



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF WOMEN MEDICAL OFFICER (BS-17) IN THE PRIMARY & SECONDARY HEALTHCARE DEPARTMENT (CASE NO.20J2019)**

1. She is responsible to see that the sick in attendance are diagnosed and treated appropriately in accordance to the professional norms and available facilities, and when necessary, referred timely to an appropriate health facility.
2. She is responsible to see that staff persons perform their duties properly and bring to the notice of the District Health Officer/Deputy District Health Officer, or Officers/ Authority in charge, any negligence on their part.
3. She must be present during the prescribed hours of attendance. Urgent cases must, however, be attended to at other hours where necessary.
4. She is responsible that one of his subordinate is in attendance during the time she is off the duty.
5. She is responsible to carry out the postmortem and medico-legal examination where such a work is assigned to the post she is appointed to.
6. She is responsible to maintain discipline and for safe custody of poisonous drugs.
7. She is responsible for cleanliness of the intuition or the area under her jurisdiction of duty including its outdoor compound and for the proper care and safe custody of all articles belonging thereto.
8. She is responsible to keep medical record of patients and the population of the area, as applicable and to submit reports timely on the prescribed format of the respective regional health authorities, as prescribed.
9. She is responsible that all books, record and accounts prescribed under the Rules are kept in the proper manner and up to date.

-----END OF DOCUMENT-----