




OFFICE MEMORANDUM

In partial modification to office memorandum No./Estt(N)/AIIMS.RPR/2022/1174, dated:04-05-2022 and In supercession to Circular क्र./स्था./न.अधि./2018/एम्स रायपुर/02, दिनांक 26/07/2018 decision of competent authority is hereby conveyed, Regarding job responsibilities/description of Senior Nursing Officers and Nursing Officers working at AIIMS, Raipur to be as per Annexure attached herewith.

2. All concerned Senior Nursing Officers and Nursing Officers are directed to adhere to the same.

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

Encl. - As above.


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

Distribution:

1. All Senior Nursing Officers and Nursing Officers, AIIMS, Raipur

Copy to:

1. O/o Director, AIIMS, Raipur.
2. O/o Deputy Director (Admin.), AIIMS, Raipur.
3. O/o MS, AIIMS, Raipur.
4. All Dy. MS, AIIMS, Raipur.
5. All Dy. Nursing Superintendent/Asst. Nursing Superintendent AIIMS, Raipur.
6. Office copy.

JOB DESCRIPTION/RESPONSIBILITIES OF SENIOR NURSING OFFICER

The Senior Nursing Officer is second level professional nurse in the hospital set up and is directly responsible/ answerable to the Assistant Nursing Superintendent (ANS) In-charge, who is responsible for overall administration of concerned area for assuring quality clinical care of the patients. Senior Nursing officer is responsible for the total care of patients in the wards and also for supervision and guidance to Nursing officers, student nurse, hospital attendants, sanitation attendants and security staff. He/ She should have valid registration as Nurse.

A. NURSING CARE OF PATIENTS:

1. Assess the total needs of patients and prepare plan of nursing care in the respective area by assigning patients to the Nursing Officers and students keeping in the mind the need of the particular patients concerned and level of competency of the nursing professional in consultation with the Assistant Nursing Superintendent.
2. Admission, Discharge and Transfer of patients.
3. Plan, prepare, demonstrate and carry out direct nursing care to all patients especially preoperative patients, seriously ill patients, acutely ill dangerously ill and post-operative cadre of patients as and when situation arises.
4. Demonstrate and carry out efficient nursing care, taking care of personal comfort and toilet needs of patients, administration of drugs & treatment and observation & recording of vital parameters.
5. He/ She will be responsible to check all the patient care records, related to the diagnosis, condition, treatment etc.
6. Assist the Medical staff in examination of patients and treatment.
7. Coordinate patients care in coordination with other department if so required.
8. Supervise dietary arrangement i.e. serving the diet to the patient and feeding helpless patients who need Ryle's tube feeding and are not able to feed themselves.
9. Attending rounds with Medical/Nursing personnel.
10. Participate and provide requisite assistance for clinical investigation/Procedures by Ensuring Specimen Collection, documentations, dispatch, report collection and availability of reports before ward round.
11. Maintenance of patients' records and its confidentiality.
12. Ensure safe custody of patient's belongings as per laid down policy of the hospital.
13. Follow prescribed rules in case of accident or death of a patients or when a patients absconds from the ward.
14. Provide requisite information and health education to patients and their attendants.

15. Provide counseling to the patients and relatives.
16. He/ She will be responsible for communicating with the patient's attendants/relatives about the patient's clinical condition in consultation with the treating doctor whenever needed.
17. Maintain daily census of patients in the unit and report about the critically ill cases/any emergency unusual occurrence to the Assistant Nursing Superintendent/DNS/NS.
18. Ensure availability of medical, surgical and all other supplies including equipment's & appliances for medical/surgical procedure and proper accounting of drugs and ensure judicious use of other consumables.
19. Ensure patients safety and proper biomedical waste management.
20. Ensure compliance to infection control practice as per laid down policy of the Institute.

