

**Government of West Bengal**  
**Department of Health and Family Welfare**  
**Directorate of Health Services**  
**Administration Branch**  
**Wing-B, 2nd Floor, Swasthya Bhawan,**  
**GN 29, Sector V, Salt Lake, Kolkata -700091**

Memo. No. HF/O/MA/3S-01/2015/A 2632

Dated 08/06/2018

**CIRCULAR**

In terms of G.O. No. HF/O/MA/205/3S-01/2015, dated 02.03.2017, 133 (One hundred and thirty three) supernumerary posts, namely 'Hospital Assistant' have been sanctioned.

The Duties and Responsibilities (Job Chart) of the stated posts of Hospital Assistant, as notified by the Department, vide Notification no. HF/O/MA/328/3S-01/2015, dated 04.04.2018, is enclosed herewith in Annexure I.

All concerned are hereby informed accordingly.


  
8/6/18  
Director of Health Services  
West Bengal

Memo. No. HF/O/MA/3S-01/2015/A 2632/1(8)

Dated 08/06/2018

Copy forwarded for information to:

1. The Director of Medical Education Services, West Bengal,
2. The Commissioner, MA, Dept. of Health & Family Welfare, Govt. of West Bengal,
3. The Jt Secretary (MA) to Govt. of West Bengal,
4. The MSVP, All Medical College and Hospitals/ Teaching Hospitals,
5. The CMOH, All Districts including Health districts,
6. The Superintendent, All DH/SDH/SGH/ Mental Hospitals/ Decentralized Hospitals,
7. The BMOH, All RH/ BPHC,
8. The System Coordinator, IT Cell with request for posting of one copy of this Circular in Departmental Web Site.

  
8/6/18  
Director of Health Services  
West Bengal



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**MEDICAL ADMINISTRATION BRANCH**  
**SWASTHYA BHAWAN, SECTOR-V, GN-29,**  
**SALT LAKE CITY, KOLKATA-700 091**

Memo No. HF/O/MA/328/3S-01/2015

Dated 04<sup>th</sup> April 2018

From: The Joint Secretary to the Government of West Bengal  
 To: The Director of Health Services,  
 Government of West Bengal.

**NOTIFICATION**

The Governor is pleased to say that, the **Duties & Responsibilities (Job chart)** of newly created cadre- '**Hospital Assistant**', who has been trained as 'Multi Skilled Male Health Worker', have been formulated as follows.

The cadre 'Hospital Assistant' is somehow between the Nurses and untrained GDA. These Nursing aids will perform the duty of a Para medic- with some rudimentary professional skills like Wound dressing & stitching, Plastering and Traction for Orthopedic patients with proficiency in caring of patients in Critical Care Units and in Psychiatric Units etc as well as non-professional skills of loading and unloading of heavy Medical equipments, Oxygen Cylinders, Stretcher bearing etc when situation demands.

The Cadre 'Hospital Assistant' is directly responsible to the Nursing Superintendent through the Ward Sister/Sister in Charge.

**Duties & Responsibilities in respect of Patient care:**

1. He will apply skills from the Humanities, Biological and Behavioral Science to function as 'Multi Skilled Health Worker' and demonstrate competency in providing health care to individual- sick or well, plan and carry out appropriate action according to need.
2. He will demonstrate skill in special units like *Critical Care/High Dependency Unit* and *Trauma Care units, Operation Theatres, Psychiatry and Child care*. Also Pre and Post operative intensive Care to patients.
3. He will render skilled care including *First Aid and Emergency Resuscitation techniques* as life saving measures and utilize latest trend and technology in '*Emergency*' & '*Disaster management*'.
4. He will act as a team member in the Health care delivery system, co ordinate and collaborate with other health team members and apply the *communication skill* for the system.
5. He will apply knowledge of *Computer* for communication to all level.

6. He will perform any other duty allotted to him by the Nursing superintendent or Medical Superintendent as & when situation is called for.


**Duties & Responsibilities in relation to Ward/Unit administration:**

1. He will draw up Nursing care plan in his Ward/Unit in consultation with the Ward Sister/Sister in Charge.
2. He will perform the routine Nursing activities for Admission, Discharge and Transfer of the patients.
3. He will prepare and assist for Diagnostic procedure for the patients.
4. He will take part in indenting of drugs, Diet and other supplies and maintaining the inventory of each item. He also will assist the Ward Sister/Sister in maintenance of the Sub store of drugs, linen and other equipments.
5. He will be responsible for maintenance and sterilization of articles and equipments as necessary.
6. He will be responsible for overall cleanliness of the ward/unit. Will segregate and proper disposal of Bio Medical Waste.
7. He will make rounds with doctors and Sr. Nursing officers.
8. He will keep the Patient's record up-to-date.
9. He will make communication with Patients and patient's party.
10. He will be responsible for taking reports and making detail bed to bed round at the time and changing of 'shift'.
11. He will sign the 'Night report' after checking.
12. He must have knowledge on "Quality Assurance" and "Safety Measures"-with standards and protocols.
13. He will deputize for Ward sister/ Sister in Charge during her absence.

**Duties & Responsibilities in Special areas like CCU/HDU, Psychiatric Unit, O.T., Burn Unit, Trauma Care Unit and Disaster Care Unit :**

1. He will be well acquainted with all the monitors, machines and equipments particularly ECG machine of the above said units for their operation and maintenance.
2. He will responsible for continuous monitoring/observation of the patients and will take prompt action/measures especially in CCU/HDU, OT, Burn Unit and Trauma Care Unit.
3. He will be responsible for Infection Control in CCU/HDU, Burn Unit, OT and Trauma Care Units.
4. He will have ability in Psychiatry history taking, knowledge on definition and terms used in Psychiatry, to recognize Symptoms of Psychiatric illness and to manage psychiatric emergency and crisis intervention.
5. He will be well acquainted with Hospital Corneal Retrieval programme and 'Transplantation of Human organs bill' and ability in "Grief counseling". He must know the various Legal and Ethical issues in 'Critical Care Unit' like "Brain death".

6. He will be able to manage the patient with impaired Respiratory function in 'Respiratory Intensive Care Unit.
7. For Emergency or Disaster management he will intervene with Triage, assist in documentation and take resuscitation techniques for critically ill and participating in managing crowd and counsel patients and party.

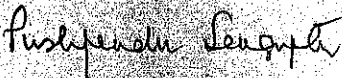
sd/   
Joint Secretary  
to the Government of West Bengal.

Memo No HF/O/MA/328/3S-01/2015/1(15)

Dated 04<sup>th</sup> April 2018

Copy forwarded for information and necessary action to:-

1. Addl. Director of Health Director Services (Admn), West Bengal
- 2-3. Deputy Director of Health Director Services (Admn)/ (Hospital Administration) West Bengal.
- 4-6. Assistant Director of Health Services (Admn)/ (P&E)/ (Cadre), West Bengal.
7. MSVP, \_\_\_\_\_
8. Chief Medical Officer of Health, \_\_\_\_\_
9. Superintendent, \_\_\_\_\_
- 10-11. P.A to the Secretary(MS)/ MD(NHM), Commissioner (Family Welfare) & Secretary, Dept. of H&FW, Govt. of West Bengal.
12. P.A to PD, WBSAPCS, Director SPSRC & Secretary, Dept. of H&FW, Govt. of West Bengal.
13. P.A to Commissioner MA.
14. Guard File.
15. Office Copy.

  
Deputy Secretary  
to the Government of West Bengal.