DUTIES & RESPONSIBILITIES OF VARIOUS CATEGORIES OF NURSING PERSONNEL

NON-RESIDENT OR PART TIME NURSE

1. A part-time staff nurses will be working only 6 hours during the day, according to the time convenient to the department or ward she is posted.

2. She will be responsible for General Care of the patients.
   a) Admission and discharge of patients
   b) Assistance and instructions to the patients and their relations.
   c) Bathe patients including daily care of mouth, hair, nails, pressure points.
   d) Four-hourly or more frequent attention to pressure points.
   e) Giving and removing of bed pans and urinals.
   f) Giving and removing hot water bottles.
   g) Bed making.
   h) Feeding helpless patients.
   i) Distribution of diet, milk, etc.
   j) Preparation of special foods, eg. milk preparation.

3. Technical care of the patients.
   a) Administration of medicines
   b) Administration of Injections.
   c) Assistance at administration of Injections.
d) Preparation for injections and clearing up.
e) Records of medicines and injections given.
f) Taking and charting T.P.R.
g) Rounds with doctors.
h) Technical procedures, e.g. enemata, Catheterization, Dressings, Irrigations, Oxygen therapy, preparation for clearing up after procedures.
i) Preparation for and assistance in clinical tests and medical procedure.
j) Pre-Post operative care.
k) Urine Testing.
l) Collecting, Labelling and dispatching of specimens.
m) Escoring patients to and from department.
n) Reports.

4. Ward Management
   a) Handing over and taking charge of shift.
b) Keeping the Ward clean and tidy.
c) Preparation of Surgical Supplies, Bandages, Splints.
d) Routine care and cleaning of dressing trolleys, cupboards, apparatus, Makintosh.
e) Care of clean and soiled Linen.
f) Dis-infection of Linen, beds, floor, and bed-pans.

5. General
   a) Demonstration and guidance to student nurses and domestic staff.
b) Supervision of domestic staff.
c) Assistance in orientation of new staff nurse.
d) Participation in staff education and staff meeting.
e) Participation in professional activities.

**DUTIES OF A STAFF NURSE**

The duties would be shared with Nursing Students, if any, an auxiliary staff such as Nursing Orderlies, Ward Boys, Ayas, Sweepers.

**General Care of Patients**

1. Admission and discharge of patients.
2. Assistance and instructions to patients and their relations.
3. Washing patients including daily care of mouth, hair, nails and pressure points.
4. Four hourly, or more frequent attention to pressure points.
5. Giving and removing of hot water bottles.
7. Feeding patients.
8. Distribution of diets, milk, etc. etc.
9. Preparation of special foods, e.g. milk preparation.

**Technical Nursing Care of Patients**

1. Administration of medicines
2. Administration of injections.
3. Assistance at administration of injections.
4. Preparing for injections and clearing up.
5. Recording of medicines and injections given.
6. Taking and charting of T.P.R.
7. Rounds with doctors.
8. Technical procedures, e.g. enama, catheterisation, dressing, irrigations, oxygen therapy. Preparing for and clearing up after procedures.
9. Preparation for and assistance in clinical tests & medical procedures.
12. Collecting, labelling and despatching of a specimen.
13. Escorting patients to and from departments.
14. Reports.

Ward Management

1. Handing and taking over of charge on change of duties.
2. Keeping the ward clean and tidy.
3. Preparation of surgical supplies, bandages, splints.
4. Routine care and cleaning of dressing trolleys, cupboards, apparatus, mackintoshes.
5. Care of clean and soiled linen.
6. Disinfection.

General

1. Demonstration and guidance to student nurses and domestic staff.
2. Supervision of domestic staff.
3. Assistance in taking inventories.
4. Assistance in orientation of new staff.
5. Participation in staff education and staff meetings.
6. Participation in professional activities.

The following definitions have been taken from a report to General Nursing council on 'The Work of Student Nurses and pupil assistant nurses'.

General Care of Patients

The care and attention given to the patients in the interests of his comfort and general well being and maintenance of his physical health. The activities classified under this functional heading are, generally speaking common to all patients irrespective of the patients' symptoms or the illness from which he is suffering.

Technical Nursing Care

Comprising those tasks and activities concerned with the treatment of the particular illness from which the patients, are suffering.

Ward Management

All those activities which are subsidiary to, but cannot be divorced from the general and technical nursing care of the patients.

