



जवाहरलालसातकोत्तरआयुर्विज्ञानशिक्षाएवंअनुसंधानसंस्थान  
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH  
(स्वास्थ्यएवंपरिवारकल्याणमंत्रालय, भारतसरकारकेअधीनराष्ट्रीयमहत्वकासंस्थान)

(An Institution of National Importance under Ministry of Health & Family welfare)

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## DEPARTMENT OF NURSING SERVICES

### ROLES AND RESPONSIBILITIES OF CHIEF NURSING OFFICER

The Chief Nursing officer is the Head of the Department of Nursing section responsible and accountable for the smooth running of Nursing services in the main hospital and in Urban and Rural centers. She provides leadership to the Nursing department and is reportable to the Medical Superintendent on all matters concerning nursing service JIPMER.

1. Promote the mission, vision, and values of the organization.
2. Responsible for all the Nurses in JIPMER, their postings ,safety and professional growth.
3. Ensures that the Institute and Nursing policies are being followed by all nursing cadre across JIPMER.
4. Shall be member of various committees and participate in meetings with the top management in Policy making pertaining to nursing service.
5. Assist with other team members in planning and organizing new units in the hospital.
6. Develop and disseminate the aim, objectives and policies regarding patient care to all cadres of nursing services.
7. Ensure nursing officers are deployed in all patient care areas commensurate to the workload and available workforce. Project manpower needs to the top management for recruitment during shortage /when the new department opens.
8. Participates in the recruitment and selection of nurses for nursing service.
9. Recommend personnel and material requirements for running various nursing services.

10. Prepare job responsibilities for each cadre in Nursing and distribute the same to every nursing personnel.
11. Authorize the duty schedule for DNS and ANS.
12. Discuss the day-to-day problems with Nursing Superintendent, DNS and arrive at a solution to resolve the same.
13. Guide and counsel the sub-ordinate nursing staff.
14. Organize various Nursing education programs like workshop, seminar and conferences.
15. Keep updated with the latest advancements in medical technology and nursing care by attending National / International conferences.
16. Strive to implement standard nursing practices and maintain highest quality of care in JIPMER.
17. Take rounds to all patient care areas to supervise patient care, equipment supplies and cleanliness.
18. Accompany rounds with Medical superintendent, superiors and visitors.
19. Co-ordinate Nursing services with the Medical Superintendent, DMS and AMS
20. Take daily reports/census from the concerned ANS and submit reports to the higher authority.
21. Co-operate with health care team during emergencies/VIP visit to set up special nursing squads, wards, machineries and other services as required.
22. Plan and implement the orientation program for new nurses with clinical tutor.
23. Hold regular staff meetings to communicate policies, discuss Nursing related issues and redress grievances.
24. Look after the welfare of Nurses and Subordinate staff.
25. Guides subordinates and delegates the responsibilities.
26. Responsible to maintain discipline among nursing and sub-ordinate staff of the hospital. Investigate complaints and take/recommend necessary action.
27. Responsible to maintain professional ethics and standards by every nursing staff.
28. Ensure that the attendance register for nurses and subordinate staff are maintained appropriately.

29. Analyse, recommend and forward the admissible leave of Nursing personnel and other subordinate staff to Top management. (Study leave, Child care leave, Medical leave, Maternity etc.)
30. Writes appraisal report for Nursing Superintendent and DNS .Also reviews the annual appraisal report of Nurses.
31. Participate in hospital meetings, seminars, conferences and other health related events across JIPMER.
32. Assisted in her duties by Nursing Superintendent and DNS from Institute Block, SSB and WCH Block.
33. Involve in research activities and encourage Nurses to carry out the same in their work area.
34. Bring in new initiatives and changes for improvement of nursing services, education and research activities.
35. Visit hospital beyond duty hours if need arises. (Disaster/emergency).
36. He/She is the Reviewing Officers for Assistant Nursing Superintendent and Deputy Nursing Superintendent and reporting officer for Nursing Superintendent in writing performance appraisal
37. Any other duties assigned by the higher officials from time to time.



Prepared and Approved by CHIEF NURSING OFFICER  
19.08.2024

Chief Nursing Officer / मुख्य नर्सिंग अधिकारी  
JIPMER, Puducherry / जिप्मेर, पुदुच्चेरी