



RIGHT TO SERVICE ACT – Details of duties & responsibilities of staff

Name of the Department: UNIVERSITY HEALTH CENTRE

Name of the Branch Head: Dr. B.S Harikumaran Thampi

Designation: DIRECTOR

Contact Number (Office): **0494-2407320**

Sl. No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
1	22139	Dr. Salome George	Medical Officer on contract	University Health Centre	04942407320	Examinations patients and prescribe medicines and supervised the work of the University Health Centre and discharge the charges as M.O. in charge verified various registers and files of the Health Centre.
2	-	-	Medical Officer on contract	University Health Centre	04942407320	
3	3470	Mini. S. Thankappan	A.S.O.	U H C Office	04942407320	Supervised the office work and prepared files in the absence of assistant and preparing contingent bills, maintained appropriation register, maintained cash book and PA register etc. supervising Daily Rutene works of UHC
4	2390	Dhaniklal. V.	Store keeper Pharmacist	U H C Store	04942407320	Purchased medicines Reagents, chemicals, equipments etc needed for (medicines and chemicals for about Rs. 2,20,000/-) Maintained the stock registers of the items purchased. Preparing comparative statements for purchase & statements of Safe- keeping the stock of the medicines, surgical in the store and furniture and equipments in the Health Centre, Issued daily intended medicines to the dispensary and supervised the work of pharmacists. Helps in preparing the CB's of items purchased
5	3543	Bindu. M. V.	Head Nurse	U H C Nursing Station	04942407320	Giving nursing care to patients like giving injections, observation, supervised dressing assisted doctors for suturing and minor surgical procedures and maintaining registers for lines, surgical equipments and dhobies etc.
6	3540	Shamrood. M. P.	Staff Nurse	U H C Nursing Station	04942407320	Giving nursing care to patients like giving injections, observation, supervised dressing assisted doctors for suturing and minor surgical procedures and maintaining registers for lines, surgical equipments and dhobies etc.

7	3565	Sudheesh. P.	Staff Nurse	U H C Nursing Station	0494240732 0	Giving nursing care to patients like giving injections, observation, supervised dressing assisted doctors for suturing and minor surgical procedures and maintaining registers for lines, surgical equipments and dhobies etc.
8	3541	Sudheesh. T.	Lab Technician	U H C Lab	0494240732 0	Conducting biochemical and routine hematological investigations of total prescribed patients. Prepared reagents etc.,
9	3132	Archana Sivadasan	Pharmacist	U H C Pharmacy	0494240732 0	Maintained issue register of medicines and dispense different types of medicines to patients who visited the Health Centre, preparing ointment gave directions for taking medicines to patients and supervising pharmacy
10	21700	Saifudheen Thari	Pharmacist on contract	U H C Pharmacy	0494240732 0	Maintained issue register of medicines and dispensed different types of medicines to patients, preparing ointments, gave directions for taking medicines to patients.
11	22745	Lija. K.	Nursing Asst. on Contract	U H C Nursing Station M.O.T.	0494240732 0	Assists staff Nurses in their work, preparing dressing materials and did dressing of wounds of patients and keep OP registers and slips in the absence of receptionist.
12	22747	Vineetha. O. P.	Nursing Asst. on Contract	U H C Nursing Station M.O.T.	0494240732 0	Assists staff Nurses in their work, preparing dressing materials and did dressing of wounds of patients and keep OP registers and slips in the absence of receptionist.
13	22746	Simple. P.	U H C Nursing Station M.O.T. On contract	U H C Nursing Station M.O.T.	0494240732 0	Assists staff Nurses in their work, preparing dressing materials and did dressing of wounds of patients and keep OP registers and slips in the absence of receptionist.
14	2921	Valli Kunnamballi	Hospital Asst.	U H C Reception	0494240732 0	Works as receptionist, gives O.P. Ticket & tokens is all patients who visit- UHC, maintenance O.P. Registers.
15	1409	Laxmi. A. (CLR)	Sweeper- cum- scavanger	UHC Area	0494240732 0	Did the cleaning work of the hospital and premises helped in arranging medicines in the store-room Did the cleaning work in the hospital and premises
16	1751	Nalini T. V.(CLR)	Sweeper- cum- scavanger	UHC Area	0494240732 0	Did the cleaning work of the hospital and premises helped in arranging medicines in the store-room Did the cleaning work in the hospital and premises

17		Dr. O.C. Indira	Guest Paediatrician	University Health Centre	0494240732 0	Consultant Paediatrician
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ASST.REGISTRAR

DIRECTOR

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