

NURSING STAFF

CHIEF NURSING OFFICER

1. Maintain discipline among nursing personnel.
2. Enforce implementation of the institute rules, regulations and policies.
3. Participate in hospital and inter-hospital meetings/conferences.
4. Recruitment & training of nursing staff.
5. Attend to the general correspondence.
6. Investigate complaints and takes necessary steps.
7. Evaluate confidential staff reports and recommend for promotion or higher studies.
8. Plan staff development programmes and arranges for in service education and orientation programmes etc.
9. Co-operate with Nursing College for organizing nursing examination.
10. Function as a member of the condemnation board for linen and other hospital or nursing home equipments.
11. Give counseling and guidance to the subordinate staff.
12. Initiate and participate in nursing research.
13. Participate in professional and community activities.
14. Maintain cordial relations with public and volunteer workers.
15. Prepare budgets for the Nursing Services Departments.
16. She will report to the Head of Office and Medical Superintendent.

NURSING SUPERINTENDENT

1. Participation in the formulation of the philosophy/policy of the hospital in general and those specific to the nursing service.

2. Determine goals, aims, objectives and policies of the Nursing Services.
3. Implement hospital policies and rules through various nursing units.
4. Decide and recommend personnel and material requirement for running various Nursing Service department of the hospital.
5. Interviews and recruitment of Nursing Staff and its effective deployment.
6. Ensure the safe and efficient care rendered in the various Nursing Departments of the hospital/centers.
7. Make regular hospital rounds in hospital/centers.
8. Frequent checks to ensure that the standards of care are maintained and patients are nursed in a clean, orderly, and safe environment. She will ensure that hospital waste is disposed off as per the guidelines of CPCB and other authorities issued from time to time.
9. Take hospital rounds with Medical Superintendent.
10. Select and secure proper equipment needed for the hospital.
11. Look after the welfare of the patients, their relatives and the Nursing Staff.
12. Give counseling and guidance to the subordinate staff.
13. Maintain discipline among Nursing Staff of the Hospital/Centres.
14. Participate in Hospital and Inter-Hospital meetings/conferences.
15. Arranging the continuing Medical Education Programme for the Nursing Personnel.
16. Any other duty assigned by the Medical Superintendent.

DEPUTY NURSING SUPERINTENDENT

1. Look after the duties of the Nursing Supdt. in her absence.
2. Participate in the formulation and review of Nursing service philosophies, objectives, policies, rules and regulations, job description etc.

3. Assist in the recruitment of the Nursing staff and students.
4. Assist in making the master duty roster of the Nursing Staff.
5. Assist in allocating Nursing personnel to various nursing services departments.
6. Maintain the records and reports of Nursing personnel and keep the Nursing Services up-to-date.
7. Assist in putting up files connected to promotion, confirmation, study leave, vigilance cases etc.
8. Assist in planning and organizing the new units in the hospital. eg. ICU, CCU etc.
9. Provide over all supervision of Nursing care delivery in order to ensure that a high standard is maintained at all times.
10. Take regular hospital rounds, supervise and inspect the wards and departments including evening and night surprise rounds.
11. Assisting the Nursing Supdt. in preparing the budget for the Nursing Deptt.
12. Guide the ANS/Nursing Sister in maintaining inventory of equipments and supplies of departments and wards.
13. Participate in condemnation and replacement of the stock from time to time.
14. Ensure the equipments and supplies to the wards and departments are according to the standard and quality.
15. Assist the Nursing Supdt. in the supervision and guidance of nurses and students in the hostel.
16. Orienting all members of the health team in disaster nursing.
17. Encouraging staff development programme.
18. Writing confidential reports of the Group 'D' Staff and maintaining reports for the purpose.
19. Any other duties assigned by the senior personnel from time to time.

ASSISTANT NURSING SUPERINTENDENT

1. Guide planning, implementing and evaluating the total patient care.
2. Maintain the standard of patient care with accepted objectives and policies of the hospital.
3. Provide direct nursing care to the difficult and serious patients.
4. Analyse and evaluate, the kind and amount of nursing service required in each nursing unit.
5. Maintain safe environment and implement hospital infective control policy.
6. Make schedule of duty of staff nurses & Group 'D' and plan for rotation of nursing staff in her department to ensure good nursing care.
7. Check attendance register of staff nurse, nursing sister and receive evening and night reports from the depts.
8. Making recommendation and arrangements for adequate flow of supply of surgical supplies, equipments, stationery, diets etc.
9. Make an arrangement for adequate flow of supply of drugs and linen and maintenance of their accounts.
10. Custody of poisonous drugs record and their administration.
11. Report about any medico legal cases.
12. Assist in verification of ward stock, their indents, maintenance and condemnation etc.
13. Compile and submit statistics/census to the concerned authority.
14. Organise staff meeting with departmental and inter-departmental staff.
15. Act as liaison between Nursing Supdt., Nursing Staff, public and other departments.
16. Keep the Nursing Supdt./Dy. Nursing Supdt. office informed of the needs of the Nursing units/ward under her/his supervision and of any special problem.

