ANNEXURE-IV


Chief Nursing Officer (CNO)

The main job responsibilities of CNO are as follows:

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

Nursing Superintendent (NS)

The main job responsibilities of NS are as follows:
- Participate in the formulation of the philosophy/policy of the hospital in general and those specific to the nursing service.
- Determine goals, aims, objectives and policies of the Nursing Services.
- Implement hospital policies and rules through various nursing units.
- Decide and recommend personnel and material requirement for running various nursing service departments of the hospital.
- Interview and recruitment of Nursing Staff and its effective deployment.
- Ensure the safe and efficient care rendered in the various Nursing Departments of the hospital/centres.
- Make regular hospital rounds in hospital/centres.
- Make 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 Central Pollution Control Board and other authorities issued from time to time.
- Take hospital rounds with Medical Superintendent.
- Select and secure proper equipment needed for the hospital.
- Look after the welfare of the patients, their relatives and the nursing staff.
- Give counselling and guidance to the subordinate staff.
- Maintain discipline among Nursing Staff of the Hospital/Centres.
- Participate in Hospital and Inter-Hospital meetings/conferences.
- Arrange the continuing Medical Education Programme for the Nursing Personnel.
- Any other duty assigned by the Medical Superintendent.

**Deputy Nursing Superintendent (DNS)**

The main job responsibilities of DNS are as follows:

- Look after the duties of the Nursing Superintendent in her absence.
- Participate in the formulation and review of nursing service philosophies, objectives, policies, rules and regulations, job description etc.
• Assist in the recruitment of the nursing staff and selection of students.
• Assist in making the master duty roster of the nursing staff.
• Assist in allocating nursing personnel to various nursing services departments.
• Maintain the records and reports of nursing personnel and keep the nursing services up-to-date.
• Assist in putting up files connected to promotion, confirmation, study leave, vigilance cases etc.
• Assist in planning and organizing the new units in the hospital e.g. ICU, CCU etc.
• Provide overall supervision of nursing care delivery in order to ensure that a high standard is maintained at all times.
• Take regular hospital rounds, supervise and inspect the wards and departments including evening and night surprise rounds.
• Assist the nursing superintendent in preparing the budget for the nursing department.
• Guide the ANS/nursing sister in maintaining inventory of equipments and supplies of departments and wards.
• Participate in condemnation and replacement of the stock from time to time.
• Ensure that the equipment and supplies to the wards and departments are according to the standard and quality.
• Assist the Nursing Superintendent in the supervision and guidance of nurses and students in the hostel.
• Orient all members of the health team in disaster nursing.
• Encourage staff development programme.
• Write confidential reports of the Group ‘D’ Staff and maintaining reports for the purpose.
• Any other duties assigned by the senior personnel from time to time.

**Assistant Nursing Superintendent (ANS)**

The main job responsibilities of ANS are as follows:
- Guide planning, implementing and evaluating the total patient care.
- Maintain the standard of patient care with accepted objectives and policies of the hospital.
- Provide direct nursing care to the difficult and serious patients.
- Analyse and evaluate the kind and amount of nursing service required in each nursing unit.
- Maintain safe environment and implement hospital infective control policy.
- Make schedule of duty of staff nurses and Group-'D' and plan for rotation of nursing staff in her department, to ensure good nursing care.
- Check attendance register of staff nurse, nursing sister and receive evening and night reports from the department.
- Make recommendation and arrangements for adequate flow of supply of surgical supplies, equipments, stationery, diets etc.
- Make an arrangement for adequate flow of supply of drugs and linen and maintenance of their accounts.
- Keep custody of poisonous drugs record and their administration.
- Report about any medico legal cases.
- Assist in verification of ward stock, their indents, maintenance and condemnations etc.
- Compile and submit statistics/census to the concerned authority.
- Organise staff meeting with departmental and inter-departmental staff.
- Act as liaison between Nursing Superintendent, Nursing Staff, public and other departments.
- Keep the Nursing Superintendent/Deputy Nursing Superintendent, informed of the needs of the Nursing units/ward under her/his supervision and of any special problem.
- Deal with problems, complaints of nurses, nursing students, patients and relatives and of Group 'D' staff of her/his unit and solve them.
• 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.
• Write confidential reports of staff nurse of her/his unit.
• Arrange classes and clinical teaching of nursing students in the ward.
• Arrange and conduct staff development programme of her/his ward.
• Organise planned teaching of nursing students in the ward.
• Organise orientation programme for new staff of ward.
• Provide counselling and guidance for Nursing staff and students.
• Conduct clinical research.
• Escort Nursing Superintendent and Chief Nursing Officer and special visitors in the ward.
• Participate in various professional activities e.g. staff education and staff meetings etc.
• Any other duties assigned by the seniors from time to time.
• Help Nursing Superintendent in the office work, if necessary.
• Review the monthly report and send it to the Nursing Superintendent Office.

