

DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHIDUTIES AND RESPONSIBILITIES OF ASSISTANT NURSING SUPERINTENDENT**(i) Nursing care of the patient and ward management of the Department.**

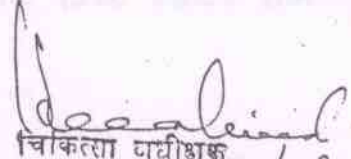
1. General supervision of the nursing care given to the patients and all nursing activities within the nursing unit.
2. Cleanliness and order in her department and environment.
3. Regular rounds in her department including out-patient clinics and night rounds.
4. Receiving reports from the night staff regarding the nursing care of the patient at night.
5. Analysing/evaluating the kind and amount of nursing services required in her unit.
6. Rotation of the nursing staff in her department to ensure good nursing care.
7. Staff meeting with the departmental staff.
8. Planning in cooperation with the sisters of each unit for effective administration.
9. Interpreting the principles of good management to ward sister, especially to those who are inexperienced and orientating them to apply these principles to their daily work.
10. Helping the ward sister to ensure supplies and equipment and rechecking their use and care.
11. Acting as the public relations officer for the unit and deal with problems if any specially with the Class IV staff and patients attendants.
12. Keeping the Nursing Superintendent/Matron informed of the needs of the nursing unit and of any special problem.

**(ii) Nursing education**

1. Organising the training programme in this particular speciality in consultation with the doctor incharge and the Nursing Superintendent/Matron.
2. Responsible for arranging the classes and clinical teaching in this speciality for nursing students.
3. Implementing the ward teaching programme with the help of doctors and ward sister.
4. Arranging for proper clinical experience of students.
5. Counselling and guidance of nursing staff and students.
6. Assisting in planning for and participation in the training of auxiliary personnel.

**(iii) General**

1. To plan and implement a proper orientation for all new personee posted to her department.
2. Taking the Medical and Nursing Superintendent/Matron and special visitor round the department.
3. Helping the Nursing Superintendent/Matron in the office work if necessary.
4. Participation in staff education, staff meeting and other professional activities.
5. Any other duty delegated by the Nursing Superintendent/Matron.

  
 चिकित्सा पर्यवेक्षक  
 Medical Superintendent  
 Dr. Ram Manohar Lohia Hospital  
 नया दिल्ली/New Delhi