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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 POCD** | | |
| 1 | Head & Professor, Dept. of POCD | Overall administration of the Department.  To assign duties to the staff of the department and provide regular feedback.  Appraise the staff members for performance and skills and thereby providing appropriate training.  Conducting departmental meetings.  To ensure purchase and maintenance of instruments and tests.  Preparation, maintenance, updating and retention of records of the department  Implement quality system as applicable to respective function  To ensure safe and healthy work environment.  Initiate action to prevent the occurrence of any non-conformities relating to product, services, process and quality system and also provide solutions through designated channels.  Taking appropriate corrective and preventive action along with root-cause analysis for the non-conformances and customer complaints, reported in the department and recording the same.  Providing framework for initiating continual improvement programs in the department.  Maintaining trends in quality, operational performance and current quality levels in line with institute plan elements in their respective functions. |
| 2 | Associate Professor of Audiology | Organize primary prevention activities of the department in consultation with the head, including street play, rally, radio talks etc.  Facilitate in preparation of public education material on communication disorders.  Supervision and monitoring of all the departmental activities and ensuring that test protocols are followed and executed.  Revising and optimizing of screening protocols for Hearing and Speech-Language disorders.  Facilitate in organizing conferences/ seminars/ workshops/ symposium for the department and also actively participate as a resource persons/invited speaker/guest lecturer in the institute and outside the institute.  Preparing research papers for presentation/publication and actively involved in Intramural/extramural projects, if any  Guiding and training the students and staff members while carrying out the various tests for screening, assessment, management and appropriate recommendation.  To facilitate in the preparation of new extension centers/unit for clinical and research purpose in consultation with the Head of the department.  Supervising the therapy cases, Optimizing therapy plans and time schedule for therapy cases at OSCs of the Institute.  Monitoring the statistics of the different activities carried out in the department.  To take up in charge duties in the absence of HOD and to assist HOD to carry out the department activities  Any other duties assigned by the Director/HOD from time to time |
| 3 | Audiologist/Speech Language Pathologist Gr.II | Supervising the therapy cases, Optimizing therapy plans and time schedule for therapy cases at OSCs of the Institute.  Monitoring the statistics of the different activities carried out in the department.  To take up in charge duties in the absence of HOD and to assist HOD to carry out the department activities  Any other duties assigned by the Director/HOD from time to time |
| 4 | ENT Specialist (Outsourced staff) | Examination of ear, nose and throat for the clients registered  Proper assessment and guidance to the individuals with problems  Appropriate recommendations and guidance for any additional evaluations, if required.  Prescription of medications and recommendation for surgery, if indicated  Involved in infant and school screening activities of the department  Taking part in camp activities organized by the department/Institute  Any other duties assigned by the HOD from time to time |
| 5  6 | Speech Language Pathologist Gr. I  (Contract)  Audiologist Gr. I  (Contract) | Orienting the public and various professionals related to communication disorders  Preparation and distribution of Public education material and maintaining its stock  Performing various screening activities that includes Newborn/infant screening, school screening, screening elder citizens and industrial employees and follow up  Assessment and rehabilitation through follow up program at the institute as well as in NBS and OSCs  Clinical training, monitoring and guidance of students posted in the department and in OSCs  Prescription & issue of hearing aids, counselling clients on hearing aid use and care  Maintenance of hearing aid stock/distribution at OSCs  Maintenance of documentation/records of all the clinical activities (assigned) & maintained including therapy sessions of clients.  Regular stock verification and maintenance of equipment in terms of periodic objective calibration, biologic calibration, and/or repair.  Updating of database for all the clinical activities - Maintenance of statistics and preparation of reports  Carrying out the research activities and Publication of data under the guidance/supervision  Any other duties assigned by the HOD from time to time. |
| 7  8 | Audiologist Gr. II  (Contract)  Speech Language Pathologist Gr. II  (Contract) | Involved in carrying out all the clinical activities of the department and in OSCs  Assisting in preparation of PEPs and Slides for orientation programs  Assist in monitoring the clinical activities carried out in the NBS centers  Arranging and carrying out the orientation program for different target groups  Preparation and documentation of weekly, monthly and annual report.  Verification and back-up of data from NBS centers.  Assist in maintenance of equipment in terms of periodic objective calibration, biologic calibration, and or repair and the stock verification in NBS centers  Maintenance of documentation/records of all the clinical activities (assigned) & maintained including therapy sessions of clients.  Any other duties assigned by the HOD from time to time |
| 9 | Assistant Gr. III | Assisting the head of the department in administrative work.  Compilation and documentation of monthly, half-yearly and annual statistics of the department.  Coordinating departmental and NBS centers’ meetings and preparation of minutes.  Receiving, circulating and dispatching of office correspondence/ circulars  Verification and maintenance of the staff attendance, leave letters, travel allowances and suppliers advance related.  Provide stenographical assistance for various activities of the department.  Maintenance of records and registers in the department  Any other duties assigned by the Director/HOD. |