

**Government of West Bengal
Directorate of Health Services
State Family Welfare Bureau
Swasthya Bhavan : A-wing, 3rd Floor
GN-29, Sector-V, Salt Lake City: Kolkata : 700 091**

No. H/SFWB/6A-02-2012/Pt. II/3231(15)

Dated: 14th August. 2014

From: Commissioner (Family Welfare) &
Mission Director (NHM),
Health and Family Welfare Department,
Government of West Bengal.

To: 1-14. The Chief Medical Officer of Health
Coochbehar / Darjeeling / Uttar Dinajpur / Dakshin Dinajpur / Murshidabad / Nadia /
North 24 Pgs / South 24 Pgs / Bardhaman / Purulia / Bankura / Howrah / Birbhum/
Paschim Medinipur &

15. The District Family Welfare Officer, Kolkata.

Sub: Job Description of RMNCH Counselor.

Sir,

RMNCH Counselor is being placed at the public sector health facilities under the National Health Mission to play a key role in increasing awareness and generating demand for the various RMNCH services provided at the facilities.

It is to be ensured that:-

- Counseling is done in a private quiet place where conversation with the client is not overheard.
- Sufficient time is allowed for communicating necessary information.
- Client's concerns and needs are discussed and addressed.

The duty hours, place and job description of RMNCH Counselor will be:

- **Duty Hours : From 9 AM to 4 PM.**
- **Place : From 9 AM to 2PM in the PP Unit
From 2.30 PM To 4 PM in the labour ward/ PNC Ward.**

The service of RMNCH Counselor should not be utilized in any other units of hospital or for any other purpose than that specified below.

JOB DESCRIPTION:

- To maintain a register (as per proforma) and record the details of the person counselled along with husband's /wife's name, address, phone no.
- To provide Family Planning Messages to the Clients regarding all the applicable Family Planning methods including benefits and adverse effects.
- To promote IUCD and PPIUCD (wherever applicable) amongst beneficiaries.
- To facilitate information about MTP services in unwanted pregnancy, consent for the service and Family Planning options after the service.

- In case of failure of Family Planning methods, necessary assistance to the clients to be ensured.
- To provide information to the woman and her family about the essential maternal (e.g. Tetanus toxoid immunization, Ante-natal Care, etc), new-born and family planning care and services that are available and is to be availed before, during and after child birth.
- To educate mothers and families on early initiation of breastfeeding, i.e. within 1 hour of giving birth, exclusive breast feeding, weaning, keeping the newborn warm and cord care.
- To ensure birth dose OPV, BCG, HepB in the institution; inform the client about the immunization schedule and benefits of immunization.

Controlling Officer: MSVP in case of Medical College & Hospital and Superintendent in case of District Hospital.

The counselor must submit a report (proforma enclosed) regarding progress of work, monthly, to the MSVP / Superintendent of the concerned hospital.

MSVP / Superintendent is requested to provide the stationery required to the counselors.

Yours faithfully,

Sanghamitra Ghosh
**Commissioner (FW) &
 Mission Director (NHM)**

No. H/SFWB/6A-02-2012/Pt. II/3231(15)/1(7)

Dated: 14th August. 2014

Copy forwarded for information to the:

1. Director of Health Services & e.o. Secretary, H & F.W. Deptt., Govt. of West Bengal.
2. Director of Medical Education & e.o. Secretary, H & F.W. Deptt., Govt. of West Bengal.
3. Medical Superintendent cum Vice Principal
 Medical College & Hospital.
4. Head of the Department (Gynae & Obst.)
 Medical College & Hospital.
5. Superintendent District Hospital.
6. State Family Welfare Officer & Jt.DHS (FW), Swasthya Bhavan.
7. Deputy Secretary (I.T. Cell) - for Web posting.

Sanghamitra Ghosh
**Commissioner (FW) &
 Mission Director (NHM)**

PROFORMA FOR REPORTING : RMNCh Counsellor.

Sl. no	Item	For the Current Month	Progressive Total from April 2014.
1	No. of Female Counselling about FP methods		
2	No. of Females accepted OP amongst the counselled		
3	No. of Females accepted IUCD/PPIUCD amongst the counselled		
4	No. of Females accepted Sterilization amongst the counselled.		
5	No. of Males Counselling about FP methods		
6	No. of Males accepted Condom amongst the counselled		
7	No. of Males accepted Sterilization amongst the counselled.		
8	No. of IUCD failure cases counselled for IUCD or other methods.		
9	No. of mother counselled for ANC & early registration.		
10	No. of Pregnant women followed up during ANC regarding consumption of Iron Tablets.		
11	No. of mothers counselled about birth dose of BCG,OPV, Hep B		
12	No. of infants who actually received birth dose of BCG ,OPV and Hep B		
13	No. of mothers counselled on early initiation of breast feeding		
14	No. of mothers actually starting breast feeding within 1 hr. of birth		

Signature of the counsellor