17. Deals with problems, complaints of nurses, nursing students, patients and relatives and of Group 'D' staff of her/his unit and solve them.

18. Supervise all the nursing functions listed in the duties and responsibilities of staff Nurse and Nursing Sister posted in nursing units/ward which are under her/his charge.

19. Write confidential reports of staff nurse of her/his unit.

20. Arrange classes and clinical teaching of Nursing Students in the ward.

21. Arrange and conduct staff development programme of her/his ward.

22. Organise planned teaching of Nursing students in the ward.

23. Organise orientation programme for new staff of ward.

24. Provide counseling and guidance of Nursing staff and students.

25. Conduct clinical research.

26. Escort Nursing Supdt. and Chief Nursing Officer and special visitors in the ward.

27. Participate in various professional activities, eg. staff education and staff meetings etc.

28. Any other duties assigned by the seniors from time to time.

29. Helping Nursing Supdt. in the office work, if necessary.

30. Review the monthly report and send it to the N.S. Office.

SISTER TUTOR

The Sister Tutor is responsible to the Nursing Superintendent/Asstt. Nursing Superintendent for organizing and conduct of the teaching programme in the School of Nursing. In a large school, a Senior Nursing Tutor will be assisted by one or more tutors and Public Health Nurses to whom she would delegate appropriate duties. The following responsibilities and duties pertain to the Sister Tutor.

TEACHING

1. Planning of the teaching programme including an orientation programme in consultation with the Nursing Superintendent/Asstt. Nursing Superintendent and the medical and nursing teachers.
2. Planning for students' practical experience, ward assignments and vacations in consultation with the Asstt. Nursing Superintendent.
3. Planning of ward teaching programme with the cooperation and collaboration of ward sisters.
4. Preparation for classes and demonstrations, display of educational material on notice board.
5. Teaching of all nursing subject with assistance from other members of the staff.
6. Guidance to students in methods of study and use of reference books and library. Individual attention to students when necessary, including individual assignments.
7. Conduct of periodical and terminal tests.
8. Organization of seminars, panel discussion, debates etc.
9. Assuring that students who go in for examinations fulfill all requirements.
10. Regular visits to the hospital wards and departments and other practice fields.
11. Writing of annual reports pertaining to school.

RECORDS OF STUDENTS

She will maintain the following records :

1. Register of attendance at classes, demonstration, visits, etc.
2. Record of practical experience.
3. Marks of terminal tests and examinations.
4. Leave account of students.
5. Records of classes given by nursing, medical and other teacher.

STUDENTS HEALTH

1. Arrangement for initial and periodical health examinations and maintenance of health records.
2. Periodical visits to students rooms to make sure that they practice personal hygiene.
3. Organising recreation and social programmes.

GENERAL

1. Participating in the selection of students
2. Supplying of time tables of classes to Ward Sisters
3. Maintenance of library, requisition for new books and journals.
4. Inventory of class room supplies
5. Inventory of class room equipment.
6. Arrangements for functions for prize distribution, capping, etc.
7. Any other duty that may be assigned to her from time to time relating to nursing education.

PUBLIC HEALTH NURSE

The Public Health Nurse is a member of the staff of the School of Nursing and is responsible to the Sister Tutor. She may also be directly responsible to the Asstt. Nursing Superintendent for the conduct of any Public Health Nursing Services which are established in relation to the training programme.

TEACHING

1. Planning the Public Health Nursing part of the course in consultation with the Sister Tutor including planning and arrangements for observation visits.
2. Consultation with the Tutors and Ward Sister to plan and effect integration of Public Health in the entire curriculum.
3. Teaching of health subject, i.e., hygiene, public health nursing and nutrition in collaboration with other teachers.

4. Personal guidance and supervision of students in their practice of health teaching in the hospital and in all aspects of training in the public health field.

STUDENTS HEALTH

1. Taking special responsibility for the students health programme including immunization.

2. Guidance and supervision of students individually for developing good health habits.

GENERAL

1. Development of a field for experience for students in public health nursing.

2. Maintenance of records and registers of the public health nursing service.

3. Records of students experience.

4. Reports on students.

5. Help to promote health practice and health education in the hospital wards and departments.

6. Any other duty that may be assigned to her from time to time.

HOME SISTER/HOUSE KEEPER (NURSES HOSTEL)

1. Keeping the premises neat and tidy.

2. Making the common rooms attractive and comfortable.

3. Receiving and distribution of nurses mail, telegrams, parcels, etc.

4. Requisitioning of hostel linen, cleaning materials, furniture crockery, cutlery, etc., and maintaining records relating to these items.

