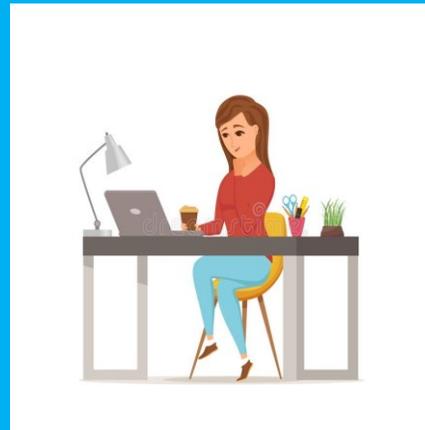


Standard Operating Manual

Auxiliary Nurse Midwife (ANM)



BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:



Households Mapped:



Clusters Mapped:



Functionaries Mapped



Volunteers Mapped:



Secretariat Vacancies :



Functionaries & Volunteers

Service Requests Received
Since Inception (26-01-2020)



Service Requests Closed:



Till date

Grievances Received
1902/Register



Grievances Resolved:



Registers Maintained at the Secretariat

1	Attendance Register	5	Stock Register
2	Movement Register	6	Visitors Register
3	Casual Leaves Register	7	Meetings register
4	Tappal Register	8	SPANDANA Grievances Register

DESIGNATION SPECIFIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached:
COP:



Service Requests Raised



Service Requests Closed:
From: Till Date:



Grievances Raised:

From: Till date:



Grievances Resolved:



Registers Maintained by the Functionary

1	Antenatal Checkup (ANC) Register	9	Pradhan Mantri Surakshit Matritva Abhiyan (PMSMA Register)
2	Child Immunization Register	10	Fever survey Register
3	Vaccine Register	11	TB Cases Register
4	Estimated Delivery Date (EDD) Register,	12	Non-Communicable Diseases (NCD - CD Register)
5	Antenatal Checkup (ANC) High Risk Register	13	Malaria (MF 2) Register
6	Communicable Diseases Register	14	Weekly Iron and Folic Acid Supplementation (WIFS) Register
7	Death Register	15	Kanti Velugu Register
8	Aarogya Sri Register		

COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:
Thrice A Day: **10.30 AM** |
3.00 PM | **5.00 PM**



Update Movement
Register before & after
Field Visits



Always Wear Uniforms
at Work



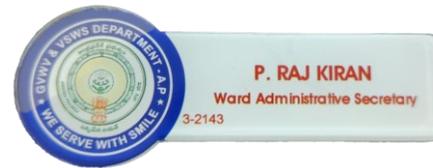
Remain at Secretariat
for SPANDANA From
3:00 PM To 5:00 PM



Always display posters
of Schemes, non
schemes, list of eligible,
ineligible beneficiaries



Use HRMS for all Leave
Applications, on field
duty regularization by
approval authority



Always wear your Badge
at Work



Compulsory participate
in Gram Sabha meeting
every 3 months

FUNCTIONAL ASPECTS

Key Responsibilities

- **Register Pregnant women** in 12 weeks & ensure **care in pregnancy and childbirth**.
- Provide **neonatal, infant, childhood & adolescent health care** services, **conduct antenatal & postnatal visits**
- Register eligible couples for **Family Planning** & distribute conventional **contraceptive and OP cycles** to the couples- promote IUD for spacing
- Screen, treat & report **fever cases** and give **health education** for prevention of mosquito bites.
- Administer **BCG, Hep.'B', Penta Valent, Rota MR, JE, DPT, IPV, OPV** (Oral polio vaccine) vaccines and Vit – A solution and all relevant vaccines to all infants and children.
- Participate in **immunization programs**, track dropouts, left outs and **vaccinate** them
- Conduct population **screening** for **Hypertension/ Diabetes / common cancers** and other NCDS
- Screen for hypo pigmented patches for detection of leprosy cases
- Identify women in need of Medical Termination of Pregnancy (MTP), refer to nearest health facility for Comprehensive Abortion Care
- Ensure 100% de-siltation of drains, anti-larval & anti mosquito operations to prevent & control of communicable diseases.

FUNCTIONAL ASPECTS

Responsibilities

Auxiliary Nurse Midwife shall:

- Work under the administrative control of the Medical Officer Primary Health Center (PHC) and technical supervision and guidance of the Female health Supervisor.
- Stay at her official head quarters and available for the community for all maternity care services.
- Prepare map of her allocated area, enumerate the population, collect data of all parameters and keep family Health Records and Village Health Profile
- Discharge all the duties as assigned by the Primary Health Center (PHC) Medical Officers.

For Maternal and Child health related activities, Auxiliary Nurse Midwife shall:

- Conduct urine tests for pregnant women for albumin and sugar and estimate hemoglobin level at clinic in addition to recording Blood Pressure.
- Ensure that all pregnant women get HBsAg, HIV & VDRL test done.
- Make at least 4 ante natal visits and 3 post natal visits for each delivery conducted in her area and provide health education on mother and childcare
- Distribute iron and Folic acid tablets to all pregnant and lactating women.

