



सत्यमेव जयते

जवाहरलालस्नातकोत्तरआयुर्विज्ञानशिक्षाएवंअनुसंधानसंस्थान
**JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL
EDUCATION & RESEARCH**

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DEPARTMENT OF NURSING SERVICES

ROLES AND RESPONSIBILITIES OF NURSING OFFICER IN WARD

The Nursing officer is the first level professional nurse in the hospital set up. Therefore by deed and appearance she/he should prove as a professional Nurse at all times. The skilled Nurse provides expert bed side care to patients and demonstrates special skills in critical areas like OT, ICU, Labor room, Emergency department etc.

Duty Hierarchy: Nursing officer reports directly to Senior Nursing officer(SNO). They provide nursing care and carry out the orders regarding patient care as advised by doctors working in the ward. When a SNO is not on duty or not present in the ward, the senior most NO is the in-charge of the ward.

1. Patient care

- 1.1 Check the crash cart for the availability of life saving drugs, air way management devices, Defibrillator and equipments in each shift and sign the inventory register and the crash cart checklist.
- 1.2 Admit, discharge, shift and transfer the patient with appropriate documentation. Verify the details of patient before receiving/transferring. (Patients name, diagnosis, department, unit, income, paying patient, pay card, ward no., date of admission).Orient the patient to the ward.

- 1.3 Ensure that the patient does not wear/have any costly items like jewelry during admission and throughout their hospital stay .If so prepare a checklist and keep patients belongings in safe custody as per hospital policy.
- 1.4 Always identify and address the patient with 2 names (patient name and their father /husband name. Cross check by making the patient to verbalize their name and checking their ID band.
- 1.5 Routine bed making and ensure carbolization of bed ,cart and lockers
- 1.6 Monitor and maintain T.P.R., intake, output and other vital parameter Blood pressure, Spo2 as per patient's condition. Reassess the patient as per their acuity level.
- 1.7 Deliver skilled bedside nursing care (Mouth care, eye care, back care, perineal care, Bathing, nail care and hair combing etc.) to acutely ill in each shift and provide them comfort.
- 1.8 Prioritize nursing care based on assessment data and identified needs.
- 1.9 Give frequent attention to pressure points to sick /debilitated /unconscious patient by changing their position Q2hrly, providing back care in each shift and by using alpha bed.
- 1.10 Carryout doctor's order and other special instructions without delay.
- 1.11 Ensure that privacy is provided to patients whenever any examination /procedure is done on them .Always ensure presence of a nurse /female attendant while a male Doctor /male nurse does any examination or procedure for a female patient.
- 1.12 Observe changes in patient condition and report promptly to the concerned resident and take necessary intervention.
- 1.13 Prepare the patient for surgery/procedure and carry out pre-operative and pre anesthetic orders.

- 1.14 Provide intense post-operative care and reassure them .Monitor for surgical/anesthetic complications.
- 1.15 Perform all nursing procedures, such as administering Oxygen, nebulization, steam inhalation, Insertion IV cannula, tracheotomy care and ostomy care, gastric gavage and lavage, giving injections, dressing, irrigation, enema, bowel wash, catheterization, hot and cold fomentation, suction etc.
- 1.16 Follow 5 rights and administer medications (Oral, IM, IV, ID, and SC) to the patients as per doctor's order. Store drugs at a temperature recommended by the manufacturer.
- 1.17 Follow medication administration protocol. Maintain medication chart for the given medications with date ,time and signature of the administrator.
- 1.18 Regularly check for expiry of the drugs once a month. Accept verbal order only in emergency.
- 1.19 Ensure that the sick patients are transferred on a trolley accompanied by a resident with necessary monitoring and lifesaving gadgets after ensuring the availability of bed in the receiving ward.
- 1.20 Attend to special nutritional needs of patient and give special type of diet as per Dr's order and patient's condition. Assist in feeding the weak and debilitated patients.
- 1.21 Ensure appropriate consent for Surgery/Anesthesia /Blood. Transfusion /invasive procedures/HIV sampling/restraining.
- 1.22 Assist doctors in clinical examination/medical/surgical procedures and in transfusion of blood and blood products with appropriate monitoring and documentation.
- 1.23 Ensure availability of sterile trays and instruments for the procedures.
- 1.24 Care of all types of ostomies (tracheostomy, colostomy, Illeostomy, jejunostomyetc) and drains.

