


**ANNEXURE-I**

**JOB DESCRIPTION/RESPONSIBILITIES OF CHIEF NURSING OFFICER**

1. She/he will be responsible for efficient running of Nursing Services of the AIIMS Raipur.
2. She/he will assist the Director in formulating broad policies concerning Nursing Services.
3. She/he will disseminate the AIM, objectives and policies regarding patient care.
4. She/he will implement policies and procedures of Institute regarding nursing services.
5. She/he will plan future requirements of nurses and carry out recruitment of nurses from time to time.
6. She/he will plan and disseminate programmes for continuing education re-orientation programmes for nurses.
7. She/he will closely interact with other hospitals regarding improvement of patient care.
8. She/he will encourage research by nurses in their work areas.
9. She/he will guide and counsel the sub-ordinate nursing staff.
10. She/he will keep herself abreast of latest happenings in nursing care by attending National/International conferences.
11. She/he will strive to implement standard nursing practices and maintain highest quality of care.
12. She/he will critically analyse the budgets for nursing services before being forwarded to Director.
13. Evaluate confidential reports of higher level nursing officers and recommend for promotion.
14. She/he will be assisted in her duties by Nursing Superintendent of Main Hospital and from the centers.
15. She/he will keep the Director informed about the happening concerning the hospital.

  
**Administrative Officer (Hospital)**  
**AIIMS, Raipur**

**ANNEXURE-II**

**JOB DESCRIPTION/RESPONSIBILITIES OF NURSING SUPERINTENDENT**

**Nursing Superintendent** is responsible to the C.N.O. for planning organisation and development of nursing services in the hospital in consultation with Medical Superintendent /Chief of centers.

1. She/he will be responsible and overall In-charge of Nursing Services in a hospital or specialized centres irrespective of the number of beds.
2. She/he will be responsible to the Medical Superintendent or Dy. MS or chief of Centres of the hospital or centre as the case may be.
3. She/he will be responsible for implementing hospital/centre policies amongst various nursing units.
4. She/he will assist the CNO in formulation of hospital policy, particularly concerning nursing services.
5. She/he will officiate as CNO in the absence of CNO (The senior most amongst the NS will do so).
6. She/he will recommend personnel and material requirement for nursing various nursing service departments of the hospital.
7. She/he will assist MS/Addl. MS or Chief of Centres in recruiting nursing staff.
8. She/he will carry out regular rounds of the hospital.
9. She/he will accompany MS/Addl. MS while making hospital rounds.
10. She/he will ensure safe and efficient care rendered to patients in various wards etc.
11. She/he will prepare budgets for nursing services.
12. She/he will be a member of various condemnation boards for linen and other hospital stores.
13. She/he will be responsible for counseling and guidance of sub-ordinate staff.
14. She/he will attend hospital/intra hospital meetings and conferences.
15. She/he will investigate all complaints regarding nursing care and personnel, and take suitable corrective action.
16. She/he will initiate and encourage research in nursing services.
17. She/he will evaluate confidential reports of her sub-ordinate staff and recommend for promotion, higher studies etc.
18. She/he will maintain cordial relations with patients and Medical Social workers.
19. She/he will periodically interact with clinical heads to discuss problems in patient care.
20. She/he will educate nursing staff of all categories by conducting awareness programme on universal Precautions.

*A. Ramona*

**Administrative Officer (Hospital)  
AIIMS, Raipur**

**ANNEXURE-III**

**JOB DESCRIPTION / RESPONSIBILITIES OF DEPUTY NURSING SUPERINTENDENT**

**Deputy Nursing Superintendent** is responsible to the Nursing Superintendent and assists in the administration of nursing services in the hospital.

