



**Bhagwan Mahaveer**  
Cancer Hospital & Research Centre  
(Managed By K.G. Kothari Memorial Trust)

Name		Year	
Job Title	<b>Staff Nurse</b>	Department	Nursing
Position Reports to	CNO	Indirect reporting of	Med. Director
Education	GNM or B. Sc.(Nursing) from recognized institute & valid RNC registration.		

**JOB PURPOSE:**

To contribute to the delivery of high quality nursing care to patients and attendants.

To be an active member of the multidisciplinary care team.

To act as team leader and take charge of the ward in the absence of the Ward Incharge.

To provide relief nursing cover for Treatment Room, Minor Injuries Unit and Day Hospital.

Ability to respond to emergency situations and unpleasant elements

Active Listening, Reading Comprehension, Speaking, Monitoring, problem Sensitivity etc...

**JOB DESCRIPTION :**

**MAIN DUTIES/RESPONSIBILITIES**

- Assessment of nursing needs develops, implement and evaluate nursing care to meet those needs.
- Carry out all relevant forms of care without direct supervision.
- Advise on the promotion of health and prevention of illness.
- Maintain absolute confidentiality in respect of patient records, medical nursing and allied health professionals.
- Work as cooperative member of the multidisciplinary team.
- Act as team leader, and take charge of the ward in the absence of the ward Incharge.
- Help enhance junior staff/students with clinical and managerial skills by teaching, assessing and supervision.

## **KNOWLEDGE OF SYSTEMS AND EQUIPMENT**

- Intravenous infusion pumps and equipment
- Syringe Pump
- Dynamap and Sphygmomanometer
- Handling thermometer
- ECG machine
- Resuscitation equipment (L G Scope, Defab, Monitor, Crush Card)
- Moving and Handling Equipment.
- Profile beds and pressure relieving mattresses (air Beds).
- Height, weight and BMI scales.
- Handling Glucometer, Portable suction machine and centered Suction system & O2 flometer handling.

## **DECISIONS AND JUDGEMENTS**

- To maintain confidentiality of information regarding patients and families at all times.
- Recognize own ability and limitations and identify these to your Line Supervisors.

## **COMMUNICATIONS AND RELATIONSHIPS**

- Actively listen and seek patient, public opinions on all aspects of nursing care.
- Promote good relationships with patient, relatives, public, other care organizations and all members of the multidisciplinary care team.
- Promote good communication skills written and verbally.

## **PHYSICAL DEMANDS OF THE JOB**

- Be able to respond speedily and accurately to emergency or unplanned situations.
- Potential control and restraint of physical and verbally aggressive patients.

## **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Prioritizing and meeting competing demands from patients, relative and members of health professional groups.
- Gaining appropriate skills and knowledge to be an effective member of the multidisciplinary team.
- Emotional demands of caring for ill and dying patients, and their family.
- Management of the emotional outcome for patients and staff following a violent or aggressive situation in the ward.

- Recognizing own limitations and seeking opportunities to further own knowledge and skills.

### **GENERAL RESPONSIBILITIES**

- To follow all policies and protocols related to NABH Accreditation and to the department
- Responsible for the treatment of patients, administration of medication and injections from all possible routes, assistance during diagnostic testing, and follow-up.
- To maintain the safe, infection control practices & efficient care.
- Maintains stocks inventories, sterilizes and safe upkeep of instruments.
- Be disciplined, punctual, regular on duties & well groomed.
- Follow BMCHRC rules & regulations framed from time to time.
- Educating patient's families about the disease and its treatment.
- Attending educational workshops and trainings for enhancing professional and technical knowledge.
- Any other professional work as assigned by departmental head/ Management.

Prepared by

Verified by

Approved by

**Jr.Executive HR**

**Head HR**

**Nursing Superintendent**

**I have read and clearly understood the above job description and I assure you that I will put in my best efforts to follow it.**

Accepted by (name):

Signature:

Date: