary care services.

- i. Cleaning of Patients/OP waiting area, AN examination room, Laboratory, Pharmacy, lavatories, toilet seats, windows, walls and keep the Health and Wellness Centre grounds clean and free of domestic animals.
- ii. To provide bed pans and urine pots to patients with promptness.
- iii. Cleaning urine pots, bed-pans other soiled or contaminated appliances.
- iv. To assist in the collection and handling of urine and stool specimens.
- v. To assist in the disinfection of soiled linen, mattresses and terminal disinfection of wards and in conveyance of soiled linen to the laundry.
- vi. To clean the ward doors and windows including swabbing.
- vii. To carry store items such as, Medical and surgical items, furniture, dietary items, Medical utility items from one place to another in the Health Wellness Centre.
- viii. All the other duties assigned by the immediate superior or Head of the Institution.

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Annexure -II**(G.O(Ms).No.26, Health and Family Welfare (EAP II-1) Department, dated:24.01.2023)****A. Terms of reference for the selection of contractual Medical Officer to Urban Health and Wellness Centre:**

I.	<u>Details Of the Post</u>	: Medical officer post is on Contractual basis and purely temporary in nature. The Medical officer to be recruited under National Health Mission will be a contractual employee of the District Health Society in all the Districts except Chennai and of the City Health Society in Greater Chennai Corporation and not the Government. The contractual service will not be regularized on any account and there would be no grounds for permanent absorption.
II.	<u>Details of Remuneration</u>	: Rs. 60,000 /- per month as per National Health Mission norms. Any future revision to the pay by National Health Mission will be applicable.
III.	<u>Recruitment Policy</u>	: - Applications shall be invited by the Chairman, District Health Society / City Health Society - District Collector of the concerned districts/ Commissioner, Greater Chennai Corporation for Chennai. - The number of vacancies advertised is only an indicative number and is liable to change, subject to the actual requirement. - The decision <u>of the Chairman of the District Health Society/ City Health Society of Greater Chennai Corporation</u> is final in the <u>selection process</u>. - The selection of Medical Officer is purely on Contractual basis through an open advertisement which will be made by the District Health Society in Districts and City Health Society in Greater Chennai Corporation in two Newspapers Tamil and English . - The detailed advertisement with the relevant particulars will be subsequently posted in the District/ Greater Chennai Corporation website. - During the selection of the candidates, weightage-based scoring will be given based on various criteria. A detailed scoring sheet is attached and is to be used to objectively evaluate applications on a one-to-one basis. - Candidates from the same locality/Health and Wellness Centre area is given high preference as per the scoring sheet, since the nature of the Medical Officers duty require services in the morning and evening, on-call presence in case of emergencies, for providing effective monitoring of community-level healthcare services. - The qualification mentioned for the post should be from a Recognized Institute/University with MCI approved. - Candidates selected will be requested to submit their original Certificates along with other documents as listed in Section VI below.

			j. Any form of recommendation for selection to the job will summarily result in the rejection of selection.
IV.	Age	:	Candidates must be less than 40 years of age at the time of appointment.
V.	<u>Educational Qualification</u>	:	MBBS Degree awarded by a University or Institution recognized by the UGC for the purpose of its grants. The courses must have been approved by the Medical Council of India.
VI.	<u>List of Documents to be produced by the Candidates at the time of verification</u>	:	Candidates selected will be requested to submit the following original certificates along with one set of self-attested photocopies of the certificates/documents with two recent passport size colour photographs (as scanned and sent in the application) - Evidence of Date of Birth (Birth Certificate/SSLC/HSC Certificate) - Evidence of Educational qualification and marks (Final year mark sheet /Internship completion certificate/MBBS Degree certificate) Proof of Residency: - Nativity Certificate issued by the Revenue Department. - Voter ID - Panchayat/Municipality/Corporation/Tax receipt - Aadhar card - Ration card - Certificate of character and conduct issued by a Group A or Group B Officer <u>working in Government. The Certificate should be a recent one issued within 3 months before the notification</u> (applicable for all the applicants including fresh graduates) - Certificate of character and conduct issued by the Head of the Institution where the candidate had undergone the course or currently studying. - In the case of a differently-abled person, a Certificate from a Block Medical Officer/Chief Medical Officer of District Head Quarters /Taluk Hospital to the effect that the candidate is fit enough to discharge the duties assigned along with the percentage of Disability. - No Objection Certificate from the competent authority (if applicable) - Certified evidence for work experience after MBBS completion from competent authority. - Certified evidence for work experience during Covid-19 pandemic in Government institutions from a competent authority.

