



जवाहरलालस्नातकोत्तरआयुर्विज्ञानशिक्षाएवंअनुसंधानसंस्थान  
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](http://www.jipmer.edu.in)



Phone: 0413 – 2296022

Fax: 0413 – 2272067- 2272735

## DEPARTMENT OF NURSING SERVICES

### ROLES AND RESPONSIBILITIES OF DEPUTY NURSING SUPERINTENDENT

She is responsible for patient care in assigned area/block and reportable to the Nursing Superintendent and CNO, and assist them in Nursing service administration. Senior most DNS looks after the responsibilities of Nursing Superintendent in their absence.

1. Supervision and guidance of all ANS under her.
2. Assist in the posting of ANS and Senior Nursing officer. Plan duty schedule for ANS.
3. Assist/make the master duty roster of all nursing category under them. Assist in allocating nursing personnel to various nursing departments.
4. Maintain the records and reports of nursing personnel and nursing services up-to-date
5. Forward the leave letters of ANS, SNO and nursing officers.
6. Assist in the planning and organizing new units in the hospital.
7. Take regular hospital rounds, supervise and inspect all patient care units in their respective block. Visit seriously ill patient.
8. Guide the ANS /SNO in maintaining inventory of equipment and supplies.
9. Liaison between the CNO and NS and other nursing cadre.
10. Participate in the formulation and review of nursing service objectives, rules and regulations and job descriptions.
11. Provide overall supervision of nursing care delivered by the nursing personnel and guides them whenever required.

12. Analyze and evaluate the type and the amount of nursing services required in the various wards, ICU, OT's and other specialty areas, and allocate the nursing personnel.
13. Ensure availability of adequate supply of materials and equipment in the wards, OT's and other units.
14. Assist CNO and NS in the supervision and guidance of nurses.
15. Ensure that arrangements are made and nurses assigned in emergency situation/VIP visits that happen within or outside the premises.
16. Responsible for supervision of the welfare of patients and provision of special care
17. Guide his/her subordinates to maintain a good rapport within nursing and other departments.
18. Co-ordinate/organize meeting with nursing personnel and subordinate staff.
19. Maintain discipline among the nurses and provide counseling and guidance to Nursing staff if required.
20. Assist in physical verification of stock of hospital and department as required.
21. Deal with the work related issues and complains of the patients, nursing staff and their subordinates.
22. Attend emergency call duties when the need arises.
23. Communicates to the CNO and NS of the needs of the nursing service/problems of the nursing staff in the ward under her supervision.
24. Participates in organizing orientation program for new staff in their block.
25. Accompany CNO and Nursing superintendent during rounds.
26. Aware of all policies and protocols of JIPMER and quality and safety in the hospital and participate in its implementation.
27. Recommend risk allowance for the nurses working in the specialized zones of the hospital.
28. Perform specific assignment entrusted.
29. She is the reporting Officer for Nursing Officers and Senior Nursing Officers in writing performance appraisal.

30. 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

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