- 1.25 Inform the resident on duty immediately about any problem for patient in the ward. Initiate and assist life support measures like CPR /intubation/defibrillation in life threatening situations.
- 1.26 Assist with elimination and for regular bowel movements and adequate urination.
- 1.27 Assist in physiotherapy, ambulation and rehabilitation.
- 1.28 Dispatch the collected specimens with the appropriate label and forms and to get acknowledged for the received specimens in the register from respective lab.
- 1.29 Appropriate documentation of all assessments, observations, procedures /treatment/investigations is done in respective charts in case record. Document clearly, neatly and timely in the patients records and keep them updated.
- 1.30 Write patient report in the evening and night duty in the report book. Also write 1st shift death report in the report book.
- 1.31 Ensure that the discharged patient goes home with proper understanding of the discharge instructions with respect to diet, medication, exercise, special instructions and follow-up.
- 1.32 Maintain all patient records and registers in the ward under safe custody and maintain confidentiality of their details.
- 1.33 Maintain patients case record in good condition (arrange all charts neatly and date wise for easy reference) with patient details in each page.
- 1.34 Attach the reports if any in correct order in patient's case record for reference. Ensure that case sheets are not misplaced, mishandled or mutilated.
- 1.35 Care of dying and death as per the hospital protocol. Body will be handed over to the relatives only after completion of hospital formalities. MLC dead bodies are kept in mortuary through reception to complete the legal procedures.

2 WARD MANAGEMENT:

- 2.1 Nursing officer on duty has to arrive on time for duty to check the inventory and collect report from the previous shift. Take up the duty assigned by ward SNO.
- 2.2 After collecting general report, take over the patients with SNO (Morning and evening) at the bed side. Check the patients record for completeness and appropriateness of documentation in various charts,
- 2.3 Also check for dangerous /controlled drug account /special reports/up to date entry on HIS/untoward events that happened /information conveyed from the previous shift.
- 2.4 Ensure that the Medical devices and their accessories are in working condition. Identify malfunctioning/defective equipment's and bring it to SNO's notice to get them repaired.
- 2.5 Ensure availability of sterile trays and instruments .Packing of consumables and packs for sterilization.
- 2.6 Report any untoward incident like fire, absconded patient, assault, theft etc. happened in the ward to duty SNO/ward SNO and also to the next shift staff.
- 2.7 Keep controlled and dangerous drugs under safe custody. Maintain account of all the medications used.
- 2.8 Enter admission, transfer and discharge of patients in register/HIS in each shift. Prepare midnight census in night duty.
- 2.9 Cleaning of dressing, Injection, medicine trolleys, equipment's, devices and other hi-tech equipment's.
- 2.10 Care of clean and soiled linen. Ensure that the infected linen with body fluids are disinfected and packed in appropriate cover before sending to laundry.
- 2.11 Maintain clean, comfortable and safe environment in the ward .

- 2.12 Appropriate reporting to the supervisors about patients and other critical incidents happened in the ward, SNO, ANS, DNS, Doctors, and shift supervisors).
- 2.13 Act as patient advocate.
- 2.14 Maintain healthy professional communication with patients, relatives and health team members.
- 2.15 Supervise students and other junior nursing personnel in delivering their care to patients.
- 2.16 Supervise the DRL and UDS on duty in the ward in maintenance of cleanliness and sanitation of ward in the absence of SNO
- 2.17 Any other duty that may be assigned by SNO/ANS from time to time.

3 TEACHING

- 3.1 Participate in professional activities (staff development program , inservice classes and staff meetings).
- 3.2 Assist in Orientation of new Nursing Officer/nursing students and provide information and guidance.
- 3.3 Impart health education and counsel patient and their attendants.
- 3.4 Teach and guide subordinate staff in clinical activities. (Planned and Incidental).
- 3.5 Assist and participate in Research activities.



Prepared and Approved by CHIEF NURSING OFFICER
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