**A. NURSING ADMINISTRATION:**

1. Supervise the nursing care given to the patients in various departments by taking regular round of her area.
2. Act as a liaison officer between Nursing Superintendent and the nursing staff of the hospital.
3. Interpret the policies and procedures of the Nursing service department to sub-ordinate staff and others.
4. Attend the emergency calls concerning nursing services or hostel problems.
5. Receive evening and night reports from the Assistant Nursing Superintendent / Supervisors.
6. Keep records and reports of Nursing Services.
7. Maintain the records of attendance of nursing staff and leave of any kind.
8. Conduct regular physical verification of hospital stocks, i.e. drugs, equipments etc.
9. Initiate procedure for condemnation and procurement of hospital equipment/linen etc.
10. Maintain the confidential report and records of nursing personnel.
11. Assist the nursing Superintendent in making master duty roster of nursing personnel.
12. Assist the nursing superintendent in Recruitment of nursing staff.
13. Assist the nursing Superintendent on planning and organising nursing services in the hospital.
14. Officiate in the absence of Nursing Superintendent.
15. Attend the official meetings.
16. Keep the senior nursing Officials (CNO & NS) informed of the happenings in the wards.

**B. EDUCATIONAL ACTIVITIES:-**

1. Assist in planning/organising and implementing staff development programmes.
2. Ensure clinical experience facilities for student nurses in various clinical areas of the hospital.
3. Provide guidance and counseling to nursing staff.
4. Arrange orientation programmes for new nursing staff.
5. Maintain discipline among nursing personnel.
6. Organise educational programmes for graduate/post graduate students from different hospitals with the co-ordination of clinical instructor/lecturer college of nursing.

**JOB DESCRIPTION/RESPONSIBILITIES OF DEPUTY NURSING  
SUPERINTENDENT**

**C. GENERAL DUTIES:-**

1. Escorts special visitors, Nursing Superintendent, Medical Superintendent for hospital rounds.
2. Arranges and participates in professional and social functions of the staff and students.
3. Maintains good public relations.
4. Any other duties assigned to her from time to time.

*A. K. Sharma*

**Administrative Officer (Hospital)  
AIIMS, Raipur**

**ANNEXURE-IV**

**JOB DESCRIPTION/RESPONSIBILITIES OF ASSISTANT NURSING SUPERINTENDENT**

**Assistant Nursing Superintendent** is responsible to Deputy Nursing Superintendent for the total nursing care of patients, management and development of the unit assigned to her:

**A. NURSING CARE:-**

1. Assist the total needs of patients in the unit and prepare planned nursing care.
2. Demonstrate and supervise the nursing care of patients in the unit.
3. Attend regular round in the unit with the medical and nursing personnel.
4. Reviewing reports from Senior Nursing Officer regarding the nursing care of patients in each shift.
5. Give counseling and health education to the patients and their attendants.

**B. WARD MANAGEMENT:-**

1. Plan and arrange duty for nursing personnel posted under her.
2. To ensure availability of adequate nursing staff in all shifts.
3. Maintain cleanliness of unit its annexes and environment.
4. Interact with the engineering service department for proper up keep of the unit.
5. Keeping Deputy Nursing Superintendent Nursing Superintendent informed of the needs of the patient care areas and bring it to their notice any special problems.
6. Guide the Senior Nursing Officer to ensure supplies and equipments of different stores, and re-checking their use and care.
7. Daily check of emergency and dangerous drugs, life saving equipments i.e. monitors, ventilators, defibrillators, suction machines and O2 points etc., to ensure their proper functioning.
8. Periodical check of all stocks and supplies.
9. Maintain good inter-personnel relationship with all categories of staff, patients and their relatives.
10. Maintain good public relation with patients relatives and the public, and project positive image of the hospital.
11. Maintain discipline of nursing and domestic staff.
12. Interpretation of Hospital policies, rules and regulations.
13. Daily check of attendance and reporting the lapses.
14. Investigate complaints if any.
15. Work evaluation and confidential reports.
16. Guidance and counseling of nursing staff in the unit.
17. Project the annual requirements of drugs supplies and equipments for the units.
18. Take care of legal aspects and report about the medico legal cases in the ward.

**JOB DESCRIPTION/RESPONSIBILITIES OF SENIOR NURSING OFFICER**

The Senior Nursing Officer is second level professional nurse in the hospital set up and is directly responsible/ answerable to the Assistant Nursing Superintendent (ANS) In-charge, who is responsible for overall administration of concerned area for assuring quality clinical care of the patients. Senior Nursing officer is responsible for the total care of patients in the wards and also for supervision and guidance to Nursing officers, student nurse, hospital attendants, sanitation attendants and security staff. He/ She should have valid registration as Nurse.

