

जवाहरलालस्नातकोत्तरआयुर्विज्ञानशिक्षाएवंअनुसंधानसंस्थान



JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
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DEPARTMENT OF NURSING SERVICES

ROLES AND RESPONSIBILITIES OF THE SENIOR NURSING OFFICER IN ICU

The Senior Nursing officer (SNO) is the first level supervisor and the team leader of the unit. SNO is primarily responsible for the management of the assigned ICU and supervision of nursing and subordinate staff. They assure that the nursing standards and nursing ethics are being followed by every nurse in her unit. Also ensures that the total nursing needs of the entire patient are met. Acts as a liaison between the ANS /DNS/NS/CNO and the nursing officer /subordinate staff.

Directly reportable to the Assistant Nursing superintendent. She will be assisted by Nursing officers, clinical and domestic staff (DRL and UDS).

1. ICU MANAGEMENT

Management of all activities in the ward such as Patient care / Medication / Infection control / Diet / Linen /CSSD/ Safety / Cleanliness / Availability and maintenance of things and quipment's / Insurance and pay card.

- 1.1. **The SNO's in-charge of the ICU must come on time to collect report from the night shift.**
- 1.2. Assign the patients and different levels of work to the nursing officer/students /DRL/UDS on duty.
- 1.3. Collect general report and read the report book and communication book to know the details written in it. Check the account of dangerous drugs and controlled drugs and for the entry of late drugs. Check for environmental cleanliness.

- 1.4. Arrange duty and leave for the SNO/Nursing officers in co-ordination with concerned schedule ANS. Also arranges duty for DRL.
- 1.5. Confirm whether any untoward incident happened and ensure that it is communicated to the ward SNO/immediate supervisors on duty and written on the incident register and the incident form filled, signed and submitted to the respective matron office.
- 1.6. Supervise Nursing Officer and subordinate staff for their attire, ID card /uniform/ job performance and their attitude towards patient.
- 1.7. Demonstrate leadership qualities and take prompt action during emergency situation in the ward.
- 1.8. Take ward round to check the working condition of all items in the ward.(Oxygen, Suction, Civil, Electrical, AC / Plumbing etc).
- 1.9. Indent the ward supplies, equipment and drugs .Maintain them at the optimal level avoiding surplus storage. Ensure prevention of misuse and wastage.
- 1.10. Ensure up to date entry in HIS and daily census is made. Make sure that there is no pending discharge /death case records in the ward.
- 1.11. Ensure safe custody of case records of all patients. Maintain confidentiality of patient's details.
- 1.12. Follow JIPMER policy in handling MLC, AMA and death cases.
- 1.13. Maintain adequate stock of supplies, equipment, drugs, linen and other costly items .Take inventory and verify them periodically .Participate in physical verification and other Audits.
- 1.14. Ensure safe custody of dangerous drugs and controlled drugs and verify periodically for their usage/ tally with the stock in hand.
- 1.15. Maintain accounts of all the Drugs and consumables. Up to date maintenance of all mandatory registers, records and reports.
- 1.16. Keep a maintenance record for all the available equipment's/devices to track their due for service .Ensure their regular cleaning and maintenance.
- 1.17. Ensure that all devices/instruments and equipment are always available in working condition .Prompt repair of the defective equipment and medical devices.
- 1.18. Prepare list of condemnation items /unserviceable articles of the ICU as per the protocol and submit it to those concerned.

