



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



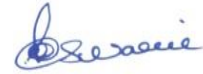
DEPARTMENT OF NURSING SERVICES

ROLES AND RESPONSIBILITIES OF NURSING SUPERINTENDENT

Responsible and accountable for overall nursing services in one or two particular blocks in JIPMER, She is directly reportable to the chief Nursing officer in all matters of patient care. When the CNO is on leave, the senior most NS will be acting as CNO.

1. Receive report from Night ANS and Discuss day to day problems pertaining to Nursing section with CNO and DNS to arrive at a solution .
2. Plan and allot the number of nursing officers required by each nursing unit as per the requirement.
3. Take rounds with CNO to supervise patient care, cleanliness and availability of consumables and equipment.
4. Accompany Director, Medical superintendent and other hospital authority for hospital rounds.
5. Attend meetings with top management and participate in problem solving.
6. Co-ordinate Nursing services with CNO, Medical Superintendent, DMS and AMS.
7. Organize and conduct meetings with various categories of Nursing personnel to discuss their problems related to work or to disseminate any emerging policies in nursing
8. Analyse and approves important leaves like child care leave, maternity and paternity leave.
9. Plan and Co-ordinate with CNO in organizing CNE programs and also involves in nursing research.

10. Responsible for all Nursing students in the clinical areas during academic and internship programs.
11. Ensure quality control in nursing service.
12. Provides leadership and guidance for sub-ordinates.
13. Responsible to maintain professional ethics and practice of nursing standards.
14. Promotes welfare and maintain discipline among nursing and sub-ordinate staff of the hospital. Investigate complaints and take/recommend necessary action.
15. Carry out any other duty concerned with the profession /assigned by the Medical Superintendent /Competent Authority.
16. Visit hospital beyond duty hours if need arises. (Disaster/emergency/mass casualty).
17. She is the reviewing Officer for Nursing Officer and Senior Nursing Officer and reporting Officers for Assistant Nursing Superintendent and Deputy Nursing Superintendent in writing performance appraisal.
18. 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