**A. NURSING CARE OF PATIENTS:**

1. Assess the total needs of patients and prepare plan of nursing care in the respective area by assigning patients to the Nursing Officers and students keeping in the mind the need of the particular patients concerned and level of competency of the nursing professional in consultation with the Assistant Nursing Superintendent.
2. Admission, Discharge and Transfer of patients.
3. Plan, prepare, demonstrate and carry out direct nursing care to all patients especially preoperative patients, seriously ill patients, acutely ill dangerously ill and post-operative cadre of patients as and when situation arises.
4. Demonstrate and carry out efficient nursing care, taking care of personal comfort and toilet needs of patients, administration of drugs & treatment and observation & recording of vital parameters.
5. He/ She will be responsible to check all the patient care records, related to the diagnosis, condition, treatment etc.
6. Assist the Medical staff in examination of patients and treatment.
7. Coordinate patients care in coordination with other department if so required.
8. Supervise dietary arrangement i.e. serving the diet to the patient and feeding helpless patients who need Ryle's tube feeding and are not able to feed themselves.
9. Attending rounds with Medical/Nursing personnel.
10. Participate and provide requisite assistance for clinical investigation/Procedures by Ensuring Specimen Collection, documentations, dispatch, report collection and availability of reports before ward round.
11. Maintenance of patients' records and its confidentiality.
12. Ensure safe custody of patient's belongings as per laid down policy of the hospital.
13. Follow prescribed rules in case of accident or death of a patients or when a patients absconds from the ward.
14. Provide requisite information and health education to patients and their attendants.

15. Provide counseling to the patients and relatives.
16. He/ She will be responsible for communicating with the patient's attendants/relatives about the patient's clinical condition in consultation with the treating doctor whenever needed.
17. Maintain daily census of patients in the unit and report about the critically ill cases/any emergency unusual occurrence to the Assistant Nursing Superintendent/DNS/NS.
18. Ensure availability of medical, surgical and all other supplies including equipment's & appliances for medical/surgical procedure and proper accounting of drugs and ensure judicious use of other consumables.
19. Ensure patients safety and proper biomedical waste management.
20. Ensure compliance to infection control practice as per laid down policy of the Institute.

**B. WARD MANAGEMENT AND ADMINISTRATION:**

1. Handing over and takeover charge of patients at the end/beginning of the shift.
2. Assignment of work to Nursing Officers and support staff working in respective area.
3. Co-ordinate and facilitate work of all other staff, e.g. physiotherapist, technical staff, medical social services staff, dietitians etc.
4. Supervise & monitor, maintenance of good inter personal relationship among all categories of staff and with patients and their relatives.
5. Maintain cleanliness of ward, its annexes and environment. Proper upkeep and repair of linen and ward equipment.
6. Maintain stock of medicines, surgical items, general, linen & stationary and all other items including appliances and equipments and make regular inventory of the area.
7. Make indents for drugs, surgical supplies, and all other store items and issue.
8. Keep custody of dangerous drugs/ narcotic drugs and record of their administration.
9. Daily check of emergency drugs, dangerous/ narcotic drugs, crash carts and lifesaving equipment's.
10. Maintenance of stock registers, inventories.
11. Assist to investigate complaints, if any.
12. Maintain records/ registers of non-serviceable articles and make arrangement for condemnation of all broken unserviceable articles of the area under the supervision of ANS.
13. Create a positive working environment and address the concerns and grievances of subordinates.
14. Assist the ANS Incharge's to check the attendance of all nurses, hospital and sanitation attendant posted in the area and report to ANS/DNS/ Nursing Superintendent about staff absenteeism for replacement.

**C. NURSING EDUCATION**

1. Ensuring the continuous development of the subordinates by organizing orientation and in-service education programs in consultation with ANS/DNS/Nursing Superintendent.
2. Participate in teaching and learning activities of student nurses as and when required in the area.
3. Impact planned and incidental teaching to subordinates & support staff.
4. Consult and co-operate with nursing tutor in arranging clinical teaching for the student nurses.
5. Take necessary step for integration of nursing education in to clinical practice including advanced nursing and evidence-based nursing practice.

**D. PROFESSION**

1. Maintain the professional ethics.
2. Participate in professional & in-service educational activities and encourage the colleagues to similarly, participate in these activities.
3. Update his/ her professional competency by continuous on the job learning.
4. Advocate for adopting newer practices in nursing profession for improving overall patient care services.
5. Organize and participate in staff welfare activities whenever required.