FUNCTIONAL ASPECTS

Responsibilities

For Maternal and Child health related activities, Auxiliary Nurse Midwife shall:

- Provide immunization for pregnant women with Td (Tetanus and adult diphtheria)
- Track all pregnancies by name for scheduled ANC services.
- Refer abnormal & high-risk cases of pregnancy to Medical officer PHC and higher facilities for further management.
- Motivate all pregnant women for institutional deliveries.
- Refer all cases of difficult labour and abnormalities of newborn to the nearest hospital for institutional care and provide health education on mother and childcare.
- Educate the mother on the importance of breastfeeding, family health, family planning, nutrition, immunization, personal and environmental hygiene.
- Assess the growth and development of the infant and take action to rectify for any defects.
- Assist the Medical officer and the Female health supervisor in conducting MCH (Mean corpuscular hemoglobin) clinic at the sub center.

For Non-Communicable Diseases related activities, Auxiliary Nurse Midwife shall:

- Identify common mental illness in the community as directed by PHC Medical Officer, identify Dental health, oral health, ENT(ear nose throat) and Eye problems, treat / refer accordingly and screen for geriatric problems.

FUNCTIONAL ASPECTS

Responsibilities

For Family Planning & Medical Termination of Pregnancy related activities, Auxiliary Nurse Midwife shall:

- Maintain Eligible couple register properly and utilize the information for motivation of couples for acceptance of Family planning methods.
- Provide follow up services to all family planning acceptors, identify side effects if any and provide on the spot treatment for minor complaints.
- Establish female depot holders for conventional contraceptives in the community and provide a continuous supply to them.
- Maintain record of the supplies received and issued under contraceptives, IUD (Intrauterine devices) insertions, vaccines, drugs, and other materials.
- Assist the female health supervisors in training the depot holders, village leaders, local dais and other local women group and utilize them for the promotion of family welfare and MCH (Mean corpuscular hemoglobin) programs.

For Communicable Diseases related activities, Auxiliary Nurse Midwife shall:

- Keep Medical officer informed of any abnormal increase in case of diarrhea, Dysentery, Poliomyelitis, neo natal tetanus and fever etc.
- Provide treatment to minor ailments, refer cases to the Primary health center for further diagnosis and treatment

FUNCTIONAL ASPECTS

Responsibilities

For Health Education related activities, Auxiliary Nurse Midwife shall:

- Participate in the local Mahila Mandal meetings, and spread the message on female age at marriage, spacing methods
- Coordinate with other departmental staff like Anganwadi workers, gram sevaks in promoting the services under the program.
- Educate mothers regarding home management of diarrhea with preparation and usage of ORS (Oral rehydration solutions).
- Educate mothers on early diagnosis of Pneumonia in child and other ailment and refer case for treatment PHC (Mean corpuscular hemoglobin). Posters / paintings on key messages Immunization schedule and other national programs to be displayed.

For activities related Reports and Records, Auxiliary Nurse Midwife shall:

- Maintain all the records and reports as prescribed under Reproductive and Child Healthcare (RCH)
- Record all the births and deaths occurred in concerned area.
- Prepare the action plan for her area with the help of Female Health Supervisor.
- Assist the medical officer, female Health Supervisor, and the Multipurpose Health Extension Officer during their visits and in conducting school health clinics.

FUNCTIONAL ASPECTS

Responsibilities

- Attend the monthly staff meetings at Primary health center (PHC) and receive directions from the Medical officer about the nature of activities to be carried out.
- Actively participate in the Pulse Polio Immunization and other national programs in preparing the lists of all eligible beneficiaries and other activities.
- Attend to such other duties as entrusted by the Medical officer and Female health supervisor for the promotion of family welfare and MCH (Mean corpuscular hemoglobin) services.

For Nutrition related activities, Auxiliary Nurse Midwife shall:

- Identify cases of Low Birth Weight (LBW) and Malnutrition in infants and children and refer to Advanced Wound Care (AWCs) / Nutrition rehabilitation center (NRCs) for supplementary Nutrition and treatment.
- Distribute Iron Folic Acid (IFA) to adolescents.
- **Note: Shall also be responsible for:**
 - All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
 - All the other functions described with the reference to GO.RT No: 113, Dated: 30-09-2019, Issued by: Health and Family Welfare https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/7_GO_Ms._113-ANM_Jobchart.pdf
 - Also Refer GSWS Employee Corner for Auxilary Nurse Midwife Calendar Activity <https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/ANM%20english%20version.pdf>

FUNCTIONAL ASPECTS

Key Services Handled

- Register for Aarogya Sri health card application and get it verified by respective volunteers and submit the application in online portal
- Reproductive and Child Health Service
- Issuance of Sadarem Certificate Service
- Educate public on schemes and new initiatives
- Immunization
- Distribution of Medicines to children, woman etc.
- Undertake Health Check ups