			x. Any other special records of significance from competent authorities as indicated in the selection criteria mentioned.
VII.	<u>Other Terms and Conditions</u>	:	i. As per the contractual norms of National Health Mission – Tamil Nadu, the Contract for the post will be renewed after completion of every 11 months subject to performance appraisal. ii. In case of selection, the contract appointment will be subject to medical fitness and verification of character and antecedents. iii. The selected candidates will have to join duty immediately or on the date indicated in the offer of appointment. iv. The Medical officer at any time found guilty of any gross misconduct or negligence of duties shall be terminated by DHS without any notice or payment in lieu of notice period. v. An absence from work for a period of fifteen days without prior permission of the competent authority will amount to voluntary abandonment of engagement and may result in automatic termination. vi. Once recruited/contracted as a Medical Officer, prior notice of <u>three months</u> is mandatory for resignation. vii. In the event of premature termination of contract by the selected Medical Officer, the contracted individuals will have to comply with any financial obligation as per National Health Mission norms. viii. Premature termination of contract with two weeks period of notice will be permitted on both sides. ix. Undertaking (only temporary) All the District Health Society / City Health Society should receive an "Individual Under taking Form" from each of the selected Medical Officer's to the effect that the candidate is aware that the Medical Officer post is purely a temporary one on a contractual basis, and that services of a Medical Officer would not be regularized on any account and there would be no scope on any grounds for permanent absorption.
VIII.	Timelines:-		i) Newspaper Advertisement inviting application in the prescribed format to be done by the District Health Society (in the Districts) / City Health Society concerned. ii) Wide publicity to be given by Advertisement which is to be published in the local Tamil and English Daily Newspapers and in the District Website/Corporation Website. iii) The maximum permissible time to the candidate for submitting the application with necessary documents should be within 10 days from the date of notification.

			iv) The applications received have to be scrutinized and evaluated based on the scoring sheet in Annexure within 5 days from the close of applications. v) The Appointment order should be dispatched by the end of the second day of scrutiny. vi) All selected candidates should be instructed to report at the District Health Society / City Health Society - Greater Chennai Corporation within 3 days of receiving the orders with the Testimonials and adequate Physical Fitness Certificate issued by an officer, not below the rank of a Civil Surgeon.
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B. Scoring Criteria for assessing applications to the post of Medical Officer in Urban Health and Wellness Centres under National Health Mission

Sl. No	Criteria	Maximum Marks
1.	Total Marks obtained in the qualifying examination (MBBS) a. 90% and above: 30 marks b. 80-89%: 20 marks c. 70-79%: 10 marks d. Less than 70%: 5 marks	30
2.	a. Resident of area within Urban Health and Wellness Centre : 25 Marks b. Resident of area within the concerned Urban Primary Health Centre: 20 Marks c. Resident of the same Corporation to which the Urban Health and Wellness Centre belongs: 15 Marks d. Resident from the area other than Corporation but within the District: 10 Marks e. Resident of the other districts : 5 marks	25
3.	Worked in Institutions during COVID 19 pandemic (both *Government and **Private institutions) upto a maximum of 20 months @ 2 marks per month. *Government institutions - To be certified by the concerned Head of the Department (Deputy Director of Health Services /Joint Director of Health Services /Deans concerned including ESI institutions) **Private institutions - To be certified by Joint Director of Health Services of the concerned districts duly follow the criteria as detailed below: i. Private hospital with Inpatient care should have been registered in Clinical Establishments Act with adequate oxygen beds and ICU beds. ii. Private hospital should have been certified by Joint Director of Health Services for treating covid patients (2020, 2021 and 2022) iii. Appointment order copy of hospital to Medical Officer for working in the concerned private hospital iv. Attendance certificate given by authorized person of hospital for having worked in covid hospital for 10 months. v. Pay drawn particulars of Medical Officer and Bank pass book reconciliation of receipt of salary by Medical Officer for 10 months during the period of work. vi. Random inspection and verification of hospital records for having treated covid patients by Joint Director of Health Services concerned.	40
4.	Transgender/Differently Abled***/Deserted wife/Destitute widow	5
	Total	100

In case of equal mark i.e. the following criteria would be used to settle finalizing the selection;

"Date of birth (Seniority would be given preference)"

*** In the event of selection of a Differently Abled candidate who otherwise fulfils the required eligibility requirements should undergo the assessment by the Block Medical (BMO)/ Chief Medical Officer of District Headquarters Hospital / Taluk Hospital for Physical fitness and suitability to execute the roles and responsibilities required for the job.

It may be noted that the decision of the Chairman of the District Health Society is final in the selection process

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