

DUTIES OF THE PUBLIC HEALTH NURSING SISTER

The main duties of the Public Health Nursing Sister would comprise the following :-

- Planning and organisation of Health Activities in her area.
- Guidance, supervision and performance evaluation of public Health Midwives in her area.
- Monitoring and evaluation of Health Activities and supervision of the health information system in respect of MCH/FP.
- Staff development and training.
- Provision of specific services.
- Simple research

01. ADMINISTRATIVE REQUIREMENTS :

(i) Hours of work -

Week Days - 07.00 a.m. - 08.00 a.m. - Office work
08.00 a.m. - 12.00 noon - Field work
12.00 noon - 02.00 p.m. - Lunch interval
02.00 p.m. - 05.00 p.m. - Field work
Saturdays - 08.00 a.m. - 01.00 p.m. - Conference/MCH
Clinic/MOH
Office.

Sundays - "Off" day but on Call Duty.

(ii) The Public Health Nursing Sister shall at all times while on duty be in full uniform. The uniform be made according to the approved style.

(iii) Shall maintain a Diary and make all relevant entries daily according to the instructions provided by the Ministry of Health and shall submit the Diary to the MOH for perusal and signature monthly.

(iv) Shall maintain her Office at the Health Unit (MOH Office) or in a suitable place within her area approved by the MOH. This Office shall be available for inspection during working hours by her Supervising Officers.

The records of the Public Health Nursing Sister should be arranged in the following manner.

On the Wall :

- a) Map of the area according to instructions
- b) Monthly Advance Programme
- c) List of Public Health Midwives under her supervision, with their respective populations, number of houses and number of eligible couples.
- d) Record of vital statistics for the area - Birth Rate, Death Rate, Infant Mortality Rate and Maternal Mortality Rate.
- e) Record of the MCH/FP Clinics in her area.
- f) Maps and Charts in relation to Family Health -
 - (i) Ante-natal Mothers Registered -
 - a) at home
 - b) at Clinics
 - (ii) Immunisation of Infants
 - (iii) Family Planning - New Acceptors

On the Table :

- a) Inventory and Departmental instructions for Public Health Nursing Sister and Public Health Midwife.
- b) Diary.
- c) Inspection Roster
- d) Inspection Notes File
- e) Appraisal Form of PHNS
- f) Special Activities File
- g) Daily report of PHNS
- h) Monthly report of PHNS
- i) MCH/FP Data File
- j) Death Investigation File
- k) Quarterly Performance Report File
- l) Work Plan File of PHMM of her area

Shall not accept cash or gifts in any form as payment for services rendered by her.

02. PLANNING AND ORGANISATION OF HEALTH ACTIVITIES IN HER AREA:

2.1. Planning -

- (i) Shall collect the following basic data and update annually.

- Extent of the area and a list of villages
- Population
- Vital Statistics
- Mortality/Morbidity data - especially these related to mother, infant and pre-school child.
- Available resources - Medical Institutions and facilities
 - Community Health Clinics
 - Field personnel
 - Others
 - Other resources available within the area.

- (ii) Shall identify problems and service needs.
- (iii) Shall develop a work plan for the area based on the problems and services identified and get it approved by the MOH.
- (iv) Shall provide necessary guidance to the ^{SPHM and} PHM in her area to develop similar work plans for their respective areas.
- (v) Shall review and up-date work plan from time to time in consultation with the MOH.

2.2. Organisation -

- ✓ (i) Shall ensure that she has a list of duties of a PHM and a ^{approved} work plan.
- (ii) Shall maintain Maps and Charts in relation to Family Health.
- (iii) Shall maintain correct records and furnish the necessary returns.
- (iv) Shall prepare and work according to an advance programme.
- ✓ (v) Shall obtain ^{adequate} necessary equipment and supplies. *on time*
- (vi) Shall assist MOH in the organisation and management of FH/PHC programme.
- ✓ (vii) Shall ensure that she has correct addresses of all the PHM in her area together with information on date of first appointment and date of appointment to area.
- ✓ (viii) Shall ensure that all the ^{SPHM} PHM have their list of duties and respective work plans.
- (ix) Shall ensure that -

Frig maintenance

approved

- All PHMM prepare and work according to an advance programme
- All PHMM ~~live in their areas~~ and have their Offices in the area.
- All PHMM maintain their Offices as specified.
- All PHMM have their requirements of stationery, printed forms, equipment and drugs.
- All PHMM maintain correct records and furnish accurate returns on time.
- Health Team holds local Conferences monthly
- The PHMS should attend these Conferences as far as possible.

(x) Shall establish functional relationship with the other members of the Health Team, other Departmental Organizations and other Agencies.

(xi) Shall participate in activities of other Departments whenever necessary.

Vaccine management

03. **GUIDANCE, SUPERVISION AND PERFORMANCE EVALUATION OF PUBLIC HEALTH MIDWIVES IN HER AREA**

- (i) Shall guide and supervise the work of all the Midwives in her area both in the field and at Health Centres.
- (ii) Shall guide and supervise the work of SPHM.
- (iii) Shall discuss the work with the PHMM and identify strengths and weaknesses regarding programme implementation within her area.
- (iv) Shall discuss problems/deficiencies and suggest solutions for improvement.
- (v) Shall ensure that PHMM perform their duties satisfactorily in relation to quantity as well as quality.
e.g. - Home visiting, Registration of Ante-natal mothers and infants, Home deliveries and maintenance of aseptic procedures during delivery, Immunization, Family Planning, Health Education and other activities.
- (vi) Shall evaluate the work of the PHMM and SPHMM quarterly to measure the quantity, quality and reliability of their work. This evaluation could be done in their Offices, at the Clinics, in the field and in the Hospitals.)
- (vii) Shall maintain Appraisal Forms of all PHMM in her area and submit to MOH with her comments.

