

	Hospital Name:		Document No:	QUXAT/H/F/84
	Title	Nurse – Job Description	Page No:	Page 1 of 1

Name of the Employee:

Employee ID/Biometric ID:

Department:

1. Assessing and planning nursing care requirements of the respective clinical area
2. Providing pre- and post-operative care as per Doctor's instructions
3. Monitoring and administering medication and intravenous infusions as per doctors' instructions
4. Taking patient samples and monitoring of patient vitals as per doctors' instructions
5. Documentation and writing of case records such that they are updated constantly
6. Supervising junior staff and related training of the junior nursing staff members
7. Supervising work and organizing workload for nursing staff of the hospital
8. Supporting and providing emotional support to patients and relatives
9. Tutoring and training of nursing staff on quality aspects of nursing
10. Participate in training sessions (online/offline) for gaining additional knowledge and to stay updated with healthcare standards
11. Indulge in active reading of manuals/procedures/training materials/hospital manuals to understand the various hospital requirements
12. Maintain relevant files/registers regarding quality indicators/nursing metrics of the hospital
13. Conduct inter/intradepartmental training sessions to guide and motivate the nursing staff of the department to align with the hospital procedural requirements
14. