



कार्यालय ज्ञापन

संस्थान द्वारा जारी परिपत्र क्र./स्था./न.अधि./2018/एम्स रायपुर/02, दिनांक 26/07/2018 की निरंतरता में सक्षम प्राधिकारी द्वारा लिये गये निर्णय अनुसार अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर में कार्यरत समस्त नर्सिंग कर्मचारियों के कार्य दायित्व विवरण/उत्तरदायित्व का निर्धारण संलग्न अनुबंध अनुसार किया जाता है एवं समस्त नर्सिंग कर्मचारियों को निर्देशित किया जाता है कि उक्तानुसार पालन करना सुनिश्चित करें।


निदेशक, अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर के अनुमोदन से जारी।

OFFICE MEMORANDUM

In continuation of Circular क्र./स्था./न.अधि./2018/एम्स रायपुर/02, दिनांक 26/07/2018 decision of competent authority is hereby conveyed, Regarding job description/responsibilities of Nursing Personnel working at All India Institute of Medical Sciences, Raipur as per Annexures attached herewith and concerned Nursing Personnels are directed to adhere to the same.

This issues with the approval of Director, All India Institute of Medical Sciences, Raipur.

Encl. - Annexure I to VI.


Administrative Officer (Hospital)
All India Institute of Medical
Sciences, Raipur (CG)

Distribution:

1. All Nursing Personnels working at AIIMS, Raipur

Copy to:

1. Director, AIIMS, Raipur.
2. Deputy Director (Admin.), AIIMS, Raipur.
3. O/o MS, AIIMS, Raipur.
4. All Dy. MS, AIIMS, Raipur.
5. Sr. Administrative Officer, AIIMS, Raipur.
6. Office copy.

ANNEXURE-I

JOB DESCRIPTION/RESPONSIBILITIES OF CHIEF NURSING OFFICER

1. She/he will be responsible for efficient running of Nursing Services of the AIIMS Raipur.
2. She/he will assist the Director in formulating broad policies concerning Nursing Services.
3. She/he will disseminate the AIM, objectives and policies regarding patient care.
4. She/he will implement policies and procedures of Institute regarding nursing services.
5. She/he will plan future requirements of nurses and carry out recruitment of nurses from time to time.
6. She/he will plan and disseminate programmes for continuing education re-orientation programmes for nurses.
7. She/he will closely interact with other hospitals regarding improvement of patient care.
8. She/he will encourage research by nurses in their work areas.
9. She/he will guide and counsel the sub-ordinate nursing staff.
10. She/he will keep herself abreast of latest happenings in nursing care by attending National/International conferences.
11. She/he will strive to implement standard nursing practices and maintain highest quality of care.
12. She/he will critically analyse the budgets for nursing services before being forwarded to Director.
13. Evaluate confidential reports of higher level nursing officers and recommend for promotion.
14. She/he will be assisted in her duties by Nursing Superintendent of Main Hospital and from the centers.
15. She/he will keep the Director informed about the happening concerning the hospital.


**Administrative Officer (Hospital)
AIIMS, Raipur**

ANNEXURE-II

JOB DESCRIPTION/RESPONSIBILITIES OF NURSING SUPERINTENDENT

Nursing Superintendent is responsible to the C.N.O. for planning organisation and development of nursing services in the hospital in consultation with Medical Superintendent /Chief of centers.

1. She/he will be responsible and overall In-charge of Nursing Services in a hospital or specialized centres irrespective of the number of beds.
2. She/he will be responsible to the Medical Superintendent or Dy. MS or chief of Centres of the hospital or centre as the case may be.
3. She/he will be responsible for implementing hospital/centre policies amongst various nursing units.
4. She/he will assist the CNO in formulation of hospital policy, particularly concerning nursing services.
5. She/he will officiate as CNO in the absence of CNO (The senior most amongst the NS will do so).
6. She/he will recommend personnel and material requirement for nursing various nursing service departments of the hospital.
7. She/he will assist MS/Addl. MS or Chief of Centres in recruiting nursing staff.
8. She/he will carry out regular rounds of the hospital.
9. She/he will accompany MS/Addl. MS while making hospital rounds.
10. She/he will ensure safe and efficient care rendered to patients in various wards etc.
11. She/he will prepare budgets for nursing services.
12. She/he will be a member of various condemnation boards for linen and other hospital stores.
13. She/he will be responsible for counseling and guidance of sub-ordinate staff.
14. She/he will attend hospital/intra hospital meetings and conferences.
15. She/he will investigate all complaints regarding nursing care and personnel, and take suitable corrective action.
16. She/he will initiate and encourage research in nursing services.
17. She/he will evaluate confidential reports of her sub-ordinate staff and recommend for promotion, higher studies etc.
18. She/he will maintain cordial relations with patients and Medical Social workers.
19. She/he will periodically interact with clinical heads to discuss problems in patient care.
20. She/he will educate nursing staff of all categories by conducting awareness programme on universal Precautions.


Administrative Officer (Hospital)
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ANNEXURE-III

JOB DESCRIPTION/RESPONSIBILITIES OF DEPUTY NURSING SUPERINTENDENT

Deputy Nursing Superintendent is responsible to the Nursing Superintendent and assists in the administration of nursing services in the hospital.

A. NURSING ADMINISTRATION:

1. Supervise the nursing care given to the patients in various departments by taking regular round of her area.
2. Act as a liaison officer between Nursing Superintendent and the nursing staff of the hospital.
3. Interpret the policies and procedures of the Nursing service department to sub-ordinate staff and others.
4. Attend the emergency calls concerning nursing services or hostel problems.
5. Receive evening and night reports from the Assistant Nursing Superintendent /Supervisors.
6. Keep records and reports of Nursing Services.
7. Maintain the records of attendance of nursing staff and leave of any kind.
8. Conduct regular physical verification of hospital stocks, i.e. drugs, equipments etc.
9. Initiate procedure for condemnation and procurement of hospital equipment/linen etc.
10. Maintain the confidential report and records of nursing personnel.
11. Assist the nursing Superintendent in making master duty roster of nursing personnel.
12. Assist the nursing superintendent in Recruitment of nursing staff.
13. Assist the nursing Superintendent on planning and organising nursing services in the hospital.
14. Officiate in the absence of Nursing Superintendent.
15. Attend the official meetings.
16. Keep the senior nursing Officials (CNO & NS) informed of the happenings in the wards.

B. EDUCATIONAL ACTIVITIES:-

1. Assist in planning/organising and implementing staff development programmes.
2. Ensure clinical experience facilities for student nurses in various clinical areas of the hospital.
3. Provide guidance and counseling to nursing staff.
4. Arrange orientation programmes for new nursing staff.
5. Maintain discipline among nursing personnel.
6. Organise educational programmes for graduate/post graduate students from different hospitals with the co-ordination of clinical instructor/lecturer college of nursing.

**JOB DESCRIPTION/RESPONSIBILITIES OF DEPUTY NURSING
SUPERINTENDENT**

C. GENERAL DUTIES:-

1. Escorts special visitors, Nursing Superintendent, Medical Superintendent for hospital rounds.
2. Arranges and participates in professional and social functions of the staff and students.
3. Maintains good public relations.
4. Any other duties assigned to her from time to time.



**Administrative Officer (Hospital)
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ANNEXURE-IV

JOB DESCRIPTION/RESPONSIBILITIES OF ASSISTANT NURSING SUPERINTENDENT

Assistant Nursing Superintendent is responsible to Deputy Nursing Superintendent for the total nursing care of patients, management and development of the unit assigned to her:

A. NURSING CARE:-

1. Assist the total needs of patients in the unit and prepare planned nursing care.
2. Demonstrate and supervise the nursing care of patients in the unit.
3. Attend regular round in the unit with the medical and nursing personnel.
4. Reviewing reports from Senior Nursing Officer regarding the nursing care of patients in each shift.
5. Give counseling and health education to the patients and their attendants.

B. WARD MANAGEMENT:-

1. Plan and arrange duty for nursing personnel posted under her.
2. To ensure availability of adequate nursing staff in all shifts.
3. Maintain cleanliness of unit its annexes and environment.
4. Interact with the engineering service department for proper up keep of the unit.
5. Keeping Deputy Nursing Superintendent Nursing Superintendent informed of the needs of the patient care areas and bring it to their notice any special problems.
6. Guide the Senior Nursing Officer to ensure supplies and equipments of different stores, and re-checking their use and care.
7. Daily check of emergency and dangerous drugs, life saving equipments i.e. monitors, ventilators, defibrillators, suction machines and O2 points etc., to ensure their proper functioning.
8. Periodical check of all stocks and supplies.
9. Maintain good inter-personnel relationship with all categories of staff, patients and their relatives.
10. Maintain good public relation with patients relatives and the public, and project positive image of the hospital.
11. Maintain discipline of nursing and domestic staff.
12. Interpretation of Hospital policies, rules and regulations.
13. Daily check of attendance and reporting the lapses.
14. Investigate complaints if any.
15. Work evaluation and confidential reports.
16. Guidance and counseling of nursing staff in the unit.
17. Project the annual requirements of drugs supplies and equipments for the units.
18. Take care of legal aspects and report about the medico legal cases in the ward.

**JOB DESCRIPTION/RESPONSIBILITIES OF ASSISTANT NURSING
SUPERINTENDENT**

C. TEACHING AND SUPERVISION:

1. Plan and implement a proper orientation programme for new nursing staff, student nurse and domestic staff.
2. Participate in In-service education of nursing personnel and attend the meetings.
3. Give incidental and planned teaching to nursing personnel in the unit, as well as domestic staff.
4. Participate in clinical teaching for student nurses in Co-operation with the nursing tutor.
5. Perform any other duties assigned to her for time to time.

A. Ramana

**Administrative Officer (Hospital)
AIIMS, Raipur**

ANNEXURE-V

JOB DESCRIPTION/RESPONSIBILITIES OF SENIOR NURSING OFFICER

The Senior Nursing Officer is responsible to the Assistant Nursing Superintendent or the total care of patients in the wards and supervision of the Nursing Officer, student nurses and Domestic staff. She would also be assisted by Nursing Officer, Clinical and Domestic staff. The main aim of the Senior Nursing Officer should be to foster team spirit in her area of works as a team leader.

A. NURSING CARE OF PATIENTS:

1. Assess the total needs of patients and prepare plan of nursing care.
2. Admission and discharge of patients.
3. Demonstrate and carry out efficient nursing care, taking care of personal comfort and toilet of patients, administration of drugs and treatment, observation and recording of vital parameters.
4. Supervise patients diet.
5. Attending rounds with Medical/Nursing personnel.
6. Assist Medical staff in examination of patients and treatment.
7. Participate and help with clinical investigations/procedures.
8. Demonstrate and carry out preoperative and post-operative care of patients.
9. Maintenance of patient's records.
10. Care of patient's personal effects in accordance with hospital rules.
11. Giving and receiving reports.
12. Follow prescribed rules in case of accident or death of a patient.
13. Give information and health education to patients and their attendants.
14. Intimation to nursing supervisors of any emergency or unusual occurrence in the ward.

B. WARD MANAGEMENT:

1. Handing over and takeover charge of patients at the end of the shift.
2. Assignment of work to Nursing Officer and domestic staff.
3. Co-ordinate and facilitate work of other staff, e.g. physical therapist, social worker, dietitian, voluntary worker etc.
4. Maintaining good inter personal relationship among all categories of staff and with patients and their relatives.
5. Maintain cleanliness of ward, its annexes and environments. Proper upkeep and repairs of linen and ward equipment.
6. Make indents for drugs, surgical supplies, stores and issue.
7. Keep custody of dangerous drugs and record of their administration.
8. Daily check of emergency drugs and life savings equipments.
9. Maintenance of stock registers, inventories.
10. Investigate complaints if any.

JOB DESCRIPTION/RESPONSIBILITIES OF SENIOR NURSING OFFICER

C. TEACHING AND SUPERVISION:

1. Orientation of new staff and student nurses.
2. Participate in service education of nursing personnel and attend staff meetings.
3. Impart planned and incidental teaching.
4. Supervise Nursing Officer and student nurses.
5. Supervise domestic staff.
6. Consult and co-operate with nursing tutor in arranging clinical teaching.
7. Perform any other duty as may be specified from time to time.

A. Ramana

**Administrative Officer (Hospital)
AIIMS, Raipur**

ANNEXURE-V

JOB DESCRIPTION/RESPONSIBILITIES OF NURSING OFFICER

Nursing Officer is directly responsible to Senior Nursing Officer (Ward In-Charge) for total nursing care of the patient assigned to him/her.

A. DIRECT PATIENT'S CARE:

1. Admission and discharge of the patients.
2. To maintain the personal hygiene of the patients, including bathing, care of mouth, back, nails, hair etc.
3. Care of pressures points as needed.
4. To assist the patient in elimination, offering and removing the bed pans and Urinals.
5. Bed making.
6. Assist in feeding the weak and debilitated patients.
7. Writing of diet sheet, Supervision and distribution of diets.
8. Assist in physiotherapy, ambulation and rehabilitation.
9. Carry-out patient's teaching and demonstration according to the need.
10. Counseling the patients, and relatives.
11. Care of the dying and dead.
12. Administration of Medicines and Injections to the patients.
13. Assist in administration of intravenous injections, infusion and Transfusion.
14. Observing, recording and reporting of vital signs e.g. T.P.R. and Blood pressure.
15. Carry out technical procedures, such as Naso-gastric intubation, Gastric Gavage and Lavage, Oxygen Therapy, Dressing and Irrigation, Enema, Catheterization hot and cold applications, suction etc.
16. Collecting, labeling and dispatch of specimens.
17. Preparation for and assistance in clinical tests and medical/surgical procedures.
18. Urine testing for sugar, and albumin.
19. Observation, recording and reporting of all procedures and tests.
20. Escorting serious patients to and from the department/wards for investigations.

B. WARD MANAGEMENT:

1. Handing over and taking over charge of patients, and ward inventory in each shift.
2. Maintenance of therapeutic environment in the ward.
3. Keeping the ward clean and tidy.
4. Routine care and cleaning of dressing trolleys, cupboards apparatus, mackintosh etc.
5. Care of clean and soiled linen.
6. Disinfection of linen, beds, floor and bed pans, and fumigation of rooms etc.
7. Preparation of room, trolleys, and sets for procedures.
8. Preparation of surgical supplies.

JOB DESCRIPTION/RESPONSIBILITIES OF NURSING OFFICER

9. Maintaining interpersonal relationship with patients, relatives and health team members.
10. Orientation of new staff/students.
11. Demonstration and guidance to student nurses.
12. Participation in staff education and staff meetings.
13. Participation in professional activities.
14. Demonstration and supervision of domestic staff.
15. Report about the medico-legal cases if any admitted in the ward. To keep the senior nursing officials informed of the happenings / in the ward like fire, absconding patients, theft etc.
16. Any other duty that may be assigned by Senior Nursing Officer from time to time.



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