**E. NURSING RESEARCH**

1. Participate in ongoing research: activities and projects/ study/research for professional growth (if so required).

Perform any other duty as may be specified from time to time.



**Administrative Officer (Hospital)  
AIIMS, Raipur**



**JOB DESCRIPTION/RESPONSIBILITIES OF NURSING OFFICER**

Nursing Officer is the first level professional nurse in the hospital set up and is directly responsible/ answerable to the Assistant Nursing Superintendent (ANS) In-charge, who is responsible for overall administration of concerned area.

Therefore, by deed and appearance, he/she should prove himself/herself as professional at all times. The skilled nurse must give expert bed side care to patients or execute special technical duties in all patient care & support areas including but not limited to inpatient wards, operation theatres, intensive care units, labor room, wellness clinics, OPD, emergency departments, clinical specialties and any other clinical area. Nursing Officer is directly responsible for total nursing care of the patient assigned to him/her. He/ She should have a valid registration as Nurse and Midwife.

**A. NURSING CARE OF PATIENTS.**

1. Perform the requisite nursing activities for admission, discharge and transfer (within the hospital or other centers) of the patients.
2. Give direct bedside nursing care to all patients as allotted by the ANS or Senior Nursing Officer.
3. To ensure the personal hygiene of the patients, including toilet needs, sponging/ bathing, care of mouth, back, nails, hair etc. with assistance of support staff (HA's/SA's) as required.
4. To ensure the elimination need of the patient is met by offering and removing bed pans and urinals by the supportive staff (HA's/SA's) as and when required.
5. To render nursing care during physiotherapy, ambulation and rehabilitation of patients as required.
6. Administration of medications (as prescribed), injections, infusions and Transfusions and application of surgical dressings etc. to the patients.
7. Urine testing for sugar, and albumin (whenever applicable).
8. Be responsible for the care of all patients especially acutely ill or dangerously ill patients in the area.
9. Render pre-operative, post-operative intensive care to the patients in the area.
10. Care of pressures points as needed from time to time.
11. Observing, recording and reporting of vital signs e.g. T.P.R. and Blood pressure.
12. Observation, recording and reporting of all tests and diagnostic/ therapeutic procedures.
13. Responsible for carrying out nursing care need assessment and nursing care plan of all patients assigned to him/her.
14. To ensure Bed making with assistance of support staff (HA's/SA's) and ensure patient safety during the procedure especially of critically ill patients.
15. Assist in feeding the weak and debilitated patients.

16. Attend to the normal or special nutritional needs of the patients and special types of feeds (gastrostomy feed, nasal feeds etc.)
17. Supervision of distribution of diets in the unit.
18. Carry-out patient's health education/teaching, and demonstration according to the need.
19. Counseling the patients and relatives as and when required.
20. He/ She will be responsible for communication with the patient's attendants/relatives about the patient's clinical condition in consultation with the treating doctor whenever needed.
21. Carry out technical procedures such a Naso-gastric intubation, Gastric Gavage and Lavage, Oxygen Therapy, Surgical dressing and Irrigation, Enema, Catheterization hot and cold applications, suction etc. & ensure part preparation for any procedure with the assistance of HA's/SA's (as required.)
22. Preparation for and assistance in diagnostic and therapeutic procedures, clinical investigations and medical /surgical procedures.
23. Care of the dying and dead with the assistance of support staff (HA's/SA's) as required.
24. Collection, labeling and dispatch of all blood and on-blood samples/specimens.

