

**Government of West Bengal
Directorate of Health Services
Nursing Branch, Wing-A, 1st Floor,
GN-29, Sector-V, Salt Lake,
Kolkata - 700091**

Administrative Instruction

Duties and responsibilities of Community Health Officer at Health and Wellness Centre:

The trained Community Health Officer would broadly be expected to carry out public health functions, supervision, management and leadership at the Health and Wellness Centre. She will organize and implement mainly in preventing and promotive aspects of all Health Programme as well as curative services as and when required at the field levels. **Duty hours will be from 09.00 a.m. to 04.00 p.m. from Monday to Saturday.** She will:

1. Implement all National Programmes at sub-centre level.
2. Look administration, communication, management and supervision at Health and Wellness Centre.
3. Give Health Education and encourage awareness on Family Planning, Maternal and child Health, Immunization.
4. Provide preventive, promotive, and curative care.
5. Identify and refer cases with common conditions.
6. Implement biomedical waste disposal guidelines and infection control policies.
7. Supervise the work of ANMs, ASHAs related Maternal and Child Health, Family Planning and Nutrition related services to the Pregnant and Lactating Mothers, infancy, childhood, adolescence and elderly.
8. Supervise of Health Worker about Nutritional deficiency disorders, food borne diseases and food safety.
9. Explain, supervise and manage of Communicable and Non-Communicable diseases as per guidelines of National Health Programme at Sub Centre level.
10. Maintain Records and Reports and send report to the higher authority as instructed.
11. Look after Finance and Accounts of the Health and Wellness Centre.

12. Provide comprehensive primary health care in management of common conditions related Dental, Eye, ENT and emergencies and provide first aid.
13. Supervise and monitor availability of common drugs in general and drugs specifically required at Health and Wellness Centres.
14. Act as a team leader of mid level care providers viz. ANM, ASHA and AWW. Develop a strategy for counseling and interpersonal communication at community and facility levels.


9/6/18
D.H.S., WB