

DUTIES AND RESPONSIBILITIES OF NURSING STAFF

Nursing Supervisor: (Now Designated as Nursing ^{supdt} - Gr - III)

A Nursing supervisor is responsible to the Nursing Superintendent for the management of the wards/departments and supervision of the Nursing and domestic staff. She is entirely responsible for the efficiency of Nursing care.

A. Patient Care:

1. Prepares patient care assignment.
2. Assists staff in planning nursing care.
3. Arranges duty hours for professional and non professional staff.
4. Co-ordinates and facilitates work of para medical staff.
5. Evaluates patient care given.
6. Gives orientation to new staff.
7. Accompanies the Medical Officer during the Ward rounds.

B. Administration:

Responsibilities for the General Administration of the Ward.

1. Maintains a health and comfortable environment for the patient.
2. Maintains inventories from time to time verifies the articles against the stock register.
3. Has an overall responsibility for the safe custody of ward linen, furniture and equipment.
4. Responsible for the correct rendering of indents, memorandum and reports.
5. Responsible for economy in the expenditure of non diet articles.
6. Verifies indent of drugs and checks the distribution.
7. Supervise distribution of diets to the patients.
8. Maintains good public relations and investigates complaints if any.
9. Restricts movements of visitors.
10. Evaluates performance of staff.

C. Clinical Supervision:

1. Teaching and supervision of Nursing care.
2. Maintaining clinical experience records.
3. Checking and signing procedures.
4. Guides students with nursing care studies.
5. Plan and carry out ward teaching.
6. Evaluation and conference with students.

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Nursing Superintendent

The Nursing Superintendent is directly responsible to the Head of the Institution for efficient Nursing Care to all patients in the Hospital.

1. She is responsible for the General supervision of Nursing care given to the patients and all Nursing activities within the Nursing Unit.
2. She prepares the Master plan for professional and non professional staff under her control.
3. She plans in co-operation with the Nursing Supervisors for effective administration and Nursing care.
4. She gives orientation to all new personnel under her control.
5. She is in charge of hospital linen and adequate supply of the same to wards / departments.
6. Maintains various records and reports such as record of health leave sanctioned, confidential reports etc.
7. Supervises the health needs and welfare of the Nursing personnel.
8. Maintains discipline of Nursing and Auxiliary staff.
9. Conducts staff meeting to discuss ways and means for improving nursing service.
10. Serves as counselor and guides to the nursing staff.
11. Conducts procedures connected selection and recruit-out of Nursing students.
12. Arrange for clinical experience of the Nursing students.
13. Arranges for and conducts examination for the trainees.

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Nurses

General Care of the Patient :

1. Admission of patient.
2. Personal care – including bathing, Mouth care, Hair combing & Shampoo.
3. Treatment of pediculosis.
4. Care of hands, feet, nails.
5. Care of pressure points.
6. Giving and removal of bed pans and urinals.
7. Application of Hot water bottles, ice caps.
8. Feeding of patients.

Technical Nursing care :

1. Taking and recording of temperature, pulse and respiration.
2. Administration of Medicines and injections.
3. Ellcrata.
4. Catheterisation.
5. Dressings.
6. Irrigations.
7. Oxygen Therapy.
8. Pre and postoperative care.
9. Preparation of patient care for discharge.
10. Last offices of the dead.

Ancillary and Clerical:

1. Assistance and instructions to patients and relatives.
2. Care of patients clothing and valuables.
3. Bed making with or without patient.
4. Maintenance of nominal register.
5. Preparation of invalid diets.
6. Distribution of diets.
7. Recording of drugs administered.
8. Indenting and accounting for drugs, maintenance of sub store, indent for surgical supplies, stores, diet, urine collection, treatment testing, reporting, collecting, labeling and despatching of specimen.
9. Preparation for and Assistance in chemical tests, Medical procedures and intravenous infusions, Assisting the Medical Officer with various examinations of patients and treatment.