5. Rechecking the maintenance of building, fixtures, etc., of the hostel.

6. Duty Roll call of inmates of the hostel and their general welfare.

7. Management of the hostel mess and control of the domestic staff attached to the hostel.

8. Any other duty that may be assigned from time to time relating to the hostel.

WARDEN

1. Maintaining the discipline of the hostel and the inmates.

2. Allotment of rooms to the members

3. Arranging for an appetizing and balanced diet, proper and timely service of meals.

4. Supervising the service of meals with the help of Home Sister/ House Keeper or other designated nursing staff.

5. Organising guidance, counseling and recreational activities.

6. Arranging medical care and examination of the inmates and staff of the hostel.

7. Ensuring proper maintenance of accounts of the hostel.

8. Allocating duties to the staff working in the hostel.

9. Supervising the work of Home Sister/House Keeper.

10. Any other duty that may be specified from time to time.

NURSING SISTER

1. Responsible for overall planning of nursing care of patients and for assignment of patients to nurses working in the ward.

2. Rendering direct nursing care to the ill patients & directly assisting the surgeons in major operations.

3. Ensuring that total health needs of patients are met.

4. Ensuring nursing standards are maintained throughout the day.

5. Participating in ward rounds with physician, nursing personnel.

6. Coordination of patient care with other departments of the hospital.

7. Taking over the patients in each shift and reporting to the senior if anything significant.

8. Ensuring safe environment in the ward.
9. Reporting regarding defective equipments and gadgets which are not in working condition.
10. Reporting failure of supply of electricity, water etc. to the Asstt. Nursing Supdt.
11. Taking prompt action in any emergency situation arising in the ward and reporting to the appropriate authority.
12. Ensuring that ward statistics are regularly maintained and submitted.
13. Interpreting hospital policies and regulation and observing the same.
14. Coordinating and facilitating students teaching programme for new staff.
15. Participating in in-service education programme.
16. Providing incidental teaching to patients relatives, staff nurses, student nurse and other Group D staff.
17. Assisting Asstt. Nursing Supdt. in organizing orientation programme for new staff.
18. Ensure that arrangements are made to assign nurses in emergencies where ever they occur.
19. Ensure welfare of all patients and provisions of special care wherever and whenever it is necessary.
20. Participate in evaluation activities related to the Nursing personnel.
21. Guide her subordinates to maintain a good Inter Personal Relationship with in the Nursing and other departments.
22. Act as a liaison officer between the Nursing Supdt. and other Nursing personnel.
23. Organise staff meeting for ANS, Sisters and Staff Nurses from time to time (eg. how to take care of the legal aspects, how to take care of a dead body, any change in rules and regulations etc.)

24. Help the warden to maintain the nurses mess and direct her how to take care of the sick nursing personnel.
25. Assist in physical verification of stock of hospital and department as required.
26. Deal with the problems and complaints of the Nursing Staff, the public and Grade D staff.
27. Attend the emergency calls of hospital and nursing duties in the evening and night.

Educational Activities :

28. Assist in planning and implement staff development programme. eg. short term course in medical specialities CCU, ICU, neonatal OT etc.
29. a) In service education programme.
b) Encouraging and collecting Nursing personnel for further studies.
30. Guide and counsel Nursing Staff from time to time.
31. Arrange orientation programme for the new staff.
32. Ensure clinical experience facilities for student nurses in various departments.
33. Organise experience programmes, facilities to the Nursing staff and postgraduate students from different hospitals and colleges.
34. Assisting ANS/Nursing Sister to arrange clinical teaching for staff and students and health teaching to the patients.

General Activities :

35. Escort special visitors, MS, CNO, NS for hospitals rounds.
36. Arrange and participate in professional and social functions of the staff and students.
37. Assist in welfare activities of Nursing personnel in the Hospital.
38. Assist in conducting physical check up for the entire Nursing Staff at least once in a year.

39. Conduct inter-departmental meeting of the Nursing personnel. eg. with doctors, X-Ray, Lab and Pharmacy incharges etc.

40. Any other duties assigned by the senior from time to time.

41. Writing of confidential reports for the staff nurses.

42. Preparing monthly report and submit to the ANS (OT cases, deliveries, death etc.).

NURSING STAFF

1. She will attend to the patients with utmost sincerity and devotion.

2. Safai-karmachari and Nursing Orderlies will provide full cooperation to Nursing Staff by providing bed pan and urine pot to the patient.

3. Nursing Orderlies will assist nursing personnel in making the bed, feeding the patient, administration of injection, medicine etc. and arrange for investigation and diagnostic procedure to the patients.

4. She will carry out administration of Oxygen, catheterization, dressing and toileting of patients.

5. She will maintain record of pulse, B.P., Intake/output, medicines and injections administered with date and time.

6. She should be polite and sympathetic to the patient.