9. 6 supervisors

04. MONITORING AND EVALUATION OF HEALTH ACTIVITIES AND SUPERVISION
OF THE HEALTH INFORMATION SYSTEM IN RESPECT OF MCH/FP : *family health*

- (i) Shall be responsible for the collection of valid and reliable MCH/FP data *Family Health*.
- (ii) Shall monitor monthly performance, analyse Family Health Data quarterly and evaluate programme performance in respect of :

a) Coverage of MCH activities

- Ante-natal mothers receiving domiciliary care
- Ante-natal mothers attending Clinic
- Type of assistance at delivery
- Post-partum visits done by PHMM
- First examination of infants at the Clinic

b) Immunization coverage with BCG, Triple Vaccine, Polio Vaccine, Tetanus Toxoid and other vaccines for child-hood immunization which may be introduced in the future.

c) Family Planning coverage.

d) Coverage of School Health activities.

e) Health Education activities

f) *Women's Health*

- (iii) Shall discuss performance at the monthly staff conference held at the MOH Office and review activities at local Conferences held in her area.

- (iv) Shall maintain a Register of Infant Deaths in her area and ensure that all infant deaths are investigated by the area ^{PHMS} ~~PHM~~ on Form 'H' 670.

- (v) Shall ^{participate} ~~investigate~~ all Maternal Deaths in the area (on Form 'H' 677 in duplicate. One copy to be sent to MOH and the other copy to be kept in her File.)

- (vi) Shall be responsible for consolidating ^{family health} ~~MCH/FP~~ data for the MOH area and forwarding the returns on time ^{(usually by the PHMS attached to the MOH Office).}

- (vii) Shall ensure that the following records are filed and maintained correctly at the MOH Office. ~~(To be done by the PHMS attached to the MOH Office).~~

- (i) ^{Quarterly} MCH Monthly Statement (H.509)
- (ii) FP Consolidated Return (H.1159)
- (iii) FP Monthly Return (H.1200)

- (viii) Shall submit a short quarterly performance report regarding her area to MOH before the end of the month following the quarter.

05. STAFF DEVELOPMENT AND TRAINING :

- (i) Shall make use of available educational opportunities and resources in order to up-date the knowledge and skills of herself, and other members of her team in consultation with MOH, viz :
 - (a) Inviting Guest Lecturers or getting good workers to make presentations of their own work on the day of the Conference.
 - (b) Creating opportunities for team members to visit project areas where the programmes have been successful.
- (ii) Shall identify those PHMM showing signs of dedication and efficiency and highlight the good work done in order to encourage such workers.
- (iii) Shall guide and assist those PHMM needing closer supervision.
- (iv) Shall identify service areas requiring inservice/ continuing education and invite the attention of MOH/MO (MCH) accordingly.
- (v) Shall plan and carry out educational programmes, as and when required to do so.
- (vi) Shall assist MOH when necessary in recommending PHMM for promotions and fellowships, etc.

06. PROVISION OF SPECIFIC SERVICES :

- (i) Shall in consultation with the Medical Officer take up a suitable health centre within her area for intensive work so that it would serve as a model for the MOH area.
- ✓ { (ii) Shall in consultation with the Medical Officer take a suitable school within her area for intensive work so that it would be a model for the MOH area. }
- (iii) Shall conduct the MCH Clinics in her area in the absence of a Medical Officer. PHMS trained in techniques of IUCD insertion could conduct IUCD Clinics with the concurrence of the MOH/MO.

blood

- (iv) Shall withdraw blood for ~~VENL~~ examination.
- (v) Shall promote family planning and provide necessary ^{counseling} advice to eligible couples on contraceptive methods and services. Shall also provide necessary advice to infertile/^{de munda} subfertile couples and refer such couples for investigation.
- (vi) Shall participate whenever possible in school health activities within her area.
- (vii) Shall participate in community health programmes organized within her area, and assist in the training of voluntary health workers.
- (viii) Shall assist the health team in the prevention and control of both communicable and non-communicable diseases.
- (ix) Shall provide necessary support to the health team in rehabilitation of ^{special needs} handicapped children and work closely with institutions providing such care in her area.
- (x) Shall provide necessary advice and services in respect of minor ailments and injuries.
- (xi) Shall provide ^{assistance} advice and guidance necessary for normal healthy mental development of the child and advise on home care or referral for those with mental health problems.
- (xii) Shall guide and teach PHM, other health workers and the family regarding elementary nursing care in the home.

07. SIMPLE RESEARCH :

- (1) Shall plan and conduct simple research studies with a view to evaluating achievements/determining service needs/improving service delivery.

Sgd. Dr. Mohan Rodrigo

Deputy Director General
(Public Health Services)Sgd. Dr. S.D.M. Fernando
DIRECTOR GENERAL OF HEALTH SERVICES

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