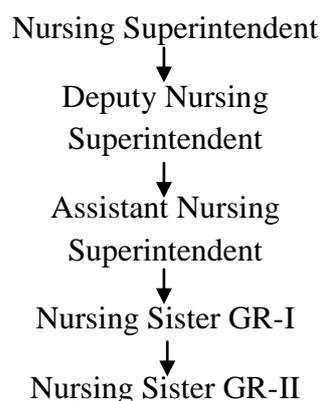




Dr. Ram Manohar Lohia Hospital, New Delhi

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Department : Continuing Nursing Education

Introduction:

Inservice education programs are instructional or training programs provided by the institution within the work setting. They are designed to increase knowledge, and eventually competency, by assisting staff in acquiring, maintaining, improving, and increasing skills and knowledge relevant to fulfilling the requirements of the position for which the individual has been hired. Such training/continuing education will include organizing lectures, conferences, attachments and visits, and if held regularly, either unit-based or on combined basis to meet the education needs of the staff, will enhance nursing professionalism. Doctors or senior nursing staff, will be invited to interact and share with the nurses on recent developments on specific topics relating to nursing and patient care.

Vision of CNE

To prepare caring, competent, culturally-sensitive nurse leaders who are inspired to shape the future of healthcare for a diverse society through excellence in nursing practice and education.

Mission of CNE

- To enhance the health status of the world by educating professional nurses for practice in a rapidly changing healthcare environment as a nurse generalist.
- Committed to excellence in nursing education, the Department of continuing nursing education embraces the five core values:
- learning, engagement, integrity, accessibility, and community

Philosophy of CNE

We believe all nurses are life-long learners, continuously developing their professional knowledge, skills, and attitudes with a spirit of inquiry.

Nursing contributes to the health services in a vital and significant way in the health care delivery system. It recognizes national health goals and is committed to participate in the implementation of National Health policies and programmes. It aims at identifying health needs of the people, planning and providing quality care in collaboration with other health professionals and community groups.

Scope of nursing practice encompasses provision of promotive, preventive, curative and rehabilitative aspects of care to people across their life span in wide variety of health care settings. Practice of nursing is based upon application of basic concepts and principles derived from the physical, biological and behavioural sciences, medicine and nursing.

Nursing is based on values of caring, and aims to help individuals to attain independence in self-care. It necessitates development of compassion and understanding of human behaviour among its practitioners to provide care with respect and dignity and protect the rights of individuals & groups.

Objectives:

The primary objectives will be as under:

1. To initiate the activity of an in-service continued education programme for nursing professionals at RML Hospital. This will provide:
 - Orientation
 - Continuing education
 - Leadership development at the staff nurse and nursing management levels
 - Skills training
 - Competency assessment
 - Clinical affiliations
 - Consultation/educational experiences, and
 - Administrative assistance.
2. To provide updates on the knowledge and handling expertise with the existing and new equipment, in view of the fast advancing technology in medical sciences. This will ensure optimal maintenance and reduce operational costs, and result in improved patient care and management.
3. To provide training in soft skills viz. Public relations, interpersonal and interactive skills. In today's scenario, a nurse should be well equipped with qualities to handle different types of complex situations arising during work at the hospital.
4. To enable the nurses to assess the quality of nursing care, i.e. nursing audit, in a hospital set up.
5. This overall objective is to improve the quality of patient care in the hospital

The expected outcomes are:

1. Increase in the staff proficiency of nurses
2. Elective education in general and specialized areas

3. Nurses will be prepared for greater responsibility
4. Staff development in the interest of both employee and employer
5. Mobilization of educational resources from both outside and inside the hospital
6. Incorporation of new learning to job performance
7. Creation of a platform for interactions between nursing educationists, nursing professional and medical specialists, for sharing information, experience and insights.

Job Responsibilities

Nursing Superintendent:-

- Participates in the formulation of the philosophy of the hospital in general and these specific to the Nursing Service.
- Implements hospital policies and rules through various nursing units.
- Decides and recommend personnel and material requirement for running various Nursing Service departments of the hospital.
- Ensures the safe and efficient care rendered in the various Nursing departments of the hospital.
- Makes regular hospital/wards round.
- Ensures if standard of care is maintained and patients are nursed in a clean, orderly and safe environment.
- Takes hospital rounds with C.N.O./J.M.S./M.S.
- Plans for the welfare of the patients, their relatives and nursing staff.
- Enforces implementation of the hospital rules, regulations and policies.
- Participates in hospital and intra-Hospital meetings/conferences.
- Investigates complaints and takes necessary steps.
- Initiates and participates in Nursing Research.
- Attends to the general correspondence.
- Maintains necessary documents concerning the Nursing Staff, students' confidential reports and Health record etc.
- Submits annual reports of the Nursing Service Departments to Chief Nursing Officer.
- Participates in processional and community activities.
- Maintains cordial relations with public and volunteer workers.

