

DUTIES & RESPONSIBILITIES OF NURSING PERSONALS

- 1. ASSTT. NURSING SUPDT.**
 1. Assisting the Matron in her duties.
 2. Supervising all departments in the Matron's absence and her off duty.
 3. Assisting the Matron in the recruitment of Nurse.
 4. Attend to all official correspondence of all Nursing Staff.
 5. Weekly surprise check of the Nursing Staff including Nursing Orderlies and Sweepers (to be Co-ordinated with Matron's surprise check).
 6. Periodically checking of Ward and department inventories.
 7. Any other duty as specified by the Matron.

- 2. SISTER TUTOR**

She is responsible for the proper organization and Conduct of the teaching programme in the school of Nursing.

- 3. MIDWIFERY TUTOR**

She is responsible for the proper organization and Conduct of the Midwifery teaching programme in the school of Nursing.

- 4. NURSING SISTER**
 1. Care and maintenance of ward linen and Equipment.
 2. General management and supervision of Nursing Care of the patients.
 3. Responsible for diet sheet indent of drugs and Stores and for the staff working in ward.
 4. Preparing and maintaining the inventory of the Ward or the deptt.

- 5. PUBLIC HEALTH NURSE**
 1. Planning the Public Health Nursing part of the course in consultation with Sister Tutor including Planning and arrangements for observation visits.
 2. Consultation with the Tutors and ward sisters to Plan and effect integration of Public health in The entire curriculum.
 3. Teaching of health subjects, i.e. Hygiene, Public Health Nursing and nutrition in collaboration with Other teachers.

- 6. STAFF NURSE**
 1. Admission and discharge of patients.
 2. Administration of medicines and injection.

3. To use technical procedures e.g. enemata, Catheterization, dressing, oxygen, therapy etc.
4. Collection labeling and dispatching of specimens.
5. Distribution of diets, milk etc.
6. Washing and feeding feeble patients.

7. HEALTH VISITOR

1. Arranging group discussions and also interviewing patients
2. Following up the V.D. patients and their Contracts.
3. Imparting Health Education with a special reference to V. D. to the patients to the patients attending the community and population in the neighboring areas which helps in unearthing many hidden V.D. cases.

8. NON-RESIDENT NURSE

1. Admission and discharge of patients.
2. Administration of medicine & injections to the Patients.
3. Use of Technical procedures e.g. enemata, Catheterization, Oxygen therapy etc.
4. Collecting, Labelling and dispatching of Specimens.
5. Distribution of diets, milk etc.
6. Washing and feeding feeble patients.

9. AUXILARY NURSE-CUM-MIDWIFE

- # To assist the Medical officers in Family Planning department.