

Role and Responsibility of DDSM

The District Drug Store Managers appointed by NHM, Assam and posted at different District Head Quarters of Assam at District Drug Store or District Drug Ware House are here by instructed to follow the given criteria while carrying out the job responsibilities.

1. **Drug Distribution Maintenance:** - Preparation of distribution plan of Drugs & Consumables from District Drug Store to Peripheral Health Institutions for timely execution of the Drugs, Consumables to the beneficiaries.
2. **Periodic Visit to the Health Institutions:** -In the block PHCs, in addition to the regular pharmacist, one pharmacist from NHM, has been appointed to monitor the availability of medicines, surgical items etc. in the Health Institutions, within the block PHC. He / She is also responsible for maintaining the store of Block PHC with regular pharmacist. DDSMs along with pharmacists are instructed to visit all the Health Institutions under their respective district especially all 24 x 7 Hospitals and monitor the Consumption of the Drugs & Surgical. At least 04 nos. of MPH/SD/PHC/SHC/ RHP-SC, 02 nos. of FRU/CHC/BPHC & 01 Model Hospital/DH/SDCH are to be visited every month and submit the report to the MD, NHM, Assam, Jt.DHS & concerned cell of NHM, Head Quarter. Inventory control mechanism must work efficiently and DDSM and Block Pharmacist will be responsible.
3. **Monitoring & Supervision of Materials supplied:** - During the period of visit to the peripheral Health Institutions, DDSMs must supervise the Physical Stock as well as well as Stock details recorded in the Stock Ledger. It is the prime duty of the DDSMs to rationalize the drugs and consumables by intra Health Institutional transfer of the stock to ensure the total utilization of the items supplied to his respective District.
4. **Co-ordination with all District Officials:** - Maintaining good relationship in terms of job responsibility with all Health Officials, specially Joint DHS, Addl. CM&HO (FW), DPMU and BPMU is essential for performing the assigned work smoothly.
5. **Rapid Response:** - Positive attitude for rapid response is very much essential. Whenever there is any kind of emergency, it is the prime duty of a DDSM to inform Jt DHS of the concerned district as well as MD, NHM, without any kind of delay. DDSMs are instructed to follow the order of the MD, NHM, Assam. Co-ordination with all Health officials is to be specially focused while carrying out the job responsibilities to ensure a total team work for strengthening the different Programmes under the Mission.

6. **Uploading of Drug-Stock Report:-** DDSMs are responsible to upload the fortnight report of Drugs & Consumables correctly within the stipulated time in the Integrated MIS-GIS software to ensure the smooth functioning of all the Health Institutions with available resources.

7. **Arranging meetings at District Level:-** DDSMs are instructed to carry out a monthly meeting with all his Block Pharmacist and also a general meeting with all the regular Pharmacists of a particular Block PHC under the supervision & guidance of District authority to ensure the proper utilization, timely rationalization of Drugs and Consumables supplied from the different sources.

8. **Responsibility in terms of Maintenance of Stock:** - DDSMs are responsible for maintaining the stock Entry and Exit against the each items supplied to their district. Monthly utilization reports of Drugs & Consumables to Procurement Cell of NHM, SHQ for timely & successful execution of the entire Programme under the umbrella of NHM, Assam.

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Mission Director, NHM, Assam.