



सत्यमेव जयते

जवाहरलालसातकोत्तरआयुर्विज्ञानशिक्षाएवंअनुसंधानसंस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्यएवंपरिवारकल्याणमंत्रालय, भारतसरकारकेअधीनराष्ट्रीयमहत्वकासंस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)
धन्वंतरिनगर, पुदुच्चेरी/ Dhanwantari Nagar, Puducherry- 605 006

Website: www.jipmer.edu.in

Phone: 0413 – 2296022 Fax: 0413 – 2272067- 2272735



DEPARTMENT OF NURSING SERVICES

ROLES AND RESPONSIBILITIES OF NURSING OFFICER IN ICU

Nursing officer is the first level professional nurse in the hospital. The ICU Nurse should possess qualities that enable her to demonstrate special skills like strong clinical and technical knowledge, good organization skill, time management, critical thinking, decision making, excellent communication skill and coping mechanism). She/He should also be able to work in collaboration with dynamic multidisciplinary team.

Duty hierarchy: Nursing officer is directly reportable to Senior Nursing officer. When a SNO is not on duty or not present in the ward, the senior most Nursing Officer is the in-charge of the ward.

1. DIRECT PATIENT CARE

- 1.1. Check the crash cart for the availability of air way management items and emergency drugs in each shift and sign the inventory register and the crash cart checklist.
- 1.2. Assess each patient for consciousness, vitals, change in condition, level of pain, associated complications like bed sore, corneal ulcer, patency of invasive, restrained limbs for discoloration and abnormal reports etc.
- 1.3. Admit/ shift /transfer the patient with appropriate documentation on the patient's case record as per JIPMER policy. Verify their details before receiving/transferring (patients name, diagnosis, ward no. date of admission, department, unit, income, paying patient, MLC, pay card, If ambulant, orient them to the ward facilities and protocols.
- 1.4. Ensure that the patient does not wear jewelry/possess costly items including mobile, watch etc throughout their hospital stay .If so prepare a checklist and keep patient's belonging in safe custody as per hospital policy.

- 1.5. Always identify and address the patient with 2 names (patient name and their father /husband name. Cross check by verifying their ID band.
- 1.6. Routine bed making and ensure carbolization of bed, cart and lockers before receiving and after transferring the patients.
- 1.7. Monitor and maintain ICU chart (T.P.R. Blood pressure, Spo2, intake, output and other vital parameter as per patient's condition). Monitor patients continuously / reassess them as per their acuity level.
- 1.8. Carryout doctor's order and other special instructions without delay.
- 1.9. Provide direct comprehensive bed side care to the patient (Sponging, back care, mouth care, eye care , hair combing, dressing, catheter care, perineal care, care of invasive /drains, ETT/ tracheotomy suctioning, enema and bowel wash etc.)to acutely ill patients in each shift and provide them comfort.
- 1.10. Change patient position once in 2 hrs. to prevent bed sore unless contraindicated. Provide alpha beds and ensure its working condition in each shift.
- 1.11. Prioritize nursing care based on assessment data and identified needs.
- 1.12. Maintain healthy professional communication with patients, relatives and health team members.
- 1.13. Have Knowledge and technical skills to operate/interpret graph and display on the monitor and set alarms in the hi-tech medical equipment's including Ventilators, Multi Para monitors, Defibrillators etc. and to interpret diagnostic test results and lab values.
- 1.14. Observe changes in patient condition/monitor/vitals/alarms and report immediately to the duty resident and take necessary intervention.
- 1.15. Ensure appropriate consent for Surgery/Anesthesia /Blood. Transfusion /invasive procedures/HIV sampling/ restraining etc.
- 1.16. Prepare the patient for surgery/procedure and carry out pre-operative and pre anesthetic orders.
- 1.17. Provide meticulous post-operative care and pain management as per doctor's order. Monitor consciousness and vitals for patient's progress towards recovery from anesthesia and for anesthetic/surgical complications.

