

**GOVERNMENT OF ANDHRA PRADESH
HEALTH, MEDICAL & FAMILY WELFARE DEPARTMENT**

Order No.102/COVID-19/2021

Dated: 22.04.2021

COVID Instant Order-102

Sub: HMFWD-COVID-19-Duties of Nodal Officers of the Notified Covid Hospitals in the State – Revised Orders – Issued.

Ref: 1.Covid Instant order -72, Dated: 31.07.2020
2. Covid Instant order -77, Dated: 07.08.2020

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In view of the Covid Pandemic in the State, orders are issued in the ref. 1st cited, to appoint Nodal Officers to the notified covid hospitals in the State and vide ref. 2nd cited, certain duties were assigned to the Nodal Officers for the Covid Hospital. In spite of the orders issued in the above references it is noticed that the Joint Collectors are not following the said orders properly.

In view of the above these revised orders are issued to be followed with immediate effect to strength the Covid Hospitals for effective utilization of services and to render proper treatment to the patients in the State.

Appointment of Nodal Officer to the Notified Covid Hospital:

Any Gazetted officer of a department of other than Health Department of the State Government is to be appointed as Nodal Officer by the District Collector concerned.

Only One hospital is to be allotted to One Nodal Officer.

Doctors and cadre Officers shall not be appointed as Nodal Officers.

The Nodal Officer shall stay in the hospital from the time of serving breakfast and to the time of Dinner to the patients in the Night and shall be available on phone on a 24X7 basis to the help desk managers and to the state 104 control room .

He shall monitor the CC TV footage from time to time. He shall place a staff at CC TV to monitor the footage.

He shall arrange help Desk, Computer, Internet, Printer and Dash Board immediately at the help desk by coordinating with Hospital Superintendent / Manager. A board indicating the bed position which is updated every two hours shall be placed at the help desk.

He shall see that a land line is also provided in the covid ward.

He shall see that hospitals side representatives in 3 Shifts from among the Hospital Staff are also positioned at the help desk.

He shall update the hospital monitoring App before 12 midnight every day and failure to update hospital monitoring App for 2 Consecutive days shall attract disciplinary action.

He shall see that the number of beds allotted to the Covid patients in that particular hospital shall match with the on line data in the web portal every two hours.

He shall monitor the Help Desk Managers that admission, discharges, vitals investigation etc. particulars are updated every 2 hours on the board and also online.

He shall see that necessary tests are administered immediately after arrival of the patients. He shall ensure patients are visited from time to time by the duty doctors.

He shall monitor the duties of the HDMs and also payment of their monthly remuneration is done promptly.

These orders shall be implemented with immediate effect and compliance shall be reported.

They shall make necessary arrangements for provision of water, food, mask, sanitizer etc. to the help desk managers for proper working.

These orders are issued for strict compliance and any deviation will be viewed seriously.



Principal Secretary to the Government

To

The All Collectors and District Magistrates in State for Immediate action.
The all Joint Collectors and Addl. District Magistrates (Development) for necessary action.

All the DM&HOs in the State for necessary action and implementation.

All the Nodal Officers of the Notified Covid Hospitals in the State.

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