

**DUTIES OF
THE SUPERVISING PUBLIC HEALTH
MIDWIFE**



***National Institute of Health Sciences
Kalutara.***

Memorandum for the Chief of the Department of Health
Kalelani.

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vii. She shall maintain the following records in her office.

On the wall

- a. Map of the area according to instructions
- b. Approved monthly advance programme
- c. List of Public Health Midwives under her supervision with their respective population, number of houses and number of eligible families. Shall update this data annually.
- d. Record of vital statistics for the MOH area and RDHS Division Birth rate, Death rate, Infant Mortality rate and Maternal Mortality rate.
- e. Record of the MCH/FP clinics of her area, dates of clinic and Officer conducting the clinic.

On the table

- a. Inventory and Departmental Instructions for Supervising Public Health Midwives.
- b. General Diary
- c. Inspection notes File - A separate file should be maintained for each PHM.
- d. Special Activities File.
- e. MCH/FP data file.

2. Duties

Shall work according to an approved advance programme.

Shall help MOH/DHO and PHNS in planning and organization of health activities in the area - eg:

- a. Shall identify the problems and service needs of the PHMM under her supervision and bring them to the notice of the PHNS and MOH/DHO of the area.
- b. Shall ensure that she has correct addresses of all the PHMM in her area together with information on date of first appointment and date of appointment to present area; Date of passing EB Examination or Date of Eligibility for EB Examination; Certificate of Proficiency in IM injections and Administering of Childhood Immunizations.
- c. Shall ensure that:
 - all PHM prepare and work according to an approved advance programme.
 - all PHM live in their area and have their offices in the area
 - all PHMM maintain their offices as specified
 - all PHMM have their printed forms, equipment, contraceptives and drugs.
 - all PHMM maintain correct records and furnish accurate and complete returns on time.
- d) Shall take steps to ensure that necessary procedures are followed in order that PHMM in her area receive their uniforms and increments on the due date.
- e) Shall submit a list of stationery, equipment and drugs required by midwives to the officer in-charge through the PHNS, to enable him to place the necessary indents on the due date.

3. Guidance and Supervision of PHMM of her area

- i. Shall guide and supervise the work of all PHMM in her area, at the PHM's Office, in the field and at Health Centres. Field Supervision shall include demonstration of correct techniques and procedures and discussion of problems. Random checks also be carried out in the field to establish validity of entries made by PHMM in the respective records and returns. The SPHM should visit more often these midwives whose work is unsatisfactory. Reports of inspections should be prepared in triplicate. Two copies sent to the MOH through the PHNS. The MOH/DHO will with his endorsement forward one copy to the PHM concerned while the other is filed in skeleton file of the respective PHM. The 3rd copy will be retained in file by the SPHM for follow-up action.
- ii. Shall ensure that PHMM perform their duties satisfactorily in relation to quantity as well as quality. eg: Home visiting, Registration of ante-natal mothers and infants, Home deliveries and maintenance of aseptic procedures during delivery, Post partum visits, Immunization, Family Planning, Health Education and other activities.
- iii. Shall supervise and guide PHMM to organize and maintain the clinics in her area. She will visit clinics according to a pre-arranged programme or according to needs identified by MOH/DHO/PHNS.
- iv. Shall check midwives' returns. All returns received at the Health office from PHMM should be given to the SPHM for the preparation of a consolidated return for her area. This return should be given to the PHNS to compile the returns for the MOH area. In the absence of a PHNS the SPHM shall prepare a consolidated return for the whole area and submit it to MOH/DHO.
- v. Shall complete quarterly appraisal forms of all PHMM in her area and submit to MOH/DHO through the PHNS. Completed appraisal forms should be retained in the respective skeleton file of each PHM at the MOH Office.

- v. Shall be responsible for recommending leave to the midwives and for making acting arrangements in agreement with the PHNS. All leave applications should be sent to MOH/DHO through the PHNS, for approval.

4. **Provision of specific services:**

- i. Shall check the investigations of Infant deaths and maternal deaths carried out by PHMM.
- ii. Shall attend staff conferences.
- iii. Shall check registration of births, in the area especially of cases delivered in the field by PHMM or other persons.
- iv. She shall see that PHMM pay more attention to mothers delivered by untrained personnel and deliveries without assistance and take necessary steps to prevent occurrence of such deliveries in future.
- v. Shall assist in health educational work in her area, at clinics, schools, maternity homes and rural hospitals, with special reference to maternity and child welfare work.
- vi. Shall guide the work of the midwives at Maternity homes and Rural Hospitals and report on work of the midwives and the general cleanliness of the rural hospital and maternity home to the officer in-charge with copy to MOH/DHO.
- vii. Shall administer whenever necessary and supervise the nursing and midwifery care given by PHMM.
- viii. Shall be on call for emergencies if summoned by the Area PHMM.
- ix. Shall provide necessary advice on MCH/FP to eligible families in the area.
- x. Shall assist the health team in the prevention and control of both communicable diseases and non communicable diseases.

- xi. Shall participate in community health programmes organized within her area with the approval of the MOH/DHO.
- xii. Shall assist in the training programmes of field health staff and other voluntary health workers with the approval of the MOH/DHO.
- xiii. Shall carry out any other instructions given by the MOH/DHO and by the department from time to time.

