

DUTIES AND RESPONSIBILITIES OF NURSING SISTER

The ward sister is responsible to the Nursing Superintendent/Matron for the management of the wards and supervision of the nursing and domestic staff. She would be assisted in carrying out the following duties by staff nurse, clinical and domestic staff as the case may be. The main aim of the ward sister should be to foster team spirit in her area of work.

(i) Nursing care of patients

1. Admission and discharge of patients.
2. Efficient nursing care personal comfort and toilet of patients administration of drugs and treatment, observation and recording.
3. Patients' Diet.
4. Rounds with medical staff.
5. Assistance to medical staff in examination of patients and treatment.
6. Assistance ~~at~~ at or supervision of clinical investigations, preoperative and post-operative care.
7. Maintenance of patients' records.
8. Care of patients' personal effects in accordance with hospital rules.
9. Following of prescribed rules regarding accident or death of a patient.
10. Giving and receiving reports.
11. Information to relatives and friends.
12. Intimation to Nursing Superintendent/Matron of any special emergency in the ward.

(ii) Teaching of nursing students

1. Planned and incidental teaching.
2. Supervision of students' work.
3. Consultation and cooperation with sister tutor in arranging demonstrations.
4. Discussion with students to promote good attitudes, complete "Record of practical work" and in relation to confidential reports.

(iii) Ward Staff

1. Assignment of work and arrangement of duties by taking roll calls of nursing and domestic staff.
2. Coordinating and facilitating work of other staff, e.g., Occupational therapist, Social Worker, dietician, voluntary Worker.
3. In-service training.
4. Orientation of new staff.
5. Maintaining good relationships among all categories of staff and with patients and their relatives.
6. Discipline of nursing and domestic staff. Reporting on absence of staff.
7. Confidential reports.

(iv) Ward Management

1. Cleanliness of ward, its annexes and environments.
2. Linen and Ward equipment-up-keep and repairs.
3. Custody of dangerous drugs. record of their administration.
4. Indents for drugs, surgical supplies, stores, diets.
5. Maintenance of stock registers, inventories.
6. Interpretations of hospital policies and regulations and their implementation.
7. Investigation of complaints.
8. Issue of stores, etc.
9. Control of visitors.

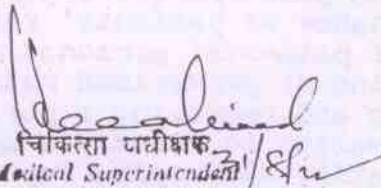
(v) General

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(V) General

1. Rounds with medical staff and Nursing Superintendent/Matron.
2. Taking round special visitors.
3. Participation in staff education and staff meetings.
4. Participation in professional activities.
5. Any other duty as may be specified from time to time.

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चिकित्सा परीक्षक

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