- 1.18. Perform all nursing procedures, such as administering Oxygen, nebulization, steam inhalation, insertion of IV cannula, tracheotomy care, gastric lavage, giving injections, enteral feeding, minor Dressing, Irrigation, Enema, Catheterization, hot and cold fomentation etc.
- 1.19. Document clearly, neatly and timely in the patient case record. Keep all patient records up to date.
- 1.20. Prepare and administer medications and infusions- Oral, IM, IV, SC, ID, through Ryles tube as per Doctors order.
- 1.21. Follow medication administration protocol. Regularly (once a month) check drugs and consumables for expiry.
- 1.22. Accept verbal order only in emergency situation, but not for high risk medication.
- 1.23. Transfer the sick patients on a trolley accompanied by a resident with necessary monitoring full oxygen cylinder and lifesaving gadgets after ensuring the availability of bed in the receiving ward.
- 1.24. Attend to special nutritional needs of patient and give special type of diet as per doctors' advice. Assist in feeding the weak and debilitated.
- 1.25. Prepare and assist doctors in clinical examination/medical/surgical procedures and in transfusion of Blood and Blood products with appropriate monitoring and documentation.
- 1.26. Always ensure availability of sterile trays and instruments for the sterile procedure. Make sure for immediate cleaning and packing of the bins, trays and other CSSD items for autoclaving/other sterilization
- 1.27. Assist in advanced life support measures like CPR/ intubation/ defibrillation /extubation/insertion of ICD/arterial or central line/bedside tracheostomy/Blood transfusion etc.
- 1.28. Assist with elimination to ensure patients having regular bowel movements and adequate urination.
- 1.29. Assist in physiotherapy, ambulation and rehabilitation.
- 1.30. Dispatch the collected specimens with the appropriate label and forms and get acknowledged for the received specimens in the register from respective lab.
- 1.31. Attach the reports if any as per the date from later to recent.

- 1.32. Appropriate documentation of all assessments, observations, procedures / investigations / treatment done in respective charts in case record. Keep them under safe custody.
- 1.33. Maintain case record in good condition (neat and arrange all charts up to date for easy reference) with patient details in each page. Ensure that case sheets are not misplaced, mishandled and mutilated.
- 1.34. Ensure safe custody of case records of all patients. Maintain confidentiality of patient details.
- 1.35. 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.
- 1.36. 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.
- 1.37. Allow the patients attendant with PPE to visit the patient at the scheduled time.
- 1.38. Ensure that patients relatives are updated daily on patients prognosis.
- 1.39. 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 general report. Take up the duty assigned by ward SNO.
- 2.2. Check Dangerous drugs and controlled drugs for their account in each shift ensure it tallies with the DDA book.
- 2.3. After collecting general report, take over the patients at the bed side, check their treatment charts, ward inventory and take special reports conveyed in the previous shift.
- 2.4. Maintain clean, comfortable and safe environment in the ward.

- 2.5. Responsible and accountable for all equipment's and accessories used in ICU'S for their working condition. Identify malfunctioning equipment or device and bring it to SNO's notice without delay.
- 2.6. Ensure availability of sterile trays and instruments and other needed medical devices in working condition.
- 2.7. 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.
- 2.8. Keep controlled and dangerous drugs under safe custody. Maintain their account in each shift.
- 2.9. Write patient report in the evening and night duty in the report book. Also write 1st shift death report in the report book.
- 2.10. Appropriate reporting to the ward SNO/supervisors about patients and any critical incidents happened in the ward. (SNO, ANS, DNS, Doctors and shift supervisors)
- 2.11. Act as patient advocate.
- 2.12. Enter admission, transfer and discharge of patients in Register/HIS in each shift. Prepare midnight census in night duty.
- 2.13. Cleaning of dressing, Injection, medicine trolleys, equipment's, devices and other hi-tech equipment's.
- 2.14. 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.
- 2.15. Supervise the students /other junior nursing personnel in delivering their care to patient.
- 2.16. Supervise the work of DRL and UDS on duty in maintenance of cleanliness and sanitation of ward.(All furniture, equipment's and ward fixtures).Always ensure availability of at least one DRL/UDS available in ICU at all times.
- 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, in service classes and staff meetings).
- 3.2. Assist in Orientation of new staff Nurses/students and provide information and guidance on JIPMER/ ward policies and protocols.
- 3.3. Impart health education and counsel patient and their family members
- 3.4. Teach and guide subordinate staff in clinical activities.(Planned and Incidental).
- 3.5. Assist and participate in Research activities.
- 3.6. Attend Training classes to operate and take care of new medical equipments and devices purchased.



Prepared and Approved by CHIEF NURSING OFFICER
19.08.2024

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