

JOB DESCRIPTION – NURSING DEPARTMENT

Nursing Staff-

Staff Nurse is responsible for the Complete Care of the Patient assigned right from the time of admission till Patient's discharge.

➤ **Care Plan & Notes**

- Staff Nurse has to maintain Patients file, records, investigation reports and Nurses Notes.
- Assess the needs of the patients in the ward and make nursing care plan for all patients consulting with ward sister.
- Creating, implementing and evaluating patient care plans with the Medical team.
- Monitoring and recording patient's vitals as advised by Doctor time to time.
- Maintaining Personal Hygiene of Patient like Bathing including Oral Hygiene.
- Feeding patient with monitoring their diet as advised by Dietician.
- Performing Nursing procedures according to Doctor's order.
- Escorting patients to and from departments while shifting.

➤ **Administration of Medicines**

- Administration of medicines and injections then monitoring patient for side-effects and reactions.
- Maintaining records of patient information, treatment, injections and procedures.
- Taking rounds with Doctor.
- Performing technical procedures ordered by Doctor e.g. enema, catheterization, dressing etc.
- Preparation for and assistance in Medical Procedure.
- Pre and post – operative care.

➤ **Sample Reporting**

- Collecting, labelling and dispatching of specimens timely.

➤ **Maintain Cleanliness**

- Keeping the ward clean and tidy.
- Routine care and cleaning of dressing trolleys, cupboards, apparatus and various supplies.
- Care of clean Linens and sending soiled Linen to Laundry.

➤ **Inventory Management**

- Maintaining inventory and keeping records of Medicines and Injections.
- Indenting required items& maintain stock in respective wards.
- Sending bandages and surgical items for autoclaving regularly and keep them labelled.

➤ **Bed Making**

- Patient care (bed making, changing of bed sheets, mouth care, back care, bed bathing, hair wash, changing of position etc) and other allotted care required.
- Fulfilment of all basic needs (hygienic need, nutritional need etc) of the patients.
- Provide comfort to the patient and maintain safety of the patient.

➤ **Take over charge**

- Take over the charge from Duty Nurse of previous shift, regarding patients (bed to bed), instrument supplies, drugs etc. and handed over the same to the next shift.

➤ **Training & Development**

- Attend trainings timely as scheduled by HR time to time.
- Participate in clinical teaching, both planned and incidental.

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- Helps in the orientation of new staff.
- Participate in Staff Education programs.
- Supervise students and other Junior Nursing personnel working with her/him.

Any other assignment given by the Management from time to time.

➤ **Job Specification**

- Qualification: GNM/ B.Sc(N) with registration in State Medical Faculty. Candidates with qualification Post B.Sc(N)/ M.Sc(N) will be given preference.
- Experience required: 1 to 3 years preferably
- Effective written and verbal communication in English and Hindi language.
- Knowledge of MS office applications and strong documentation knowledge

➤ **Behavioural Competencies**

- Empathy & Flexibility
- Ethical in thought and action
- Ability to influence and Negotiation skills
- Confidence and Self-motivated to excel.
- Work independently

➤ **Salary**

- Negotiable as per norms.