- 1.19. Identify and recommend for additional requirements for the ICU.
- 1.20. Ensure that patient don't wear valuables or possess any costly item with them while in the hospital
- 1.21. Prepare a checklist and keep them under safe custody when the need arises as per the laid down policy of JIPMER.
- 1.22. Ensure that the staffs identify patients as per the identification policy of JIPMER.
- 1.23. Co-ordinate with the team for more creative and innovative plans and ideas for better patient outcomes and for smooth running of the unit.
- 1.24. Provide congenial work environment to the HCW's and the patient's and address the concerns and grievances of subordinates.
- 1.25. Maintain effective communication and cordial professional relation among all categories of staff / health team members/patients and their attendants.
- 1.26. Maintain discipline among all staff and students in the ward.
- 1.27. Check attendance registers of all cadre and maintain movement register. Report indiscipline and unauthorized absence of nursing officer/DRL. Investigate any complaints against them. Immediately report any incidence of importance related to subordinate staff to the immediate supervisor.
- 1.28. Deal with any problem, difficulty and complaints of subordinate staff/patient/attendants.
- 1.29. Ensure safety of all stakeholders and assures quality care to the patient.
- 1.30. Set up a new ward or re-organize the existing setup in the ward/vacate and set up the unit in a different location for renovation.
- 1.31. Provide ward report to the ANS in-charge/DNS/Nursing Superintendent /CNO and also attend ward rounds with them/consultants/visitors.
- 1.32. Report failure of electricity/water supply/alarms from gas manifold/low pressure in suction immediately to the concerned department and get them rectified. Ensure that the staff are aware of the same. Paste the emergency contact numbers in prominent location in all units.
- 1.33. Attend emergency calls from the hospital and also do duties at night and evening shift.
- 1.34. Inform and discuss any change in the rules and regulations. Get updated with hospital/department/unit policies/circular/regulations and comply with it

- 1.35. Supervise the work of DRL/UDS in maintaining cleanliness disinfection and sanitation in accordance with the cleaning protocol and dilution policies given by HICC.
- 1.36. Ensure that the dead bodies are handled as per the laid down policy of JIPMER.
- 1.37. Ensure completion of pay card/insurance of paying patients.
- 1.38. Supervise diet distribution.
- 1.39. Any other duty assigned by the higher officials from time to time.

2. DIRECT PATIENT CARE

- 2.1. Ensure that the nursing officers in each shift have checked for the availability of life saving drugs and devices in crash cart and check other things in inventory/signed in inventory register and crash cart checklist.
- 2.2. Ascertain the replenishment of all the drugs and consumables that are used during emergency.
- 2.3. Take bed side report of each patient with their treatment chart from night duty Nursing Officers.
- 2.4. Call the patient by name and ask for their condition. Check the appropriateness /completeness of nurse's documentation on ICU/other charts in the case record.
- 2.5. Assess all patients for their hygiene/ proper flow of oxygen/improvement/bedsores/new symptoms/any oozing from dressing/investigation reports, treatment/patency of invasive / impairment in circulation in extremities (POP, Restrains) etc. Confirm that alpha bed is working.
- 2.6. Supervise the direct patient care provided by nursing officers /students and assisted by DRL's. Involve in the care plan and guide in clinical judgment and decision making.
- 2.7. Never delegate any skilled nursing task to unskilled personnel.
- 2.8. 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.
- 2.9. Ensure that the patients are monitored as per the diagnosis and acuity level and carry out the doctor's order/fresh new orders and special instructions without delay.

- 2.10. Check for the proper storage of medication (to store as per manufacturers recommendation) and its administration as per the policy of JIPMER. Ensure safe injection and infusion practices.
- 2.11. Ensure that the collected investigation samples are sent and get the investigation/specimen register signed by the respective laboratory. Send patient for investigations like (MRI/CT scan/ Dialysis/ X-ray) and for procedures as advised by their residents.
- 2.12. Oversee the staff for their compliance to the infection control practices like hand hygiene /universal precautions and bio medical waste management.
- 2.13. Provide health information to the patients and their family.
- 2.14. Ensure availability of adequate drugs/linen/consumables/supplies etc for 24 hrs for usage.
- 2.15. Assist Nursing Officer /Doctors in Clinical activities as and when situation demands
- 2.16. Ensure proper maintenance of patient case record (removing old charts and arranging and pinning them as per the date and chronological order).

3. TEACHING

- 3.1. Co-ordinate and facilitate teaching program. (Incidental teaching, orientation of the ward to the new nurses and students, health education program).
- 3.2. Assess the competence of new nurses (subject knowledge and clinical skills).Mentor them and train them in all their dealings with patient and professional team/to the ward routine and protocol of the unit.
- 3.3. Evaluate the student's performance and report accordingly.
- 3.4. Guide and help the students in their clinical activities.
- 3.5. Encourage and participate in in-service education program.
- 3.6. Analyze the root cause of untoward incident happened in the ward.



Prepared and Approved by CHIEF NURSING OFFICER
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