**A. WARD MANAGEMENT AND ADMINISTRATION**

1. Handing over and taking over charge of patients, and ward inventory related to nursing (as required) in each shift.
2. Drawing up nursing care need assessment plan for all patients in the ward in consultation with the ANS/Senior Nursing Officer.
3. Help the Sr. Nursing Officer in indenting and checking of drugs and supplies and maintaining the inventory of each category of item.
4. Assist Senior Nursing Officer in keeping a sub-store of drugs, Linen and supplies in the area for use.
5. Prepare a checklist and keep patients belongings in safe custody particularly in case of unconscious/unattended patients, in accordance with the laid down policy of the hospital.
6. Maintenance of therapeutic environment and discipline in the ward.
7. Supervise & Monitor in keeping the ward clean and tidy.
8. Supervise the work of support staff working in the area for maintenance of cleanliness, sanitation & all other duties allocated to them.
9. Supervise & monitor routine care and cleaning of dressing trolleys, cupboards apparatus, mackintosh etc.
10. Supervise & Monitor care of clean and soiled linen.
11. Supervise & monitor disinfection of linen, beds, floor and bed pans, and fumigation of rooms etc. with assistance of support staff as required.
12. Preparation of dressing /procedure room, trolleys, and sets for procedures.
13. Preparation of surgical sets & supplies.

14. Ensure availability of medical, surgical and all other supplies and equipments for medical & surgical procedures.
15. Ensure Compliance of Infection control practices as per laid down policy of the Institute.
16. Demonstration of assigned duties to and supervision of Hospital & Sanitation Attendants.
17. Supervision of security personnel posted in the area.
18. Reporting of Medico legal cases admitted in the ward to the ANS of the ward /senior most nursing official on 'duty during that shift & keep them informed of the happenings in the ward like fire, absconding patients, theft reported and etc. who will then be responsible for generating an incident report for the same.
19. Conduct rounds with doctors and Senior Nursing Officials.
20. Maintaining interpersonal relationship with patients, relative and all medical & paramedical team members.
21. Orientation of new staff/nursing & medical students.
22. Demonstration and guidance to student nurses.
23. Participation in in-service education programme and staff meetings.
24. Participation in professional activities.

**C: NURSING EDUCATION**

1. Participate in teaching program of student nurses as and when required.

**D. PROFESSION**

1. Maintain the professional ethics.
2. Participate in professional & in-service education activities and encourage the colleagues to similarly participate in these activities.
3. Update his/her professional competency by continuous on the job learning.
4. Advocate for adopting newer practices in Nursing Profession for improving overall patient care services.
5. Participate in staff welfare activities whenever required.

**E. NURSING RESEARCH**

1. Participate in ongoing research activities and projects/study/ research for professional growth (if so required).

Perform any other duty as may be specified from time to time.

