



सत्यमेव जयते

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

ROLES AND RESPONSIBILITIES OF ASSISTANT NURSING SUPERINTENDENT

Assistant Nursing Superintendent is responsible for the care of patient in her assigned area and reportable to Deputy Nursing Superintendent. She also assists DNS in their work.

A. NURSING CARE:

1. Guide planning, implementing and evaluating the total patient care in the unit.
2. Maintain the standard of patient care with accepted objectives and policies of the hospital.
3. Supervise and guide nurses and support staff for their work and nursing activities in the unit.
4. Take regular ward rounds in the unit with the medical and nursing personnel.
5. Analyse and evaluate the type of nursing service required in each ward under her supervision.
6. Ensure that safe working environment is maintained in the unit and all staff follow safety precautions and infection control measures.
7. Collect the ward report from SNO/Nursing Officer and review the case record for nurse's documentation on patient care.
8. Guide in providing counseling and health education to the patients and their attendants.
9. Supervise nursing services in the evening and night shift.

B.WARD MANAGEMENT:

1. Plan and arrange duty schedule for nursing personnel (Nursing Officer, SNO, Nursing orderly and DRL) posted under her.
2. Check their attendance register periodically and reporting their lapses.
3. Assist DNS in rotation of nursing staff in consultation with the NS and the CNO.
4. Ensure adequate supply of consumable and non consumable items, and up to date maintenance of their accounts.
5. Ensure Safe custody of Narcotic drugs and maintenance of their accounts.
6. Assist in verification of ward stock, their indents, maintenance and condemnation.
7. Compile and submit the needed statistics/report from their unit to the DNS/concerned authority.
8. Acts as a liason between higher officials in nursing and nursing personnel under her.
9. Deal with problems/complaints of nurses/students/support staffs and patients and attempts to solve them/find solution.
10. Keep the DNS informed of the needs of nurse/nursing unit/or any special problem that cannot be rectified.
11. Interpret the policies and procedures of the hospital and nursing section and emphasis to follow the same.
12. Look into the general comfort of the patient and their attendant
13. Establish good interpersonal relations among the nurses and with the other team members.
14. Responsible for arranging the special pay for the nurses working in specialized areas.
15. Arranges resources like man power and material supply at the time of disaster.
16. Periodically check for the up do date entry on the different records and registers maintained in their unit (manually and digitally).
17. Ensure proper use and care of equipment and supplies in her unit.

18. Provide counseling and guidance to nursing staff and students.
19. Plan and conduct ward meetings.
20. Oversee the facility management.
21. Review the monthly report and send it to the nursing office.
22. 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
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