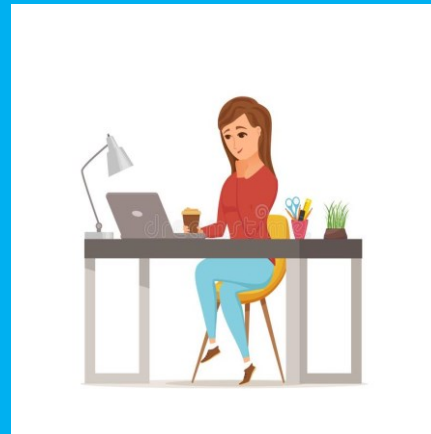


# Standard Operating Manual

Ward Health Secretary (WHS)



## BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Served:




Households Mapped:




Clusters Mapped:




Functionaries Mapped




Volunteers Mapped:




Secretariat Vacancies :




Functionaries & Volunteers

Service Requests Received  
Since Inception ( 26-01-2020)




Service Requests Fulfilled:




Till date

Grievances Raised




Grievances Resolved:




1902/Register

### Registers Maintained at the Secretariat

1	Attendance Register	6	Stock Register
2	Movement Register	7	Cash Balance Register
3	Casual Leaves Register	8	Property Tax Register
4	Tappal Register	9	Title Transfer Register
5	SPANDANA Grievances Register	10	Visitors Register, Minutes of meeting register

## DESIGNATION SPECIFIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached:  
COP:



Service Requests Raised



Service Requests Closed:  
From:  Till Date:



Grievances Raised:  
From:  Till date:



Grievances Resolved:



### Registers Maintained by the Functionary

1	Antenatal Checkup (ANC) Register	9	Pradhan Mantri Surakshit Matritva Abhiyan (PMSMA Register)
2	Child Immunization Register	10	Fever survey Register
3	Vaccine Register	11	TB Cases Register
4	Estimated Delivery Date (EDD) Register,	12	Non-Communicable Diseases (NCD - CD Register)
5	Antenatal Checkup (ANC) High Risk Register	13	Malaria (MF 2) Register
6	Communicable Diseases Register	14	Weekly Iron and Folic Acid Supplementation (WIFS) Register
7	Death Register	15	Kanti velugu register
8	Aarogya Sri register		

# COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:  
Thrice A Day: **10.30 AM** |  
**3.00 PM** | **5.00 PM**



Update Movement  
Register before & after  
Field Visits



Always Wear Uniforms  
at Work



Remain at Secretariat  
for SPANDANA From:  
3:00 PM To 5:00 PM



Always display posters  
of Schemes, non  
schemes, list of eligible,  
ineligible beneficiaries



Use HRMS for all Leave  
Applications, on field  
duty regularization by  
approval authority



Always wear your Badge  
at Work



Always display  
Volunteers contact  
details & the cluster  
number attached to

# FUNCTIONAL ASPECTS

## Key Responsibilities

- **Register Pregnant women** in 12 weeks & ensure **care in pregnancy and childbirth**.
- Provide **neonatal, infant, childhood & adolescent health care** services, **conduct antenatal & postnatal visits**
- Register eligible couples for **Family Planning** & distribute conventional **contraceptive and OP cycles** to the couples- promote IUD for spacing
- Screen, treat & report **fever cases** and give **health education** for prevention of mosquito bites.
- Administer **BCG, Hep.'B', Penta Valent, Rota MR, JE, DPT, IPV, OPV** (Oral polio vaccine) and Vit – A solution and all relevant vaccines to all infants and children.
- Participate in **immunization programs**, track dropouts, left out and **vaccinate** them
- Conduct population **screening** for **Hypertension/ Diabetes / common cancers** and other NCDS
- Screen for hypo pigmented patches for detection of leprosy cases
- Identify women in need of Medical Termination of Pregnancy (MTP), refer to nearest health facility for Comprehensive Abortion Care
- Ensure 100% de-siltation of drains, anti-larval & anti mosquito operations to prevent & control of communicable diseases.

# FUNCTIONAL ASPECTS

## Responsibilities

Ward Health Secretary(WHS) shall:

- Work under the administrative control of the Medical Officer (PHC) Primary health center and technical supervision and guidance of the Female health Supervisor.
- Stay at her official head quarters and available for the community for all maternity care services.
- Prepare map of her allocated area, enumerate the population, collect data of all parameters and keep family Health Records and Ward Health Profile
- Discharge all the duties as assigned by the Primary Health Center (PHC) Medical Officers.

