



सत्यमेव जयते

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

ROLES AND RESPONSIBILITIES OF SISTER TUTOR

Sister tutor is equivalent to ANS, their main role in the hospital is organizing educational programs for JIPMER nurses to improve the quality of care to the patient. She is reportable directly to CNO

1. In co-ordination with CNO and Nursing Superintendent's, she plans and implements staff development program and in service education for the clinical Nurses.
2. Arranges weekly in-service education program for Nurses.
3. Co-ordinates with DNS, Floor ANS and SNO in-charge of the ward to nominate Nurses for various CNE programs.
4. Acts as ANS in the area of her posting and Supervises clinical activities carried out by NO and SNO. Also ensures that optimal level of Nursing care is given to the patients as per their clinical condition and need.
5. Assisting and supporting all CNE's and all other state level workshop /conference.
6. During outbreak of disease/infection, classes are arranged for the concerned staff to educate them on handling these patients.
7. Organizes regular orientation program (roles and Responsibilities ,vision and mission ,various policies protocols, Quality and Safety, CPR, Crash, Basic leave rules, BMWM and Inf. control practices cart for the newly appointed nursing officers and for other paramedical nursing students from other institutions and maintains record for the same.
8. Accompanies New Nurses for physical orientation to various clinical blocks of JIPMER.
9. Conducts clinical teaching for BSC and MSC Nursing students during their clinical Posting for Nursing management and administration posting.
10. Maintains and safeguards the teaching material.
11. Co-ordinates with other superiors in Nursing to conduct meeting for NO's, SNO's and ANS and draft the minutes for the same.
12. Assists in welfare activities of nursing personnel in the hospital.
13. Arranges and participates in professional functions in Nursing.
14. Any other duties arranged by the nursing superiors time to time.

Prepared and Approved by CHIEF NURSING OFFICER
19.08.2024

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