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**ALL INDIA INSTITUTE OF SPEECH & HEARING,**

**MANASAGANGOTHRI, MYSORE - 570 006**

1 Organisation and Function

* 1. **(i) Power and duties of its officers and employees (administrative, financial and judicial) [Section 4 (1) (b) (ii)]**
1. **Powers and duties of other employees**

| **Sl. No.** | **Designation** | **Duties Assigned &Responsibilities** |
| --- | --- | --- |
| **Department of ENT** |
| 1 | Professor of ENT | To conduct a clinical Examination, record findings, investigate, diagnoseTo conduct operations on the required patientsTo conduct post operative rounds and advise suitably for post operative follow up.To write the treatment plane and post operative instructionsTo decide if patient needs any other inter departmental referencesTo discharge the patientsTo do tests of vertigo including electronystagmoraphyTo offer theory and practical training to students.To organize workshops seminars or invited lecturers on vertigoTo offer both long term and short term training programmes |
| 2 | HOD-Professor of ENT  | To conduct a clinical Examination, record findings, investigate, diagnoseTo conduct operations on the required patientsTo conduct post operative rounds and advise suitably for post operative follow up.To write the treatment plane and post operative instructionsTo decide if patient needs any other inter departmental referencesTo discharge the patientsTo do tests of vertigo including electronystagmoraphyTo offer theory and practical training to students.To organize workshops seminars or invited lecturers on vertigoTo offer both long term and short term training programmesAS HEAD OF THE DEPARTMENTTo carryout day today administration workTo Provide Inputs about equipment and personnel required for ENT Diagnostic & operative services.To finalize the list of patients to be operated on a particular dayTo monitor if the investigations and candidacy of surgery are met.To teach UG and PG students at the Institute. To finalize the list of indents of the Dept. Equipments, Accessories, Furniture, Non consumable and consumable indents like medicines etc. |
| 3 | Associate Professor of ENT | To conduct a clinical Examination, record findings, investigate, diagnoseTo conduct operations on the required patientsTo conduct postoperative rounds and advise suitably for post operative follow up.To write the treatment plane and post operative instructionsTo decide if patient needs any other inter departmental referencesTo discharge the patientsTo do tests of vertigo including ElectronystagmographyTo offer theory and practical training to students.To organize workshops seminars or invited lecturers on vertigoTo offer both long term and short term training programmes |
| 4 | Lecturer in ENT(Contract) | To conduct a clinical Examination, record findings, investigate, DiagnoseTo Provide medical managementTo conduct OperationsTo Provide follow up for patients To be a part of team of Diagnostic campTo examine patients with symptoms of vertigoTo plan and order for relevant investigationsTo provide medical and or surgical managementTo offer theory and practical training to studentsTo organize workshops/ seminars or invited lectures on vertigoTo offer both long term and short term training programmes. |
| 5 | Staff Nurse  | Pre operative preparation of patient for surgery To arrange equipment aseptic techniques for Diagnostic procedure, surgical procedure, special clinics, camps and wound dressingsTo provide pre and post operative care to the patients and administer sedation to pediatric patients undergoing Audiological evaluation test.To provide sterilization of diagnostic equipment by autoclaving methods. To maintain the hygiene at the departmentTo procure indents(Quarterly, half yearly, Annually) maintaining the Accounts, Stock verifications of technical Equipments, Furniture, medicine, linenTo process work orders for Electricals, Electronics and Engineering work.To record vital Science To maintain the working of equipmentTo give appointments to patients for vertigo evaluationTo procure hard copy of reportsTo maintain Diagnostic wise Statistics.  |
| 6 | Assistant Gr. II | To maintain clinical register in department.To fill in certificate format for physically handicapped certificate, railway concession certificate, medical certificate.To provide typing assistances for official correspondences.To maintain diagnostics statisticsTo maintain language statistics of patients.  |