

DUTIES AND RESPONSIBILITIES

CITY HEALTH OFFICE

Plantilla Item No. 10 – Nurse I (SG 15)

1. Prepare project proposals of assigned cluster program(s) in coordination with the Programs Managers;
2. Implement, coordinate, and monitor assigned cluster Programs/Projects/Activities (PPAs);
3. Validate, consolidate, prepare, and safe keep all cluster program-related reports;
4. Conduct inventory of programs' logistics and resources in coordination with the Procurement/Supply Officer and proper allocation;
5. Act as council secretariats of assigned cluster program/s;
6. Prepare liquidation reports and post activity reports and other pertinent reports;
7. Responsible for the implementation of all DOH cluster health programs;
8. Supervise and monitor field health services personnel and upkeep of health facilities including regular inventory of manpower, drugs and supplies, and infrastructure requirements;
9. Ensure effective and efficient management of birthing services;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 21 – Nurse I (SG 15)

1. Attend to emergency medical cases;
2. Render appropriate assistance during medical missions, medical assistance activities, disasters or calamities;
3. Responsible for the immediate transport of medical patients to various medical institutions;
4. Responsible for the ambulance conduction of patients;
5. Responsible for the custody and safekeeping of official records of the Health Emergency Management Staff (HEMS) Services including the process of keeping, filing, classifying and maintaining systematic records;
6. Provide assistance in the conduct of Basic Life Support (BLS) and Basic First Aid related trainings and seminars;
7. Assist in the implementation of the plans and programs of the City Medical Unit;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 38, 39, 57, 74, 125, 126, 134 – Nurse I (SG 15)

1. Conduct primary medical care management and treatment, expanded program on immunization services to infants and adult immunization program to pregnant women, senior citizens and City Government employees;
2. Provide pre and postnatal consultation in the Barangay Health Station, family planning counseling services among women of reproductive age, and nutritional counseling to pregnant, postpartum and malnourished children;
3. Conduct case findings among patients with symptoms of tuberculosis and follow up activities on tuberculosis contacts;
4. Implement Barangay Nutrition Committee activities in every barangay;
5. Implement Philhealth Primary Care benefits;
6. Prepare and update the profile of Philhealth members and dependents;
7. Accomplish and consolidate reports, clinic workloads and other special reports on a regular basis;
8. Monitor the Barangay Health Workers and the Community Health Team for health programs, projects and services;
9. Conduct surveillance and report notifiable emerging and re-emerging diseases;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 43, 60 – Midwife III (SG 13)

1. Act as Birthing Station Assistant Head in the absence of the Birthing Nurse;
2. Perform basic physical examination such as Leopold's Maneuver, Initial Examination, among others;
3. Accomplish patient's partograph and monitor progress of labor;
4. Monitor and record vital signs of patient on imminent labor;
5. Review history & record laboratory results of pregnant clients;
6. Attend normal prenatal, natal & post-natal consultation of clients in the birthing station;
7. Provide counseling and or advocacy programs to pre-postpartum women on proper nutrition, responsible parenthood, breastfeeding, etc.;
8. Refer complicated cases to Birthing Station Manager for further evaluation & possible management during prenatal, actual delivery, post-natal consultation;
9. Conduct Newborn Screening activities to babies delivered at Birthing Station;
10. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 62, 63 – Midwife II (SG 11)

1. Provide various Department of Health mandated basic health care services and other local initiated health programs in Barangays:
 - a. National Tuberculosis Program
 - b. Expanded Program Immunization
 - c. Maternal and Child Health Care Services
 - d. Nutrition Services
 - e. Philippine Integrated Disease Surveillance and Response for emerging, re-emerging and other Communicable/Infectious Diseases
 - f. Philhealth Services
 - g. Programs for the Elderly/Senior Citizens and PWD's
 - h. Healthy Lifestyle Program and Advocacy for Non-Communicable Disease Programs;
2. Conduct health assessment through provision of daily consultation services;
3. Maintain documentation and treatment records of all patients seen and given health care services;
4. Perform pre-natal and post-partum health assessment to mothers and babies at regular intervals through home visits;
5. Attend regular Birthing Station duties as needed;
6. In-charge in preparing and filing of Field Health Service Information System (FHSIS) in the Barangay Health Station;
7. Provide health education and promotions services in the Barangay through community assemblies, lectures, etc.;
8. Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 50, 97 – Midwife I (SG 9)

1. Perform basic physical examination such as Leopold's Maneuver, Initial Examination;
2. Accomplish patient's partograph and monitor progress of labor;
3. Take and record vital signs of patient during labor and delivery;
4. Receive history & record laboratory results of pregnant clients;
5. Attend normal prenatal, natal, & post-natal, consultation of clients in the birthing station;
6. Treat & manage uncomplicated illness of pregnant woman;
7. Provide counseling/advocacies to pre-postpartum women on proper nutrition, responsible parenthood, breastfeeding, health promotion activities;
8. Refer complicated cases to Birthing Station Manager for further evaluation & possible management during prenatal, deliveries, post-natal consultation;

9. Perform/refer Newborn Screening/Newborn Hearing Screening activities on Babies delivered at Birthing Station; and
10. Perform other tasks and responsibilities as may be assigned from time to time.