

## **Job Responsibilities of Senior Nursing Officer**

The senior Nursing Officer is second level professional nurse in the hospital set up and is responsible for the total care of patients in the wards and for Supervision and guidance to Nursing officers, student nurse, hospital attendants, sanitation attendants and security staff. She should have valid registration as a 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 needs of the particular patients concerned and level of competency of the nursing professional in consultation.
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 patient care in coordination with other departments 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, documentation, dispatch, report collection and availability of reports before ward rounds.
11. Maintenance of patient's records and its confidentiality.
12. Ensure safe custody of patients' 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 patient absconds from the ward.
14. Provide requisite information and health education to patients and their attendants.
15. Provide counselling 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 patient 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. Handling over and takeover of 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, dieticians etc.
4. Supervise & monitor maintenance of good interpersonal 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 equipment's and make regular inventory of the area.
7. Make indents of drugs, surgical supplies, and all other store items and issue them.
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.
13. Create a positive working environment and address the concerns and grievances of subordinates.
14. Keep the attendance of all nurses, hospital and sanitation attendant posted in the area and report staff absenteeism for replacement.

## **C. Nursing Education**

1. Ensuring the continuous development of the subordinates by organizing orientation and in-service education programs.
2. Participate in teaching and learning activities of student nurses as and when required in the area.
3. Impart 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 into 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.