

Duties and Responsibilities of Employees in HNL Health Clinic

Sl. No.	Name & Designation	Duties and Responsibilities	Reporting Officer
1	Smt. Shahina K. B.No . 2398 Nurse III	Nursing assistance and maintenance of records in shifts. In-charge of all wards, hospital linen & sanitary items.	MO
2	Smt. Mary Shaini.KJ B.No . 2399 Nurse III	Nursing assistance and maintenance of records in shifts. In-charge of all wards, hospital linen & sanitary items.	MO
3	Shri Balan B.No . 2506 Sr. Technician (Pharmacy)	Dispensing of medicines, Making of ointments, lotions, mixtures, drops. Maintaining registers, collection of medicines.	MO
4	Shri. Joe Mammen K. B.No . 2235 Sr. Technician- I (X-Ray)	All work pertaining to X-ray, ECG & Spirometry, Autoclave operation and register maintenance.	MO
5	Geethakumari M.C B.No . 2227 Sr. Technician-I (Hospital lab)	All work related to a laboratory technician. Conducting bio-medical tests, maintenance of records etc.	MO
6	Smt.Pushpam Mahalingam, B.No . 2218 Sr. Atndt.I	Sweeping and washing Hospital floor, cleaning of toilets and bathrooms, windowpanes, disposal of hospital autoclaved materials during various shifts	MO
7	Smt. Vasantha Rajan B.No . 2287 Asst III		MO