



GOVERNMENT OF KERALA

Abstract

HEALTH AND FAMILY WELFARE DEPARTMENT—EUROPEAN COMMISSION SUPPORTED
SECTOR INVESTMENT PROGRAMME—“DEFINE/RE-DEFINE THE JOB RESPONSIBILITIES
OF VARIOUS EMPLOYEES UNDER KERALA HEALTH SERVICES—UNIFORM PATTERN
FOR CONFERENCES AT SUB CENTRE, PRIMARY HEALTH CENTRE/BLOCK
PRIMARY HEALTH CENTRE/COMMUNITY HEALTH CENTRE”—
APPROVED—ORDERS ISSUED

HEALTH AND FAMILY WELFARE (FW) DEPARTMENT

G. O. (P) No. 132/2004/H&FWD. Dated, Thiruvananthapuram, 23rd June, 2004.

*Read :—*Lr. No. RCH2/21119/2004/DHS dated -4-2004 from the Director of Health Services.

ORDER

As envisaged in the European Commission Sector Investment Programme Project Document Government are pleased to approve the project to “Define/Re-define the Job responsibilities of various employees under Kerala Health Services uniform pattern for conferences and review meetings at various levels of primary health care institutions”—appended to this order.

By order of the Governor,

M. N. GUNAVARDHANAN,
Additional Secretary to Government.

To

The Director of Health Services, Thiruvananthapuram.

The Technical Secretary (SRC), Directorate of Health Services,
Thiruvananthapuram.

Shri S. C. Srivastava, Director, D C, Government of India.

Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi-110 011.

Mr. Indrajit Pal, Programme Advisor, ECTA—Office D-127, Panchsheel Enclave,
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All District Medical Officers.

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GCPT. 3/3049/2004/DTP.

ANNEXURE

Uniform Pattern for conferences and review meetings at various levels of Primary Health Care Institutions

CONFERENCES AT THE SUB CENTRE LEVEL

- Mid Monthly Review meeting .. *Duration* : Half Day (Afternoon)
(Half Day Zonal) *Date* : Between 14th and 17th of every
month
Venue : Sub centres, in rotation
Organized by : LHI/HI
Participants : All Field Staff in the zone
Agenda : Review of work till date
and modify the plan, if necessary
- Full Day Zonal Meeting .. *Duration* : One Full Day
Date : Last working day of every month
Venue : Sub centres, in rotation
Organized by : LHI/HI
Participants : All Field Staff in the zone
Agenda : Review of preceding month's
activities, consolidation of reports,
tentative planning for succeeding
month

CONFERENCES AT MINI PRIMARY HEALTH CENTRE

- Monthly Review meeting .. *Duration* : One Full Day
Date : 1st or 2nd Working day (to be
decided region-wise)
Venue : Mini Primary Health Centre
Organized by : Medical Officer
Participants : All Staff members, Sectoral
Supervisor from ICDS and Medical
Officer and/or Supervisor representing
the Block PHC/CHC
Agenda : Review of field activities,
consolidation and approval of reports,
Continuing Education, approval of
plan for the succeeding month, review
of over all functioning of the centre
and any other matters

ICDS Sectoral Meeting (Though not directly organized by the Health Services, these meetings are crucial for Primary Health Care Institutions)

Duration : Date and venue fixed by ICDS Sectoral Supervisor

Organized by : Sectoral Supervisor of ICDS

Participants : All JPHNs, JHIs, LHI and HI and Medical Officer of Mini Primary Health Centre or Medical Officer for the Block Primary Health Centre along with the regular participants from ICDS

Activities of Health Staff : Collect and consolidate all the Monthly Monitoring Reports of AWWs, Conduct Continuing Education Session, discuss and co-ordinate the field level activities in the sector

CONFERENCES AT BLOCK PRIMARY HEALTH CENTRE/CHC LEVEL

Monthly Review Meeting

Duration : One Full Day

Date : 2nd or 3rd Working day of every month (to be decided region wise)

Venue : Block Primary Health Centre/CHC

Organized by : Medical Officer in charge

Participants : All Staff members including the Medical Officers and Supervisors from all the Mini Primary Health Centres in the area, Child Development Project Officer (ICDS) and ICDS Supervisors and representative from the District Office

Agenda : Review of field activities, consolidation and approval of reports including those of Mini Primary Health Centres, Continuing Education, Co-ordination of activities with the ICDS, approval of plans—including those of Mini Primary Health Centres—for the succeeding month, review of overall functioning of the centre and any other matters

- Supervisory Conference .. *Duration* : Half Day (Forenoon)
Date : 6th working day (Day following monthly review at the district)
Venue : Block Primary Health Centre/CHC
Organized by : Medical Officer in-charge
Participants : All Supervisors including those from Mini Primary Health Centres
Agenda : Dissemination of information received during monthly review meeting at the District, with special emphasis on date and timings of various camps etc. Modifications to approved plans, based on such information
- ICDS Project Level Meeting .. *Duration* : Date and venue fixed by ICDS
(Though not directly organized by the Health Services, this meeting is crucial for Primary Health Care Institutions) Project Officer
Organized by : Child Development Project Officer
Participants : All Supervisors and the Medical Officer in-charge of Block Primary Health Centre/CHC
Activities of Health Staff : Conduct Continuing Education Session, discuss and co-ordinate the field level activities in the Project

CONFERENCES AT DISTRICT LEVEL

- Monthly meeting of Supervisory .. *Duration* : One Full Day
Officers *Date* : 5th Working day of every month
Venue : DMO Office
Organized by : District Medical Officer
Participants : Charge Medical Officers of Block PHCs, Mini PHCs (Only in quarterly meetings), Deputy DMO. Mobile Unit Medical Officers, RCH

Officers, LHS, HS, District Programme Officers, Superintendent of Taluk Hospitals and District Hospitals, Medical Officer in-charge of PP Units, District Food Inspector, Social Welfare District Programme Officer, Administrative Assistant, District Mass Media Officer.

Agenda : Review of various programmes, Review of field activities, Assessment of work, Co-ordination of activities, Plan for month etc.

District level Programme Officers ..
meeting

Duration : Half Day

Date : 1st Working day of every month

Venue : DMO Office

Organized by : District Medical Officer

Participants : RCH Officers, Deputy DMO, District Programme Officers, District Mass Media Officers

Agenda : Briefing of Senior Medical Officers Conference decisions, Plan for activities in the month etc.