B. WARD MANAGEMENT AND ADMINISTRATION:

1. Handing over and takeover charge of patients at the end/beginning of the shift.
2. Assignment of work to Nursing Officers and support staff working in respective area.
3. Co-ordinate and facilitate work of all other staff, e.g. physiotherapist, technical staff, medical social services staff, dietitians etc.
4. Supervise & monitor, maintenance of good inter personal relationship among all categories of staff and with patients and their relatives.
5. Maintain cleanliness of ward, its annexes and environment. Proper upkeep and repair of linen and ward equipment.
6. Maintain stock of medicines, surgical items, general, linen & stationary and all other items including appliances and equipments and make regular inventory of the area.
7. Make indents for drugs, surgical supplies, and all other store items and issue.
8. Keep custody of dangerous drugs/ narcotic drugs and record of their administration.
9. Daily check of emergency drugs, dangerous/ narcotic drugs, crash carts and lifesaving equipment's.
10. Maintenance of stock registers, inventories.
11. Assist to investigate complaints, if any.
12. Maintain records/ registers of non-serviceable articles and make arrangement for condemnation of all broken unserviceable articles of the area under the supervision of ANS.
13. Create a positive working environment and address the concerns and grievances of subordinates.
14. Assist the ANS Incharge's to check the attendance of all nurses, hospital and sanitation attendant posted in the area and report to ANS/DNS/ Nursing Superintendent about staff absenteeism for replacement.

C. NURSING EDUCATION

1. Ensuring the continuous development of the subordinates by organizing orientation and in-service education programs in consultation with ANS/DNS/Nursing Superintendent.
2. Participate in teaching and learning activities of student nurses as and when required in the area.
3. Impact planned and incidental teaching to subordinates & support staff.
4. Consult and co-operate with nursing tutor in arranging clinical teaching for the student nurses.
5. Take necessary step for integration of nursing education in to clinical practice including advanced nursing and evidence-based nursing practice.

D. PROFESSION

1. Maintain the professional ethics.
2. Participate in professional & in-service educational activities and encourage the colleagues to similarly, participate in these activities.
3. Update his/ her professional competency by continuous on the job learning.
4. Advocate for adopting newer practices in nursing profession for improving overall patient care services.
5. Organize and participate in staff welfare activities whenever required.

E. NURSING RESEARCH

1. Participate in ongoing research: activities and projects/ study/research for professional growth (if so required).

Perform any other duty as may be specified from time to time.



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

JOB DESCRIPTION/RESPONSIBILITIES OF NURSING OFFICER

Nursing Officer is the first level professional nurse in the hospital set up and is directly responsible/ answerable to the Assistant Nursing Superintendent (ANS) In-charge, who is responsible for overall administration of concerned area.

Therefore, by deed and appearance, he/she should prove himself/herself as professional at all times. The skilled nurse must give expert bed side care to patients or execute special technical duties in all patient care & support areas including but not limited to inpatient wards, operation theatres, intensive care units, labor room, wellness clinics, OPD, emergency departments, clinical specialties and any other clinical area. Nursing Officer is directly responsible for total nursing care of the patient assigned to him/her. He/ She should have a valid registration as Nurse and Midwife.

A. NURSING CARE OF PATIENTS.

1. Perform the requisite nursing activities for admission, discharge and transfer (within the hospital or other centers) of the patients.
2. Give direct bedside nursing care to all patients as allotted by the ANS or Senior Nursing Officer.
3. To ensure the personal hygiene of the patients, including toilet needs, sponging/ bathing, care of mouth, back, nails, hair etc. with assistance of support staff (HA's/SA's) as required.
4. To ensure the elimination need of the patient is met by offering and removing bed pans and urinals by the supportive staff (HA's/SA's) as and when required.
5. To render nursing care during physiotherapy, ambulation and rehabilitation of patients as required.
6. Administration of medications (as prescribed), injections, infusions and Transfusions and application of surgical dressings etc. to the patients.
7. Urine testing for sugar, and albumin (whenever applicable).
8. Be responsible for the care of all patients especially acutely ill or dangerously ill patients in the area.
9. Render pre-operative, post-operative intensive care to the patients in the area.
10. Care of pressures points as needed from time to time.
11. Observing, recording and reporting of vital signs e.g. T.P.R. and Blood pressure.
12. Observation, recording and reporting of all tests and diagnostic/ therapeutic procedures.
13. Responsible for carrying out nursing care need assessment and nursing care plan of all patients assigned to him/her.
14. To ensure Bed making with assistance of support staff (HA's/SA's) and ensure patient safety during the procedure especially of critically ill patients.
15. Assist in feeding the weak and debilitated patients.