*A. Karmacharya*

**Administrative Officer (Hospital)  
AIIMS, Raipur**



## अस्पताल परिचर (अटैन्डेन्ट) के कार्य (एम्स रायपुर)

- मरीज के दिनचर्या से संबंधित सभी कार्य जैसे की खाना खिलाना, घुमाना, पानी पिलाना, स्नान में सहयोग करना।
  - मरीज की दैनिक दिनचर्या के साधन उपलब्ध कराना जैसे बेडपेन, यूरिनल (देना एवं उसकी सफाई करना), स्नान, शैम्पू एवं दाढ़ी बनाना, बाथरूम तक जाने में सहयोग करना एवं शल्य क्रिया हेतु शरीर के अंगों को तैयार करना।
  - विभिन्न उपलब्ध स्रोतों द्वारा मरीज को आराम पहुँचाना एक जगह से दूसरी जगह ले जाना एवं मरीज को हो रही असुविधा से नर्सिंग अधिकारी को अवगत कराना।
  - मलमूत्र एवं खून की जाँच हेतु सैंपल लैब ले जाना एवं रिपोर्ट लाना।
  - वार्ड में आवश्यक कार्यविधि में नर्सिंग अधिकारी को सहयोग करना।
  - वार्ड, ओटी, ओपीडी में मरीज के बिस्तर, लॉकर, कार्डियक टेबल, नर्सिंग स्टेशन, ड्रेसिंगट्राली, मॉनिटर की साफ-सफाई करना एवं आवश्यक उपकरणों एवं औजारों को साफ करने के बाद रोगानुनाशक हेतु CSSD ले जाना एवं लाना।
  - वार्ड, ओपीडी एवं ओटी के मांगपत्र अनुसार सामग्री को लाना एवं समय पर उपलब्धता सुनिश्चित करना।
  - ओपीडी खुलने से पूर्व एवं बाद में सुव्यवस्थित करना एवं ओपीडी के चिकित्सकों द्वारा दिये गये निर्देशानुसार कार्य करना।
  - वार्ड व ओपीडी में अनावश्यक भीड़ को नियंत्रित करना।
  - नर्सिंग अधिकारी के देखरेख में ड्रेन/यूरीन बैग खाली करना।
  - आवश्यकतानुसार ओटी टेबल एवं ओटी क्षेत्र/परिसर की सफाई करना।
  - उपकरणों के आउटर सर्फेस को नर्सिंग अधिकारी के देखरेख में साफ करना,
  - मरीज के मरहम पट्टी करने में चिकित्सक व नर्सिंग अधिकारी का सहयोग करना।
  - ऑक्सीजन सिलेंडर को तय समय पर चेक करना एवं उनकी उपलब्धता सुनिश्चित करना।
  - मरीज की मृत्यु पश्चात नियमानुसार देखभाल करना।
  - मरीज से संबंधित समस्त सूचनाओं को गुप्त रखना।
  - शैक्षणिक मौकों पर भाग लेकर अपने कार्य ज्ञान में वृद्धि लाना।
  - समय समय पर स्वयं को नवीन तकनीक एवं कार्यशैली से अवगत रखना।
  - सभी कार्यविधियों को संस्था के नियमानुसार अमल में लाना।
  - व्यवसायिक मानकों एवं अस्पताल के नियमों एवं प्रक्रियाओं को ध्यान में रखते हुए अस्पताल की प्रतिष्ठा बनाए रखते हुए कार्य करें।
  - समय समय पर सक्षम प्राधिकारी द्वारा दिये गये निर्देशों एवं कार्यों का पालन करें।
  - कार्यालय समय - सामान्य पाली हेतु सुबह 08:00 से 04:00 बजे अथवा 08:30 से शाम 04:30 बजे अथवा 09:00 से 05:00 बजे तक आवश्यकतानुसार रहेगी।
  - शिफ्ट ड्यूटी - सप्ताह में 48 घंटे के कार्य के बाद एक दिन का साप्ताहिक अवकाश। कार्य का समय अस्पताल के आवश्यकतानुसार रहेगी।
- निदेशक, एम्स रायपुर के अनुमोदन से जारी किया गया है।

(डॉ. सीतारामु)

प्रशासनिक अधिकारी (अस्पताल)  
अखिल भारतीय आयुर्विज्ञान संस्थान,  
रायपुर (छ.ग.)



## JOB RESPONSIBILITIES OF HOSPITAL ATTENDANTS

- Provide for activities of daily living by assisting with serving meals, feeding patients as necessary, ambulating, turning and positioning patients, providing fresh water between meals.
- Provide personal hygiene to patients by giving bedpans, urinals, bath backrubs, shampoos and shaves, assisting with trouble to the bathroom, helping with showers, baths and part preparations for procedures.
- Provides patient comfort by utilizing resources and materials, transporting patients, answering patient calls and requests, reporting observation of the patient to Nursing personnel.
- Carrying the collected specimens to labs and bringing back reports.
- Assisting nursing personnel in various procedures as needed in ward/OPD/units.
- Cleanliness: patient bed, bedside locker, cardiac tables, OT table, dressing trolley, monitors, nurses station, etc according to the set criteria. Preparing and carrying materials for sterilization to CSSD and bring it back.
- Bringing and taking out medicines, materials, articles according to indent.
- Preparing the OPD/unit/office at earliest in the morning and rearrange the unit after routine. And following instruction given by Doctors in OPD
- Crowd management in OPD/IPD/units, calling patient names in OPD if required.
- Cleaning OT table, premises as per need.
- Cleaning outer surfaces of equipments under nursing supervision.
- Assisting doctors, nurses in dressing and other procedures.
- Checking oxygen cylinders in due time and ensuring its availability.
- Assisting in death care.
- Protects institutional values by keeping patient information and other required information confidential.
- Updates job knowledge by participating in educational opportunities.
- Maintain work operations by following institutional policies and procedures.
- Following instructions given by higher authorities.
- Duty timing : for general shift morning 08:00 to 04:00 or 08:30 to 04:30 or 09:00 to 05:00 as per need.
- Shift Duty : one weekly off after 48 hrs of duty in a week. Timing as per requirement of hospital.

This is issued with the approval of Director, AIIMS Raipur.

  
(V. Sitaramu)

Administrative Officer (Hospital)  
AIIMS Raipur (C.G)