



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

DUTIES AND RESPONSIBILITIES OF SNO IN OPERATION THEATRE

GENERAL RESPONSIBILITIES

1. Take decisions in day to day activities within the department, plan and implement the solutions for the related issues.
2. Arrange duties for nursing officers, housekeeping and OT wing workers.
3. Implement, Supervise and guide the OT assistant's and OT attenders for OT cleaning and sterilization based on the HICC protocol of JIPMER at all times and ensure safety of all stakeholders.
4. Ensure safety of patient from the time of shifting the patient to OT till the patient is shifted to Post-operative ward/recovery room after the operation.
5. Supervise the nursing officers for the counts of needles, instruments and mops during the surgery.
6. Supervise and coordinate the activities of nursing officers inside OT, to ensure their adherence to aseptic precautions while assisting the surgery and procedure.
7. Communicate effectively to the Nursing personnel under her to ensure that all information's are received.
8. Educate and train the OT Nurses regarding adherence to aseptic techniques, surgical techniques, handling the sutures, Needles, instruments, endoscopic instruments, cautery machine and other special equipments.
9. Indent the supplies required in OT from various stores such as drugs, disposable items, surgical, sutures, disinfectants etc and maintain upto date account for the same.
10. Up to date maintenance of Stock registers for all the equipments, instruments, consumables and non consumables and department supply.

11. Procure and maintain Anesthesia consumable items and drugs up to date.
12. Procure and maintain the linen required for utilization in OT.
13. Evaluate the effectiveness of performance of nursing personnel in OT for further planning for improvement in performance by making them attend in-service education and refresher courses.
14. Act as a liaison between the administrators and subordinates.
15. Maintain and Coordinate good rapport with the surgeons and Anesthetists.

SPECIFIC RESPONSIBILITIES

1. Oversee the preparation of theatre for operations and organization of work of operation team in theatre
2. Delegate the responsibilities to the scrub Nurse and circulating Nurse for the smooth functioning of OT.
3. Assess the requirement of equipment and articles and other supplies and indent from the store.
4. Ensure that the surgical safety checklist is practiced for every surgery /other surgical procedures signed by the surgeon, Anesthetists and the scrub nurse and attach the same in the patient's case record.
5. Coordinate with the OT technicians for the maintenance of equipment's and instruments.
6. Maintain account and record for the utilization of narcotic drugs, controlled and other anesthetic drugs used in OT.
7. Initiate and coordinate with the biomedical department and storekeeper for repair and condemnation process for the non-functional equipment, instruments and non -consumable items.
8. Take responsibility for the welfare of nursing officer and other subordinates in the OT
9. Ensure that all staff in OT are vaccinated against Hbs Ag. and are aware about the needle stick management protocol.

10. Evaluate patients in all 3 areas (Pre-operative holding, intraoperative and immediate post- operative phase) and alleviate their concerns.
11. Review chart for completeness in accordance with documentation protocol prior to and after surgical procedure.
12. Ensure that the OT is prepared adequately to receive the next case for surgery.
13. Manage and supervise the sterilization and laundry services.
14. Maintain the log book for all the equipment for its functionality, AMC, CMC and repair.
15. Record and report the issues of OT and any untoward/adverse event to the Assistant Nursing Superintendent of OT.
16. Maintain the OR registers up to date.
17. Ensure the statistics are regularly maintained and submitted to the appropriate authority.
18. Participate actively in physical verification and other audits.
19. Taking prompt action during emergency situation and reporting it to the supervisors on duty and to the concerned OT ANS.
20. Get periodical update of hospital policies and regulations and follow the same.
21. Never allow DRL or untrained personnel to carry out any procedures without supervision as nurses are responsible for all the work delegated to them.
22. Ensure that no hospital property is misused.
23. Make sure that none of the OT staff leave the OT without permission and proper maintenance of movement register.
24. To carry out any other duties assigned by the higher officials from time to time.



Prepared and Approved by CHIEF NURSING OFFICER
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