

## Duty list of a Public Health Nursing Officer

Public Health Nursing Officer (PHNO) is a person in the public health care team who performs duties to prevent and control non-communicable diseases and provide comprehensive nursing care to the community in the area of the healthy life style center. (HLC)

The Nursing Officer, who is attached to **hospital aiding and facilitating HLC work** as a team member and responsible for individuals, families and communities in the area. Public Health Nursing Officer should work under the guidance of Medical Officer in charge of HLC.

### Administrative Duties

01. Public Health Nursing Officer (PHNO) performs duties in healthy life style centre (HLC) under the immediate administrative supervision of MOIC/DMO in the hospital. **Public health nursing sister is the technical supervisor for Public Health Nursing Officer. Subsequently Public Health Nursing Officer is responsible to the MOH, RSPHNO, RDHS, PDHS, District MO/NCD and hospital MO/NCD, palliative and geriatrics care officers.**

02. PHNO Performs duties in accordance with establishment code, FR, code of ethics, department circulars, institutional circulars, rules and regulations of the department of health, the provincial and regional health authorities (RDHS/PDHS)

03. Duty hours of the PHNO

**Week days -7.00 am to 3.00pm**

Saturday, Sunday and public holidays will be Off days.

Public Health Nursing Officer could work on Saturdays, Sundays and public holidays with prior approval from the RDHS when necessary.

04. Public Health Nursing Officer should maintain an official diary and made all relevant entries daily according to the instructions provided by the ministry of health and shall submit the diary to MOIC for perusal and signature monthly.

05. Public Health Nursing Officer should prepare monthly advance programme with three copies of H - 510 and get it approved by MOIC on or before 25<sup>th</sup> of each month and should work according to the approved programme. A copy of the advance programme should be sent to the PHNS.

06. Public Health Nursing Officer shall be responsible for the office inventory.

07. Public Health Nursing Officer shall maintain the office according to the guideline. (See the annexure 1)

08. Public Health Nursing Officer shall wear a uniform during the duty hours.

09. Public Health Nursing Officer should maintain a registration book for clients.

10. Public Health Nursing Officer should maintain a individual record for each client.

The main duties of the Public Health Nursing Officer would comprise the following.

1. Care provider
  - HLC activities and NCD Care
  - Palliative Care
  - Geriatrics Care
2. Provision of specific services when requested by the supervising officers
3. Research & Surveys
4. Provision of Specific Services

**(01) As a Care Provider In the healthy lifestyle Center (HLC) activities**

- Screen clients for Non communicable diseases and risk factors drawing blood and urine samples for biochemical analysis and taking physical measurement (height and weight). Documentation of the above.
- To identify defaulters of medical clinics for NCDs and assist them to obtain continuous treatment.
- Registration of clients attending HLCs. Maintain records and ensures follow up and referrals of clients.
- Conduct health educational activities on lifestyle choices for a healthier living at the HLCs and in outreach programmes.
- Assist with emergencies such as acute exacerbation of Bronchial asthma, Acute coronary syndrome
- Assist in wound management, foot care and pain management
- Assist in special mobile clinic
- Assist in special follow-ups

**(02) Palliative Care**

Palliative Care focused on providing relief from symptoms and stresses of chronic illnesses. The Goal is to improve quality of life for both client and the family. Therefore PHNO need to,

- Attend to the client suffering from the diseases and providing comprehensive care
- Administer medicines and injections prescribed by the Medical Officer to the client.
- Prevent complications with bedridden patient by providing appropriate care and educating family members (bed sores, Circulation problems, Exercises etc.....)
- Insert Nasal-Gastric tubes and urinary catheters
- Provide ostomy care
- Perform wound dressing to avoid complications and providing first aid.
- Provide and extended care while maintaining the services rendered by the hospital.

### (03) Geriatric Care

Nursing care provided for elderly patient with a focus not only on illnesses but on overall health and wellness.

- Assessment of the older person (.ADL, IADL, frailty )
- Prioritizing issues with the coordination of multi stake holder approach ( specially with the social service officer )
- Promotion active healthy ageing through advocacy to the older individuals, family members, care givers and other age categories according to life course approach.
- Basic nursing services provision through home visits - urinary catheterization
  - IV injection
  - NG feeding
  - Wound dressing
- Effective communication with older person, care givers including family members
- Assist in elderly clinics, including screening clinics
- Visit in elderly homes, day centers and village committees
- Liaise with physiotherapist, occupational therapist, speech and language therapist in rehabilitation of person at community level
- Maintain records and returns in relation to geriatric care
- Participation of in-service training programmes on elderly care

### (04 ) Provision of Specific Services

Provision of specific services when requested by the supervising officers

### (05) Research and Surveys

Shall conduct research studies on the instruction of supervising officers with a view to evaluating achievements /determining service needs/improving service delivery

### (06) Any other duties are assigned by the MOIC

### Annexure 1

#### Office

1. Shall maintain an office in the HLC center
2. This Office shall be available for inspection during working hours by supervising officers.

The records should be arranged in the following Manner.



### On the Wall

1. Area Map
2. Record of Vital statistics
3. Maps and charts in relation to PHNO duties.
  - (i) Screened population (disease pattern, age group)
  - (ii) Identify risks factors

### On the table

1. Inventory and department instructions for Public Health Nursing Officer
2. Diary
3. Appraisal form of Public Health Nursing Officer
4. Clients' files
5. Registration Book
7. Keep appropriate health education materials
8. Special activities file

### Annexure 2

#### Instruments & Equipment

1. Blood Pressure apparatus
2. Weighing Scales.
3. Sumato Meter
4. Snellens Chart
5. Stethoscope
6. Glucometer
7. Cholesterol meter
8. Equipments for data management and Health Education

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