For Maternal and Child health related activity, Ward Health Secretary shall:

- Register pregnant women within 12 weeks after confirmation of pregnancy and provide care to pregnant women throughout the period of pregnancy.
- Conduct urine tests for pregnant women for albumin and sugar and estimate hemoglobin level at clinic in addition to recording Blood Pressure.
- Ensure that all pregnant women get HBsAg, HIV & VDRL test done.
- 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 childcare

# FUNCTIONAL ASPECTS

## Responsibilities

For Maternal and Child health related activity, Ward Health Secretary shall:

- Distribute iron and Folic acid tablets to all pregnant and lactating women.
- Provide immunization for pregnant women with Td (Tetanus and adult diphtheria)
- Track all pregnancies by name for scheduled ANC services.
- Refer abnormal & high-risk cases of pregnancy to Medical officer PHC and higher facilities for further management.
- Motivate all pregnant women for institutional deliveries.
- Refer all cases of difficult labour and abnormalities of newborn to the nearest hospital for institutional care and provide health education on mother and childcare.
- Educate the mother on the importance of breastfeeding, family health, family planning, nutrition, immunization, personal and environmental hygiene.
- Assess the growth and development of the infant and take action to rectify for any defects.
- Administer BCG, Hep.'B', Penta Valent, Rota MR, JE, DPT,IPV, OPV (Oral polio vaccine) and Vit – A solution to all infants and children and track all dropouts and left outs for Immunization and vaccinate.
- Assist the Medical officer and the Female health supervisor in conducting MCH (Mean corpuscular hemoglobin) clinic at the sub center.

# FUNCTIONAL ASPECTS

## Responsibilities

For Family Planning & Medical Termination of Pregnancy related activities, Auxiliary Nurse Midwife shall:

- Maintain Eligible couple register properly and utilize the information for motivation of couples for acceptance of Family planning methods.
- Distribute conventional contraceptive and OP cycles to the couples on demand.
- Provide follow up services to all family planning acceptors, identify side effects if any and provide on the spot treatment for minor complaints.
- Establish female depot holders for conventional contraceptives in the community and provide a continuous supply to them.
- Maintain record of the supplies received and issued under contraceptives, Intrauterine devices (IUD) insertions, vaccines, drugs, and other materials.
- Assist the female health supervisors in training the depot holders, ward leaders, local dais and other local women group and utilize them for the promotion of family welfare and (MCH) Mean corpuscular hemoglobin programs.
- Identify women in need of Medical Termination of Pregnancy (MTP) and refer them to the nearest health facility for Comprehensive Abortion Care.



# FUNCTIONAL ASPECTS

## Responsibilities

For Nutrition related activities, Ward Health Secretary shall :

- Identify cases of Low Birth Weight (LBW) and Malnutrition in infants and children and refer to Advanced Wound Care (AWCs ) / Nutrition rehabilitation center (NRCs) for supplementary Nutrition and treatment.
- Distribute Iron Folic Acid (IFA) to adolescents.

For Communicable Diseases related activities, Ward Health Secretary shall :

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

For Non-Communicable Diseases related activities, Ward Health Secretary shall :

- 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.
- Identify common mental illness in the community as directed by PHC Medical Officer, identify Dental health, oral health, ENT (ear nose throat) and Eye problems, treat / refer accordingly and screen for geriatric problems.

# FUNCTIONAL ASPECTS

## Responsibilities

For Health Education related activities, Ward Health Secretary shall :

- Participate in the local Mahila Mandal meetings, and spread the message on female age at marriage, spacing methods
- Coordinate with other departmental staff like Anganwadi workers in promoting the services under the program.
- Educate mothers regarding home management of diarrhea with preparation and usage of ORS (Oral rehydration solutions).
- Educate mothers on early diagnosis of Pneumonia in child and other ailment and refer case for treatment PHC (Mean corpuscular hemoglobin). Posters / paintings on key messages Immunization schedule and other national programs to be displayed.

For activities related Reports and Records, Ward Health Secretary shall :

- Maintain all the records and reports as prescribed under Reproductive and Child Healthcare (RCH)
- Record all the births and deaths occurred in concerned area
- Prepare the action plan for her area with the help of Female Health Supervisor.
- Assist the medical officer, female Health Supervisor, and the Multipurpose Health Extension Officer during their visits and in conducting school health clinics.

# FUNCTIONAL ASPECTS

## Responsibilities

- Attend the monthly staff meetings at Primary health center (PHC) and receive directions from the Medical officer about the nature of activities to be carried out.
- Actively participate in the Pulse Polio Immunization and other national programs in preparing the lists of all eligible beneficiaries and other activities.
- Attend to such other duties as entrusted by the Medical officer and Female health supervisor for the promotion of family welfare and MCH (Mean corpuscular hemoglobin) services.

**Note: Shall also be responsible for:**

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO.RT No: 113 | Dated: 30-09-2019 | Issued by: Health and Family Welfare, [https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/7\\_GO\\_Ms.\\_113-ANM\\_Jobchart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/7_GO_Ms._113-ANM_Jobchart.pdf)
- Also Refer GSWS Employee Corner for ANM Calendar Activity <https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/WARD%20HEALTH%20SECRETARY%20English%20VERSION.pdf>

# FUNCTIONAL ASPECTS

## Key Services Handled

- Register for Aarogya sri health card application and get it verified by respective volunteers and submit the application in online portal
- Reproductive and Child Health Service
- Issuance of Sadarem Certificate Service
- Educate public on schemes and new initiatives
- Immunization
- Distribution of Medicines to children , woman etc.
- Undertake Health Check ups