RESPONSIBILITIES & DUTIES OF NURSING SISTER/WARD MASTERS

The Ward Sister/Master would be responsible to the Nursing Superintendent for the management of the ward and supervision of the nursing and domestic staff. She would be assisted in carrying out her duties by the staff nurses and domestic staff.

Nursing Care of Patients

1. Admission and discharge of patients.
2. Efficient nursing care: personal comfort and toilet, administration of drugs and treatment, observation and recording.
3. Patient's diet.
4. Rounds with medical staff.

5. Assistance to medical staff in examination of patients and treatment.

6. Assistance at or supervision of clinical investigations, preoperative and post-operative care.

7. Maintenance of patients records.

8. Care of patients' personal effects in accordance with hospital rules.


10. Giving and receiving reports.

11. Information to relatives and friends.

12. Intimation to Nursing Superintendent of any special emergencies in the ward.

Teaching of Nursing Students

1. Planned and incidental teaching.

2. Supervision of students work.

3. Consultation and co-operation with Sister Tutor in arranging demonstrations, etc.

4. Discussion with students to promote good attitudes, complete "Record of Practical Work" and in relation to confidential reports.

Ward Staff

1. Assignment of work and arrangement of duties of nursing and domestic staff.

2. Co-ordinating and facilitating work of other staff, e.g. occupational therapists, Physiotherapists, Social Workers, Dietician, Voluntary Workers.

3. In Service Training.
4. Orientation of new staff.
5. Maintaining good relationships among all categories of staff and with patients and their relatives.
6. Discipline of Nursing and domestic staff. Reporting on absence of staff.
7. Confidential reports.

SECONDARY FUNCTIONS

Ward Management
1. Cleanliness of the ward, its annexes and environment.
2. Linen and Ward Equipment: upkeep, repairs.
3. Custody of dangerous drugs. Record of their administration.
4. Indents for drugs, surgical supplies, stores, diets.
6. Interpretation of hospital policies and regulations and their implementation.
7. Investigation of complaints.
8. Issue of stores, etc.

General
1. Rounds with Medical and Nursing Superintendent.
2. Taking round with special visitors.
3. Participation in professional activities.
4. Participation in staff education and staff meetings.
5. Any other duties related to nursing service.
DUTIES AND RESPONSIBILITIES OF THE PUBLIC HEALTH NURSE ATTACHED TO THE SCHOOL OF NURSING

The Public Health Nurse will be a member of the teaching staff of the school of Nursing and would be responsible to the Sister Tutor. She may also be directly responsible to the Nursing Superintendent for the conduct of any Public Health Nursing Services that are established in relation to the training programme.

Teaching

1. Planning the Public Health Nursing part of the course in consultation with the Sister tutor including planning and arrangements for observation visits.
2. Consultation with the tutors and ward sisters to plan and effect integration of Public Health in the entire curriculum.
3. Teaching of health subjects, i.e. Hygiene, Public Health Nursing and Nutrition in Collaboration with the teachers.
4. Personal guidance and supervision of students in their practice of health teaching in the hospital and in all aspects of training in the public health field.

Students Health

1. Take special responsibility for the students health programme including immunizations.
2. Guidance and supervision of students individually for developing good health habits.

General

1. Development of a field for experience for students in Public Health Nursing.
2. Maintenance of records and registers of the Public Health Nursing service.
3. Records of students experience.
4. Reports on students.

5. Help to promote health practices and health education in the hospital wards and departments.

6. Any other duties that may be assigned to her from time to time.

DUTIES & RESPONSIBILITIES OF THE PUBLIC HEALTH NURSE ATTACHED TO THE HOSPITAL SIDE

1. Clinics
   a) Public Health Nurses will attend the antenatal, postnatal, well baby, Neo-natal, Family Planning clinics and help with the examination of patients and maintain discipline in the department.
   b) They will organise and conduct planned health teaching programme in addition to the incidental teaching.

2. Wards & Receiving Room
   a) Help in maintaining discipline and providing information to Public in the Receiving Room.
   b) Organise & carry out planned and incidental teaching in the wards.
   c) Help in maintaining Hygiene and good environmental sanitation in the department.

3. VISITS
   a) Ante-natal visits of patients who are not attending the clinics regularly.
   b) Post-natal visits of abnormal mothers and infants and also those who had normal delivery for 10 days.
   c) Plan, organise & carry out all the above in collaboration with the Departmental Assistant Ng. Superintendent and the Medical Officer concerned.
4. **Health of Staff**

   a) To help with the Medical Examination of the Nursing staff.

   b) To maintain their yearly health records.

