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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** |
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| **Department of ENT** | | |
| 1 | Professor of ENT | To conduct a clinical Examination, record findings, investigate, diagnose  To conduct operations on the required patients  To conduct post operative rounds and advise suitably for post operative follow up.  To write the treatment plane and post operative instructions  To decide if patient needs any other inter departmental references  To discharge the patients  To do tests of vertigo including electronystagmoraphy  To offer theory and practical training to students.  To organize workshops seminars or invited lecturers on vertigo  To offer both long term and short term training programmes |
| 2 | HOD-Professor of ENT | To conduct a clinical Examination, record findings, investigate, diagnose  To conduct operations on the required patients  To conduct post operative rounds and advise suitably for post operative follow up.  To write the treatment plane and post operative instructions  To decide if patient needs any other inter departmental references  To discharge the patients  To do tests of vertigo including electronystagmoraphy  To offer theory and practical training to students.  To organize workshops seminars or invited lecturers on vertigo  To offer both long term and short term training programmes  AS HEAD OF THE DEPARTMENT  To carryout day today administration work  To Provide Inputs about equipment and personnel required for ENT Diagnostic & operative services.  To finalize the list of patients to be operated on a particular day  To 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, diagnose  To conduct operations on the required patients  To conduct postoperative rounds and advise suitably for post operative follow up.  To write the treatment plane and post operative instructions  To decide if patient needs any other inter departmental references  To discharge the patients  To do tests of vertigo including Electronystagmography  To offer theory and practical training to students.  To organize workshops seminars or invited lecturers on vertigo  To offer both long term and short term training programmes |
| 4 | Lecturer in ENT  (Contract) | To conduct a clinical Examination, record findings, investigate, Diagnose  To Provide medical management  To conduct Operations  To Provide follow up for patients  To be a part of team of Diagnostic camp  To examine patients with symptoms of vertigo  To plan and order for relevant investigations  To provide medical and or surgical management  To offer theory and practical training to students  To organize workshops/ seminars or invited lectures on vertigo  To 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 dressings  To 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 department  To procure indents(Quarterly, half yearly, Annually) maintaining the Accounts, Stock verifications of technical Equipments, Furniture, medicine, linen  To process work orders for Electricals, Electronics and Engineering work.  To record vital Science  To maintain the working of equipment  To give appointments to patients for vertigo evaluation  To procure hard copy of reports  To 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 statistics  To maintain language statistics of patients. |