

Job Responsibilities of Nursing Officer

Nursing Officer is the first level professional nurse in the hospital set up. By deed and appearance, he/she should always prove himself/herself as a professional. 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, bronchoscopy suite, intensive care units, labour room, OPD, emergency departments, 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 centres) of the patients.
2. Give direct bedside nursing care to all patients as allotted by the 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 the 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. Carryout patient's health education/ teaching and demonstration according to the need.
19. Counselling 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. Carryout technical procedures such a 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, labelling and dispatch of all blood samples/specimens and labelling and dispatch of all non-blood samples/specimens.

B. 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 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 equipment's 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 SNO/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.