

Job functions file - MOH reg 11.4

GENERAL CIRCULAR 02-02/2001

My No:- PC/PHC/22/2000
Office of the Director General
of Health Services,
"Suwasiripaya",
385, Rev Baddegama Wimalawansa
Mawatha, Colombo 10.

16 January, 2001

To:- All Provincial Secretaries of Health,
All Provincial Directors of Health Services,
All Deputy Provincial Directors of Health Services,
Heads of Decentralised Units,
Directors of Specialised Campaigns,
Heads of Institutions/DDHS/MOH

JOB FUNCTIONS OF MEDICAL OFFICERS OF HEALTH
APPOINTED TO DIVISIONAL DIRECTORS OF HEALTH
SERVICES UNITS IN ADDITION TO THE DDHS

A. ORGANIZATIONAL GUIDELINES

1. The Divisional Director of Health Services shall be the Chief M.O.H. (CMOH) of the DDHS area.
2. For all intents and purposes, the DDHS area (Health Unit) will be maintained as one administrative unit. The management of this unit and administrative control shall be the responsibility of the DDHS/CMOH.
3. For purposes of delivering Health Care Services to the people, the DDHS area will be divided into two or more functional units (sub - units) depending on the cadre of M.O.H. of the DDHS area. (Cadre includes the post of the DDHS/C.M.O.H. and other M.O.O.H.) and each sub - unit will be assigned to an M.O.H.
 - 3.1 So that, under the administrative and managerial control of the DDHS each sub - unit will function under an M.O.H. and he/she shall be responsible to the DDHS for the total Health Care delivery to the people within the sub - unit.
 - 3.2 The DDHS/C.M.O.H. will also be in charge of one such sub unit and be responsible for the total Health Care delivery in that sub - unit, while having an overall responsibility to the entire DDHS area. However, this sub-unit shall be smaller in terms of geographical area and/or population compared to other sub - units, in order to facilitate the DDHS/C.M.O.H. to exercise his administrative and managerial functions with ease and efficiency.

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The main functions are :

- 1.1 The DDHS/C.M.O.H. shall be the Health Manager for the entire IDHS area (Division)
- 1.2 The DDHS/C.M.O.H. shall play the role of community physician (MOH) in the sub-unit to which he is directly responsible and in a supervisory capacity to other sub-units in charge of other M.O.C.H.
- 1.3 The DDHS/C.M.O.H. shall take the leadership role of the Health Development in the DDHS area.
- 1.4 The DDHS/C.M.O.H. shall play the role of a teacher by providing Health Education to:
 - (i) Health personnel to ensure better performance.
 - (ii) Leaders in the Community and related sectors to promote community participation and inter-sectoral collaboration.
- 1.5 The DDHS/C.M.O.H. shall monitor and evaluate the work of all the members of his team and the other M.O.C.H.
2. The DDHS/C.M.O.H. shall discharge all his responsibilities with the concurrence of the Provincial Director of Health Services (PDHS), or his Deputy (DPDHS) delegated with his authority.

C. Job Functions of the other M.O.C.H. Managing the Sub-Units.

- 1.1. Shall play the role of Community Physician (MOH) in the sub-unit to which he/she has been assigned.
- 1.2 Shall take the leadership role of the Health Development within the sub-unit.
- 1.3 Shall play the role of a Teacher within his/her sub-unit by providing Health Education to Health Personnel and the Community
- 1.4 Shall monitor and evaluate the work of the members of his/her team in the sub-unit.
2. Shall not have any administrative function than the Technical and supervisory function within the sub-unit.
3. Shall discharge all his/her responsibilities with the concurrence of the Divisional Director of Health Services.
4. Shall carry out any other duties assigned by the DDHS, from time to time

Beligaswatte
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DIRECTOR GENERAL OF HEALTH SERVICES

Copies to: 1. Secretary Health
2. Additional Secretaries Health/M.S.
3. Deputy Director General PHS(I&II)/Planning/MS(I & II)/ET&R/L.S/
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