

02-27/2013

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சுகாதார அமைச்சு
Ministry of Health

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Office of DGHS
Ministry of Health

To: All Heads of Institutions

Duties of the Medical Officer (Psychiatry)

Medical Officer (Psychiatry) [MO (Psychiatry)] is a Medical Officer who is holding a postgraduate diploma in Psychiatry (one year course).

1.0 Administrative Responsibilities

- 1.1 MO (Psychiatry) is attached to Base and District Hospitals under the respective Head of the institution.
- 1.2 Duty hours: Weekdays: 8.00 am - 4.00 pm
Saturday: 8.00 am - 1.00 pm
- 1.3 MO (Psychiatry) shall maintain official diary, make all relevant entries and submit the diary through supervising Consultant Psychiatrist to the Head of the institution before the 5th of next month.
- 1.4 MO (Psychiatry) shall plan the work according to an advance programme (H-510), and should submit four copies of the advance programme for the following month on or before the 25th of the present month through the supervising Consultant Psychiatrist to the Head of the institution for approval. One copy should be retained by the Head of the institution. One approved copy should be sent to Director / Mental Health Services and one to the relevant RDHS and other copy should be retained by the MO (Psychiatry) in the office. This should be available for inspection by the supervising officers.
- 1.5 All Mental Health work undertaken by the MO (Psychiatry) will be carried out under the technical guidance and supervision of the assigned Consultant Psychiatrist attached to the Psychiatric unit of the respective hospital.

2.0 Roles and Responsibilities of MO (Psychiatry)

2.1 Patient care

- Provide care to patients referred from psychiatric units / PHC services / OPD / any indoor unit

- Diagnose and treat new patients with psychiatric illnesses / Refer (if necessary) new patients
- Identify and manage / Refer emergencies
- Provide liaison service to other specialties in the hospitals
- Conduct out-reach clinics
- Educate / counsel selected patients / relatives / caregivers
- Conduct programmes for special groups: substance abuse, self harm etc
- Conduct special clinics for children and elderly (under the guidance and supervision of the Psychiatrist)
- Establish and conduct Day centre activities
- Ensure continuity of care for patients
- Provide domiciliary services where needed as a member of the multidisciplinary team
- Engage in community-based activities including promotion of mental health.
- Maintain a database

2.2 School Mental Health Services

- Conduct Mental Health education programmes for school children / parents
- Conduct orientation / training programmes for school teachers
- Conduct school clinics, screening programmes / interventions

2.3 Mental Health Training

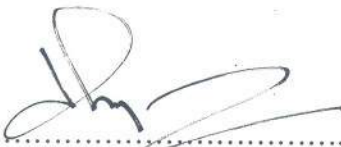
- Provide technical input on prevention, early diagnosis and referral, in the training programmes for;
 - a) Multi disciplinary team
 - b) Primary health care workers
 - c) Workers of related sectors, labour, social services & police/prisons, detention centers/ Refugee camps
 - d) Volunteer groups (Health volunteers, Sarvodaya, Mahila Samithi etc.)

2.4 Conduct research/ surveys on related mental health problems

2.5 Maintain records and send returns

Maintain clinic registers, Mental Health monthly return should be sent, one copy to Director/ Mental Health Services and one to respective RDHS.

2.6 Any other duties assigned by the Consultant Psychiatrist/ Directorate of Mental Health Services.



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Dr. P.G. Mahipala

Director General of Health Services