

Duty List of Regional Supervising Public Health Nursing Officer

1.0 Administrative Requirements

- 1.1 Regional Supervising Public Health Nursing Officer (RSPHNO) is a member of the district technical team who will provide necessary guidance and direction for the Public Health Field Staff on Maternal and Child Health Services in coordination with the Medical Officer of Maternal and Child Health (MOMCH).
- 1.2 Regional Director of Health Services will be her immediate supervisory officer. She should maintain the office at the Maternal and Child Health (MCH) unit of RDHS Office and the guidelines for office maintenance is given annex 1.
- 1.3 Hours of duty:
 - Weekdays - from 8.30 a.m. to 4.15 p.m.
 - Wednesday is considered as the office day.
 - The duty hours may change when engaged in fieldwork.
 - Saturdays, Sundays and public holidays - off daysShall be prepared to work after duty hours and on off days as and when need arises after obtaining prior approval from RDHS.
- 1.4 RSPHNO shall work according to a monthly advance programme approved by RDHS and a copy of which should be sent to Director Nursing Public Health before 25th of the preceding month. The other copy should be retained in the office.
- 1.5 Shall maintain a diary according to instructions given by the Ministry of Health and submit to the RDHS before 5th of the following month
- 1.6 She shall wear the government approved uniform when performing official duties in her area.

2.0 Planning

- 2.1 Shall assist MOMCH in preparation of district MCH development plan and ensure that it is included in the overall district health plan. Annual and medium term plans need to be prepared.
- 2.2 Shall prepare annual and quarterly plans for supervision in collaboration with the district health team and ensure that it is implemented as indicated in the plan.

3.0 Supervision

- 3.1 She should be an active member of the district supervising team and should supervise following officers and sites.
 - Public Health Nursing Sister
 - Supervising Public Health Midwife
 - Public Health Midwife
 - Clinics: Maternal and Child Health / Family planning/ Well woman clinics

- Field weighing posts
- Field

- 3.2. At least six supervisions should be carried out monthly, according to the needs and availability of the staff. Supervision reports should be prepared in three copies and submitted to the RDHS within two weeks. With the recommendations of the RDHS, one copy should be submitted to the MOMCH and the second copy to the relevant head of the institutions and the third to be retained in her office.
- 3.3. The concurrence of the Head of the Institution should be obtained when supervising health institutions
- 3.4. Shall scrutinize supervision reports, supervision plans submitted by PHNSs and SPHMs and guide them to strengthen supervision within the district.

4.0 Monitoring and Evaluation

- 4.1. Shall actively involve in organization and conduct of district MCH related review meetings.
- 4.2. Shall evaluate the performance of PHNSs and SPHMs in the district
- 4.3. Should closely monitor implementation of National Reproductive health Management Information System within the district (checking the accuracy of data, analyzing and giving feedback).
- 4.4. She should participate at MOH monthly conferences with other district health officials and provide necessary guidance. At these meetings update the knowledge of the health staff and discuss the issues related to supervision and performance in MCH services.
- 4.5. Should establish a mechanism to discuss the problems identified with the RDHS and MOMCH on regular basis.
- 4.6. Within her district she should identify MCH problems which need further investigations. Plan and implement relevant research in collaboration with the MOMCH. Furthermore, she shall guide PHNSs when conducting surveys/ research.
- 4.7. Shall prepare the quarterly performance report in four copies and send copies to RDHS, Director MCH and the Director Nursing (PHS).
- 4.8. Should actively participate in the process of Performance appraisal system.

5.0 Human resource development

- 5.1. She should identify the training needs of the district health staff, plan, and implement relevant training programmes.

5.2. Shall act as a trainer at the district level for relevant training programmes after obtaining training inputs at national level.

5.3. Conduct quarterly performance review meetings of the PHNSs/ SPHMs and strengthen supervisory mechanisms within the district

5.4. Shall assist RDHS to strengthen human resources for public health by identifying the requirement, vacancies and preparation of new cadre projections.

5.5. She should give necessary assistance in basic and in-service nursing and midwifery training programmes within the district.

6.0 Other Activities

6.1. At Efficiency Bar examinations of PHMM, she should act as the Chairman of practical examination and a member of the oral examination.

6.2. She should support the RDHS when selecting PHNS/ SPHM and PHMM for special training, scholarships and promotions.

6.3. She should assist MOMCH in estimation and supply of necessary equipment and other supplies supplied to MOH offices and other institutions.
(Eg. Medical equipment, printed forms, vaccines, certificates)

6.4. Shall work actively as a member of the district team in emergency and disaster situations.

6.5. Shall perform any other duties assigned by RDHS.


.....
Dr. M.L.R. Siyambalagoda
Deputy Director General
(Public Health Services)


.....
Dr. P.G. Maheepala
Director General of Health Services
Ministry of Health

Dr. P. G. Mahipala
Director General of Health Services
Ministry of Health,
385, "Suwasiripaya",
Rev. Baddegama Wimalawansa Thero Mawatha,
Columbo 10.

Guidelines for office maintenance at the Maternal and Child health Unit

Shall ensure that following records, graphs and files are maintained and updated on regular basis at the MCH unit of the RDHS office.

- 1) District Map showing Population, MOH divisions, hospitals and other important landmarks.
- 2) Vital Statistics should be given as National, Provincial and District levels
 - Eg. Birth rate
 - Maternal mortality rate
 - Infant mortality rate
 - Under five mortality rate
 - Low birth weight rate
 - Contraceptive prevalence rate
- 3) Details of hospitals, Maternity Homes, Central Dispensaries and MCH Clinics of the District.
- 4) Details of Divisional Secretary Offices, Local Government Institutions and zonal education offices.
- 5) The following files should be maintained for each MOH area
 - a) Map of the MOH area showing PHM areas, PHI areas, PHNS areas and clinic centres
 - b) Population according to MOH areas, PHNS areas, PHI areas and PHM areas
 - c) Clinic schedules (including schedules of field weighing)
 - d) Dates of in service training, monthly conferences and special programmes
 - e) Details of supervising officers in the MOH area
 - f) Advance programmes of supervising staff
 - g) Supervision schedules and supervision reports
 - h) Information about cadres including approved cadre, number in position and vacancies
 - i) Schools, preschools, NGOs, private medical institutions, elderly homes, child homes and other institutions related to health.
- 6) The following main performance indicators should be analyzed and presented by MOH divisions graphically for previous two years annually and quarterly for the current year.
 - (a) Early registration of pregnant mothers
 - (b) Post partum care coverage
 - (c) Contraceptive Prevalence rate
 - (d) Immunization coverage for DPT I/Pentavalent I, Measles and MR
 - (e) Low birth weight rate
 - (f) Underweight prevalence among infants and 1-2 year old children
 - (g) Coverage of school Medical Inspection
 - (h) Coverage of Pap smear screening (of the target age group)

Trend of FP new acceptors by methods for the district over past five years.
- 7) Supervision schedule – A common schedule for the district technical team on quarterly basis
- 8) Files of supervision reports and a file for special activities conducted