16. Attend to the normal or special nutritional needs of the patients and special types of feeds (gastrostomy feed, nasal feeds etc.)
17. Supervision of distribution of diets in the unit.
18. Carry-out patient's health education/teaching, and demonstration according to the need.
19. Counseling the patients and relatives as and when required.
20. He/ She will be responsible for communication with the patient's attendants/relatives about the patient's clinical condition in consultation with the treating doctor whenever needed.
21. Carry out technical procedures such as Naso-gastric intubation, Gastric Gavage and Lavage, Oxygen Therapy, Surgical dressing and Irrigation, Enema, Catheterization hot and cold applications, suction etc. & ensure part preparation for any procedure with the assistance of HA's/SA's (as required.)
22. Preparation for and assistance in diagnostic and therapeutic procedures, clinical investigations and medical /surgical procedures.
23. Care of the dying and dead with the assistance of support staff (HA's/SA's) as required.
24. Collection, labeling and dispatch of all blood and on-blood samples/specimens.

A. WARD MANAGEMENT AND ADMINISTRATION

1. Handing over and taking over charge of patients, and ward inventory related to nursing (as required) in each shift.
2. Drawing up nursing care need assessment plan for all patients in the ward in consultation with the ANS/Senior Nursing Officer.
3. Help the Sr. Nursing Officer in indenting and checking of drugs and supplies and maintaining the inventory of each category of item.
4. Assist Senior Nursing Officer in keeping a sub-store of drugs, Linen and supplies in the area for use.
5. Prepare a checklist and keep patients belongings in safe custody particularly in case of unconscious/unattended patients, in accordance with the laid down policy of the hospital.
6. Maintenance of therapeutic environment and discipline in the ward.
7. Supervise & Monitor in keeping the ward clean and tidy.
8. Supervise the work of support staff working in the area for maintenance of cleanliness, sanitation & all other duties allocated to them.
9. Supervise & monitor routine care and cleaning of dressing trolleys, cupboards apparatus, mackintosh etc.
10. Supervise & Monitor care of clean and soiled linen.
11. Supervise & monitor disinfection of linen, beds, floor and bed pans, and fumigation of rooms etc. with assistance of support staff as required.
12. Preparation of dressing /procedure room, trolleys, and sets for procedures.
13. Preparation of surgical sets & supplies.

14. Ensure availability of medical, surgical and all other supplies and equipments for medical & surgical procedures.
15. Ensure Compliance of Infection control practices as per laid down policy of the Institute.
16. Demonstration of assigned duties to and supervision of Hospital & Sanitation Attendants.
17. Supervision of security personnel posted in the area.
18. Reporting of Medico legal cases admitted in the ward to the ANS of the ward /senior most nursing official on 'duty during that shift & keep them informed of the happenings in the ward like fire, absconding patients, theft reported and etc. who will then be responsible for generating an incident report for the same.
19. Conduct rounds with doctors and Senior Nursing Officials.
20. Maintaining interpersonal relationship with patients, relative and all medical & paramedical team members.
21. Orientation of new staff/nursing & medical students.
22. Demonstration and guidance to student nurses.
23. Participation in in-service education programme and staff meetings.
24. Participation in professional activities.

C: NURSING EDUCATION

1. Participate in teaching program of student nurses as and when required.


D. PROFESSION

1. Maintain the professional ethics.
2. Participate in professional & in-service education activities and encourage the colleagues to similarly participate in these activities.
3. Update his/her professional competency by continuous on the job learning.
4. Advocate for adopting newer practices in Nursing Profession for improving overall patient care services.
5. Participate in staff welfare activities whenever required.

E. NURSING RESEARCH

1. Participate in ongoing research activities and projects/study/ research for professional growth (if so required).

Perform any other duty as may be specified from time to time.


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