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Office of
Director General of Health Services,
Ministry of Health,
"Suwasiripaya"
Colombo 10.
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Provincial Health Secretaries
Provincial Directors of Health Services
Deputy Provincial Directors of Health Services
All Heads of Institutions

Duties of the Medical Officer (Public Health) in medical institutions

Medical officers have been appointed to Medical Institutions as Medical officer (Public Health). They will function under the administrative control of the Head of the Institution. The duties of the Medical officer (Public Health) are given below for necessary action.

Duties

1. Administration

1.1 Responsible to the Director / Medical Superintendent of the hospital in prevention and promotion of health in the hospital.

2. Health information system

- 2.1 Asses the functions of the health information system in the hospital, identify deficiencies and take corrective actions.
- 2.2 Guide the work of Medical Record Officers in collection of hospital statistics.

3. Human resource development

- 3.1 Identify preventive and promotive training needs of the hospital and assist the Head of the Institution in organization and implementation of programmes
- 3.2. Co-ordinate with relevant training authorities.
- 3.2. Function as trainers in relevant areas.

4. Epidemiological surveillance

- 4.1 Co-ordinate the notification system within the hospital.
- 4.2 Monitor the notifications done by each unit/consultant and by the hospital and provide a feed back to respective units/consultant quarterly.

5. Prevention and control of hospital acquired infections

5.1. Participate in the infection control committee activities.

6. Hospital sanitation

6.1. Monitor the proper functioning of the hospital waste management system.

6.2. Monitor the general cleanliness of the hospital premises and recommend corrective action.

7. Health promotion and patient education

- 7.1. Assist the Head of the Institution in planning and implementation of health promotion activities.
- 7.2. Assist the Head of the Institution in planning and implementation of counseling services in specific areas.

8. Maternal and Child Health (MCH) and Family Planning (FP)

- 8.1. Assist the Head of the Institution in monitoring the implementation of MCH and FP activities to ensure that they adhere to national guidelines.
- 8.2. Monitor the maintenance of proper cold chain for vaccines within the hospital.
- 8.3. Assist the Head of the Institution in organization and implementation of antenatal classes and parent craft programs in consultation with relevant consultants.
- 8.4. Assist the Head of the Institution in implementation of national programs for vitamin A mega dose, BCG vaccination and postpartum Rubella vaccination in consultation with relevant consultants.
- 8.5. Assist the Head of the Institution to ensure adequate logistic support for MCH and FP programme.
- 8.6. Coordinate the monthly prenatal death conference.
- 8.7. Assist the Head of the Institution to ensure that the maternal death notifications and investigations are done according to the national guidelines.
- 8.8. Liaison with district and divisional level staff in investigating maternal deaths and infant deaths.

9. Hospital diet

- 9.1 Assist the Head of the Institution to monitor the sanitation of the kitchen and take corrective action.
- 9.2 Ensure screening of food handlers in the kitchen / canteen

10. School Health

- 10.1 Assist the Head of the Institution in ensuring that children referred by the school health program for specialist care receive adequate attention.
- 10.2 Assist the Head of the Institution to establish the back referral system for school health referrals.
- 10.3 Assist the Head of the Institution in ensuring that special clinics are held for referrals of the school health program on Saturdays (Pediatrics, ENT, Eye, and Dental).

11. Occupational Health

- 11.1 Assist the Head of the Institution in ensuring occupational safety of the hospital staff including universal precautions.
- 11.2 Assist the Head of the Institution to educate staff about occupational hazards and safety measures

12. Safe water

- 12.1 Assist the Head of the Institution in ensuring that the hospital water supply is safe and chlorinated.
- 12.2 Assist the Head of the Institution in ensuring that an adequate supply of boiled, cool water is available to patients in wards, OPD and clinics all the time.
- 12.3 Assist the Head of the Institution in ensuring that an adequate supply of water is available for cleaning purpose.

13. Co-ordination of public health activities

- 13.1 Co-ordinate with and assist provincial health authorities in public health activities.
- 13.2 Co-ordinate public health activities within the hospital.

14. Miscellaneous

Any other functions as decided in consultation with the Head of the Institution, depending on specific requirements of the particular hospital.



Dr. H A P Kahandaliyanage
Director General of Health Services

Dr. H. A. P. KAHANDALIYANAGE
Director General of Health Services
385, "Anandapada",
Rev. Baddagana Vimala, Rajapawatha,
Colombo 10.