Nursing Sister

The main job responsibilities of Nursing Sister are as follows:
• Responsible for overall planning of nursing care of patients and for assignment of patients to nurses working in the ward.
• Render direct nursing care to the ill patients and directly assisting the surgeons in major operations.
• Ensure that total health needs of patients are met.
• Ensure nursing standards are maintained throughout the day.
• Participate in ward rounds with physician, nursing personnel.
• Coordinate patients care with other departments of the hospital.
• Take over the patients in each shift and reporting to the senior if anything significant.
• Ensure safe environment in the ward.
• Report defective equipments and gadgets, which are not in working condition.
• Report failure of supply of electricity; water etc. to the Assistant Nursing Superintendent.
• Take prompt action in any emergency situation arising in the ward and reporting to the appropriate authority.
• Ensure that ward statistics are regularly maintained and submitted.
• Interpret hospital policies and regulation and observing the same.
• Coordinate and facilitating students teaching programme for new staff.
• Participate in in-service education programme.
• Provide incidental teaching to patients’ relatives, staff nurses, student nurse and other Group D staff.
• Assist Assistant Nursing Superintendent in organizing orientation programme for new staff.
• Ensure that arrangements are made to assign nurses in emergencies where ever they occur.
• Ensure welfare of all patients and provisions of special care wherever and whenever it is necessary.
• Participate in evaluation activities related to the Nursing personnel.
• Guide her subordinates to maintain a good inter personal relationship within the Nursing and other departments.
• Act as a liaison officer between the Nursing Superintendent and other Nursing Personnel.
• Organise staff meeting for ANS, Sisters and Staff Nurses from time to time (e.g. how to take care of the legal aspects, how to take care of a dead body, any change in rules and regulations etc.)
• Help the warden to maintain the nurses’ mess and direct her how to take care of the sick nursing personnel.
• Assist in physical verification of stock of hospital and department as required.
• Deal with the problems and complaints of the Nursing Staff, the public and Grade D staff.
• Attend the emergency calls of hospital and nursing duties in the evening and night.

Educational Activities
• Assist in planning and implementation of staff development programme, e.g. short-term course in medical specialties CCU, ICU, and neonatal OT etc.
  o In service education programme.
  o Encourage and collect Nursing personnel for further studies.
• Guide and counsel Nursing Staff from time to time.
• Arrange orientation programme for the new staff.
• Ensure clinical experience facilities for student nurses in various departments.
• Organise experience programmes, facilities to the nursing staff and postgraduate students from different hospitals and colleges.
• Assisting ANS/Nursing Sister to arrange clinical teaching for staff and students and health teaching to the patients.

General Activities
• Escort special visitors MS, CNO, NS for hospitals rounds.
• Arrange and participate in professional and social functions of the staff and students.
• Assist in welfare activities of nursing personnel in the hospital.
• Assist in conducting physical check up for the entire Nursing Staff at least once in a year.
• Conduct inter-departmental meeting of the Nursing personnel e.g. with doctors, X-Ray, Lab and Pharmacy in charges etc.
Any other duties assigned by the senior from time to time.
Write of confidential reports for the staff nurses.
Prepare monthly report and submit to the ANS (OT cases, deliveries, death etc.).

Staff Nurse
The main job responsibilities of Staff Nurse are as follows:

• Attend to the patients with utmost sincerity and devotion.
• Safai-karamchari and Nursing Orderlies will provide full cooperation to nursing staff by providing bed pan and urine pot to the patient.
• Nursing orderlies will assist nursing personnel in making the bed, feeding the patient, administration of injection, medicine etc. and arrange for investigation procedure to the patients.
• Carry out administration of oxygen, catheterisation, dressing and toileting of patients etc.
• Maintain record of pulse, Blood Pressure, intake/output, medicines and injections administered with date and time.
• Polite and sympathetic to the patient