

21 - STAFF NURSE

JOB SUMMARY

Staff Nurse is first level Professional Nurse who provides direct patient care to one patient or a group of patients assigned to her during her duty.

Assists in ward management and supervision. She is responsible to the Ward Sister / Nursing Sister.

PERFORMING TECHNICAL TASKS

- a) Administration of medication.
- b) Assists Doctors in various medical procedures.
- c) Preparing articles and patients for medical and nursing procedures :-
 - Recording vital signs.
 - Tube feeding.
 - Giving enema
 - Bowl wash, stomach wash.
 - Dressing
 - Eye and ear care.
 - Collection and sending of specimen.
 - Pre and postoperative care.
 - Assists in administration of transfusion, perineal care, breast care, baby care etc.
 - Maintains intake and output chart.
 - Imparts Health Education to the patient and his / her family.
 - Maintains ward records and reports.
 - Supervises students and other junior staff working with her.
 - Maintains safety of the ward equipments.
 - Keeps the ward neat and tidy.
 - Hands over and takes over the patient and ward equipments and supply.

A staff nurse work under the immediate supervision of the ward sister. She is responsible for the nursing care of patients assigned to her and as a team leader

(a) PROFESSIONAL RESPONSIBILITIES

1. She knows the philosophy, purposes, policies and standard of the hospital and nursing service department.
2. Admission and discharge of patients
3. Communication with patients relatives and visitors and explains the nursing care needs of the patients.
4. She recognizes signs and symptoms in patients and reports on the condition of her patient.
5. She maintains accurate and complete records of nursing care and observation of patients
6. She has a knowledge of all patients and provides nursing care according to the patients needs.

7. She prepares patients physically and mentally for diagnostic therapeutic and operative procedures.
8. She provides intensive care to the seriously ill patients in the ward and keep ward sister informed
9. Assist medical Officer in performing medical procedures
10. To administer drugs and keep record of each medication given
11. She keeps the ward sister and doctors informed of any change in the condition of the patient
12. To distribute right diet to right patient and get special food prepared if necessary.
13. Preparing of beds of patients and bed care of bed-ridden patients.
14. Checking and recording of vital signs
15. Rounds with medical officer.
16. To carry out all the nursing procedures completely
17. Urine testing
18. Collecting labeling and dispatching of specimens
19. Four hourly or more frequent attention to pressure points of all the bed ridden patients
20. Giving and removing of bed pans and urinals of seriously ill patients.
21. Guide patients to and from departments.
22. To give terminal care to dead bodies.
23. Giving and receiving reports.
24. Maintains personnel hygiene and comfort of the patient.

(b) ADMINISTRATIVE RESPONSIBILITIES

1. She relieves the ward sister whenever she is required to do so.
2. Handling over and taking overcharge of shift.
3. Supervising and maintaining environmental hygiene.
4. Participating in checking of inventories of equipments and supplies
5. Maintenance of all equipments and supplies to keep them ready for use.
6. Dis-infection of linen, beds and other equipments
7. Supervising the students and other auxiliary staff in the ward.
8. Assisting the ward sister in writing, staff and students evaluation reports.
9. Report to Ward Sister immediately in case of any accident in the ward.

(c) GENERAL RESPONSIBILITIES

1. Participation in staff education programme and staff meeting and other professional activities.
2. She manifests her interests in the spiritual welfare of all patients.
3. Motivating the patient and the family through health care teaching and continuing care, which is diverted, towards the level of health continuing care towards the optimal level of health.
4. Participating in research studies for improvement of nursing care within her assigned unit.

(d) EDUCATIONAL FUNCTIONS

1. Participants in clinical teaching both planned and incidental.
2. Teaching and guides domestic staff.
3. Helps in orientation of new staff.
4. Participants in staff education programme.
5. Guides Student Nurses.
6. Any other job assigned by the Head of Office.