**HEALTH AND WELLNESS CENTRE, ……………………..,**

**WORK INSTRUCTIONS MANUAL OF COMMUNICABLE DISEASES**

**ISSUE NO:**

**ISSUE DATE:**

**COPY NO:**

**HOLDERS NAME: CHO……………………………**

**A. RELEASE AUTHORISATION**

**This work instruction manual is released under the authority of block I/C Senior Medical Officer, Block ………….., district……….., and is the property of health and wellness centre……….. This manual is applicable to all Quality assurance programs including national accreditation Board for hospitals and healthcare providers and national Quality Assurance Standards Accreditations and Certifications.**

**Signature & Designation**

**(Block In-charge)**

**B. Amendment page**

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| Sr  No: | Page No: | Section/ Clause/ Para/ line  (as applicable) | Date of  Amendment | Amendment made | Reason for  Amendment | Sign of person for  Authorized amendment |
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**C. DISTRIBUTION LIST**

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| **1.** | **Community Health Officer…………………..** |

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| SERVICES | WORK INSTRUCTIONS | RESPONSIBILITY |
| VECTOR BORNE DISEASES | * The main role of CHO is to act as a mid-level manager of the activities of VBDs under the area of his/her jurisdiction. * On the field visit to villages, CHO to cross verify the records of ASHA by visiting houses of fever cases and ensuring that complete treatment was/is being provided. * CHO to assess the level of IEC of the community regarding different VBDs, especially vector control measures, Signs and symptoms of diseases and usage of LLIN etc. * Ensuring that records of all ASHA are routinely verified and compiled at SHC-HWC level and analysed to ensure that there is no sudden increase in number of fever cases. * CHO must ensure good communication with field level health care workers to detect any signs of impending outbreaks and inform MO-PHC, BMO/DVBDCO/Nodal officer- IDSP. * At the SHC-HWC, CHO to ensure that severe Malaria cases are referred to appropriate health facility with adequate pre-referral care. * CHO to ensure all fever cases reporting to the SHC-HWC are tested and treated   appropriately.   * CHO to supervise all the activities of ASHA and MPW in the field related to all VBDs | CHO/ASHA/MPW |
|  | * Conduct weekly domiciliary house-to- house visit, in areas where ASHAs have not been deployed, as per schedule developed by CHO * Collect blood smears (thick and thin) or perform RDT from suspected malaria cases during domiciliary visits and keep the records in M-1 * Transport slides collected along with M-1 to the laboratory for examination * Provide treatment to positive cases as per the drug policy * Identify warning signs of severe malaria and ensure timely referral of such cases with adequate pre-referral care, to the nearest referral institution such as Block PHC or District hospital after making blood smear and performing RDT * Arrange funds from NRHM flexipool for transportation of severe malaria cases * Contact the ASHAs during village visits and collect blood smears and M-1 for sending to the laboratory * Cross-verify ASHA’s records by visiting patients diagnosed positive between the previous and current visit * Replenish the stock of microscopy slides, RDKs and drugs to ASHAs wherever necessary * Maintain record of blood smears collected and patients given antimalarials in M-1 * Take decision on dumping sites for insecticides |  |