Deputy Nursing Superintendent:-

- Officiates in the absence of Nursing Superintendent.
- Participates in the formulation of Nursing Services, philosophies, objectives and policies.
- Assists in the recruitment of nursing staff and students selection.
- Makes master duty roster of the Nursing Staff.
- Helps in allocating Nursing personnel to various Nursing Service Departments.
- Keeps records and reports of the Nursing Services.
- Assists in planning and organizing the new units in the hospital, e.g. I.C.U., C.S.D., etc.
- Maintains confidential report and records of the Nursing Staff.
- Takes regular hospital rounds.
- Supervises care given in various departments.
- Serves on several hospital committees, e.g. purchase committee, class-IV employee committee, etc.
- Interprets the policies and procedures of the hospital care to subordinate staff and others.
- Acts as a liaison officer between the Nursing Superintendent and the Nursing staff of the hospital.
- Receives night reports from the night supervisor. Maintains the attendance and leave register of nurses.
- To pay visit to the sick nurses in the Nurses hostel and Nurses home.
- Initiates condemnation of old and worn-out articles and procurement of new articles.
- Conduct regular physical verification of hospital stock.
- Attends to emergency calls in rotation concerning hospital or hostel problems.

Assistant Nursing Superintendent:-

- Participation in the formulation of the philosophy/policy of the hospital in general and those specific to the nursing service along with nursing superintendent.
- Determine goals, aims, objectives and policies of the Nursing Services
- Implement hospital policies and rules through various nursing level
- Decide and recommend personnel and material requirement for running various Nursing Service Department of the hospital
- Interviews and recruitment of Nursing Staff and its effective deployment
- Ensure the safe and efficient care rendered in the various Nursing Departments of the hospital/centres
- Make regular hospital rounds in hospital.

- Frequent checks to ensure that the standards of care are maintained and patients and nursed in a clean, orderly and safe environment. She will ensure that hospital waste is disposed off as per the guidelines of CPCB and other authorized issued from time to time.
- Take hospital rounds with NURSING and Medical Superintendent
- Select and secure proper equipment needed for the hospital
- Look after the welfare of the patients, their relative and the Nursing Staff
- Give counseling and guidance to the subordinate staff
- Maintain discipline among Nursing Staff of the hospital/wards.
- Participate in hospital and inter-hospital meetings/conference
- Arranging the continuing Nursing Education Programme for the Nursing Personnel
- Any other duty assigned by Nursing and Medical Superintendent.

Nursing Sister GR. I.

- Nursing Sister Gr. I, is accountable for the nursing care management of a ward or unit assigned to him/her.
- She is responsible to the Assistant Nursing Superintendent for her ward management and helps the Grade II sisters directly for providing the patient's care. She will also plan patient care of her units on priority base.
- She is responsible for safety and comfort of the patients in her ward.
- In a teaching hospital, she is expected to ensure good learning fields.
- Direct patient care.
- Ensures proper admission and discharge of her patients.
- Plans nursing care and makes patients assignment as per their nursing needs.
- Assists in direct care of the patients as and when required.
- She/he sees that, total health needs of her/his patients are met.
- Ensures safety, comfort and good personal hygiene of her/his patients.
- Assists in planning and administration of the therapeutic diet to her patients.
- Sees that proper observation records of the patients are made and necessary information imparted to the concerned authorities.
- Takes nursing rounds with Grade-II Nursing Sister and students.
- Accompany rounds with doctors, A.N.S and D.N.S.
- Assists in diagnosis and treatment of the patients.

- Implements doctor's instructions concerning patient treatment.
- Assists in patient and his/her relatives to adjust in the hospital and its routine.
- Co-ordinates patient care with other departments.

Educational Functions:

- Organizes formal and informal ward teaching, conducts bedside clinics and demonstrations.
- Gives incidental teaching to patients, relatives, Nursing Sister Gr. II, students and their domestic staff.
- Helps in medical and nursing research.
- Encourages staff development programmes in her/his wards.

Nursing GR. II. (Staff Sister):-

Performs technical tasks : - e.g.

- Administration of medication, assisting doctors in various procedures, preparing articles and the patient for medical or, nursing procedures.
- Recording vital signs, tube feeding, dressing, stomach wash, ear care, eye care, collection and sending of specimens, pre and post operative care.
- Assists in administration of transfusion, Perennial care, breast care, baby care etc.
- Termination of trays and trolleys after doing the procedure and resetting of them.
- Help doctors in diagnosis and treatment.
- Maintains intake and output chart.
- Observes change in patient's condition and records, takes necessary action reports to the concerned authority.
- Imparts health education to the patients and his/her family.
- Accompanies very ill patients send to other departments.

Ward management :

- Hands over and takes over the patient and ward equipments and supply.
- Keeps the ward neat and tidy.
- Maintains safety of the ward equipments.

- Prepares and check ward supplies.
- Assists ward sister in ward management and officiates in her/his absence.
- Assists in taking inventories.
- Supervises students and other junior Nursing personnel's working with her/him.
- Maintains ward record and reports assigned to her/him by the Sister In-charge.

Educational Functions:

- Participates in clinical teaching, both planned and incidental.
- Teaches and guides domestic staff.
- Helps in the orientation of new staff.
- Participates in staff education programmes.
- Guides student nurses.