5. Any other duties assigned to them from time to time.

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**DUTIES & RESPONSIBILITIES OF THE SISTER TUTOR**

The Sister tutor would be responsible to the Nursing Superintendent for the organisation and conduct of the teaching programme in the School of Nursing. In a large School a Senior Nursing Tutor will be assisted by one or more tutors and Public Health Nurse to whom she would delegate appropriate duties. The following responsibilities and duties pertain to the Sister Tutor.

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**Teaching**

1. Planning of the teaching programme including an orientation programme in consultation with the Nursing Superintendent and the Medical & Nursing Teachers.

2. Planning for students practical experience, ward assignments and vacation in consultation with the Nursing Superintendent.

3. Planning of Ward teaching programme with the co-operation and collaboration of ward sisters.

4. Preparation for classes and demonstrations. Displays of Educational material on notice board.

5. Teaching of all nursing subjects with assistance from the other members of the staff.

6. Guidance to students in methods of study and use of reference books and library. Individual attention to students when necessary, including individual assignments.

7. Conduct of periodic and terminal tests.

8. Organisation of seminars, panel discussions, debates, etc.
9. Assuring that students due to go for examinations fulfill all requirements.
10. Regular visits to the hospital wards & Department and other practice field.
11. Writing of annual reports pertaining to school.

**RECORDS OF STUDENTS**

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**SHE WILL MAINTAIN THE FOLLOWING RECORDS.**
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1. Register of attendance at classes, demonstration, visits, etc.
2. Record of practical experience.
3. Marks of terminal tests and examinations.
4. Leave account of students.
5. Records of classes given by nursing, medical and other teachers.

**STUDENTS HEALTH**

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a) Arrange for initial and periodical health examinations and maintenance of health records.

b) Periodical visits to students rooms to make sure that they practice personal hygiene.

c) Organise recreation and social programmes.

**GENERAL**

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1. Participate in the selection of students.
2. Supply of time tables of classes to ward sisters.
3. Maintenance of Library, requisition for new books and journals.
4. Indents for class room supplies.
5. Inventory of class room equipment.
6. Arrangements for functions for prize distribution, Caping etc.
7. Any other duties that may be assigned to her from time to time and relating to nursing education.
DUTIES AND RESPONSIBILITIES OF THE ASSISTANT NURSING SUPERINTENDENT

QUALIFICATIONS AND SPECIFICATIONS

Matriculation, General Nursing and Midwifery - 'A' Grade and experience not less than five years as a Nursing Sister preferably in the particular field.

PRECISED DUTIES

All departmental A.N.S. would be responsible to the Nursing Superintendent. The general duties and responsibilities applicable to all the departmental Sisters & duties peculiar to various departments are given below:

NURSING CARE OF PATIENTS AND WARD MANAGEMENT

1. General supervision to the Nursing care given to the patients and all activities within the nursing units.

2. Cleanliness and other in her department and environment.

3. Regular rounds in her department in daily outpatients clinics and night rounds if necessary.

4. Receiving reports from night superintendent.

5. Analysing and evaluating the kind and amount of Nursing service required in each Nursing Unit.

6. Rotation of the Nursing Staff in her department to ensure good Nursing Care.

7. Staff meetings with the departmental staff.

8. Planning in co-operation with the Ward Sister of each unit for effective administration.

9. Interpreting the principles of good management to Ward Sisters especially to those who are inexperienced and encouraging them to apply these principles to their daily work.

10. Helping the ward sister to secure supplies and equipment and observing their use and care.
11. Acting as the Public Relation Officer for the unit and deal with the problems, if any, specially with the class IV staff and patient's attendants.

12. Keeping the Nursing Superintendent Office, informed of the needs of the Nursing units and of any special problems.

NURSING EDUCATION

1. Organising the training programme in this particular speciality in consultation with the Doctor-in-charge and the Nursing Superintendent.

2. Responsible for arranging the classes and clinics, teaching in this speciality to nursing students in School of Nursing.

3. Implementing the ward teaching programme with the help of the Doctors and ward sisters.

4. Arranging for proper clinical experience of students.

5. Counselling and guidance of students and staff nurses.

6. Assisting in planning for the participation in the training of auxiliary personnel.

GENERAL

1. Taking the Medical and Ng. Supdt. and special visitors round the day.

2. Participation in staff education, staff meetings and other professional activities.

3. Helping the Ng. Supdt. in office Work as necessary.

4. Any other duties as delegated by the Nursing Supdt.