

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Health, Medical and Family Welfare Department- Creation of MPHA(F)/ANM Grade-III posts at Village/Ward Secretariats – Job chart of MPHA(F)/ANM Grade-III- approved- orders – Issued.

HEALTH, MEDICAL & FAMILY WELFARE (G2) DEPARTMENT

G.O.MS.No. 113

Dated: 30-09-2019.

Read

From the Director of Health and Family Welfare, A.P. Gollapudi,
Vijayawada Lr.Rc.No.636/FW.E1/2019, Dated:27-09-2019.

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ORDER

In the reference read above the Director of Health and Family Welfare, A.P. Gollapudi, Vijayawada has proposed the job chart of MPHA(F)/ANM Grade-III, who were appointed in Village/Ward Secretariats. Further the Director of Health and Family Welfare, A.P. Gollapudi, Vijayawada has requested to Government to issue necessary approval in the matter.

2. The Government after careful examination of the matter, here by approved the Job chart of the MPHA(F)/ANM Grade-III as enclosed in Annexure.

3. The Director of Health and Family Welfare, A.P. Gollapudi, Vijayawada shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR.K.S.JAWAHAR REDDY
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Director of Health and Family Welfare, A.P. Gollapudi, Vijayawada
The Director of Public Health and Family Welfare, A.P. Gollapudi, Vijayawada.

Copy to:-

The P.S. to Hon`ble Dy.CM (HFW&ME), Amaravathi.

The P.S. to Principal Secretary to Government, HM&FW Department.

Sc/Sf

//FORWARDED :: BY ORDER//

SECTION OFFICER

(P.T.O for Annexure)

ANNEXURE

JOB CHART OF MPHA (FEMALE) / (ANM)

Under the Multi Purpose Health worker's scheme One female health Assistant is posted at each sub centre covering a population of around 2,500 (1,500 in tribal area). She will carry out the following functions.

General instructions:

1. She should work under the administrative control of the Medical Officer PHC and technical supervision and guidance of the Female health Supervisor.
2. She should stay at her official head quarters and available for the community for all maternity care services.
3. Should be in uniform with identity card.
4. Should prepare map of her allocated area, enumerate the population, collect data of all parameters and keep family Health Records and Village Health Profile
5. All the ANMs have to discharge all the duties as assigned by the PHC Medical Officers.

Maternal and Child health:

1. Register pregnant women within 12 weeks after confirmation of pregnancy and provide care to pregnant women throughout the period of pregnancy.
2. Conduct urine tests for pregnant women for albumin and sugar and estimate haemoglobin level at clinic in addition to recording Blood Pressure.
3. Ensure that all pregnant women get HBsAg, HIV & VDRL test done.
4. Make at least 4 ante natal visits and 3 post natal visits for each delivery conducted in her area and provide health education on mother and child care.
5. Distribute iron and Folic acid tablets to all pregnant and lactating women.
6. Provide immunization for pregnant women with Td.
7. Tracking of all pregnancies by name for scheduled ANC services.
8. Refer abnormal and high risk cases of pregnancy to Medical officer PHC and higher facilities for further management.
9. Motivate all pregnant women for institutional deliveries.
10. Refer all cases of difficult labour and abnormalities of new born to the nearest hospital for institutional care and provide health education on mother and child care.
11. Educate the mother on the importance of breastfeeding, family health, family planning, nutrition, immunization, personal and environmental hygiene.
12. Assess the growth and development of the infant and take action to rectify for any defects.
13. Administer BCG, Hep.'B', Penta Valent, Rota MR, JE, DPT,IPV, OPV (Oral polio vaccine) and Vit – A solution to all infants and children.
14. Track all dropouts and left outs for Immunization and vaccinate.
15. Assist the Medical officer and the Female health supervisor in conducting MCH clinic at the sub centre.

Family planning:

1. Maintain Eligible couple register properly and utilise the information for motivation of couples for acceptance of Family planning methods.
2. Distribute conventional contraceptive and OP cycles to the couples on demand.

3. Provide follow up services to all family planning acceptors, identify side effects if any and provide on the spot treatment for minor complaints.
4. Establish female depot holders for conventional contraceptives in the community and provide a continuous supply to them.
5. Maintain record of the supplies received and issued under contraceptives, IUD insertions, vaccines, drugs, and other materials.
6. Assist the female health supervisors in training the depot holders, village leaders, local dais and other local women group and utilise them for the promotion of family welfare and MCH programmes.

Medical termination of pregnancy:

1. Identify women in need of Medical Termination of Pregnancy (MTP) and refer them to the nearest health facility for Comprehensive Abortion Care.

Nutrition:

1. Identify cases of LBW and Malnutrition in infants and children and refer to AWCs / NRCs for supplementary Nutrition and treatment.
2. Distribution of IFA to adolescents.

Communicable Diseases

1. Keep the Medical officer informed of any abnormal increase in case of diarrhoea, Dysentery, Poliomyelitis, neo natal tetanus and fever etc.
2. Screen for hypo pigmented patches for detection of leprosy cases.
3. Screen for fever cases, treat, report, and give health education for prevention of mosquito bites.
4. Provide treatment to minor ailments, first aid and refer cases to the Primary health centre for further diagnosis and treatment.

Non Communicable Daises:

1. All ANMs have to conduct population screening for Hypertension/ Diabetes / 3 common cancers i.e. breast, cervix and oral for women and oral, lung, and prostate cancer for Men.
2. To identify common mental illness in the community as directed by PHC Medical Officer.
3. Identify Dental health, oral health, ENT and Eye problems, treat / refer accordingly.
4. Screen for Geriatric problems.

Health Education:

1. Participate in the local Mahila mandal meetings, and spread the message on female age at marriage, spacing methods etc.
2. Coordinate with other departmental staff like Anganwadi workers, gram sevaks in promoting the services under the programme.
3. Educate mothers regarding home management of diarrhoea with ORS and preparation and usage of ORS.
4. Educate mothers on early diagnosis of Pneumonia in child and other ailment and refer case for treatment PHC.
5. Posters / paintings on key messages Immunization schedule and other national programmes to be displayed.

Reports and Records:

1. Maintain all the records and reports as prescribed under RCH.
2. Records all the births and deaths occurred in her area.
3. Prepare the action plans for her area with the help of Female health supervisor.

4. Assist the medical officer, female health supervisor, and the Multipurpose Health Extension Officer during their visits and in conducting school health clinics.
5. Attend the monthly staff meetings at PHC and receive directions from the Medical officer about the nature of activities to be carried out.
6. Actively participate in the Pulse Polio Immunization and other national programmes in preparing the lists of all eligible beneficiaries and other activities.
7. Attend to such other duties as entrusted by the Medical officer and Female health supervisor for the promotion of family welfare and MCH services.

DR.K.S.JAWAHAR REDDY
PRINCIPAL SECRETARY TO GOVERNMENT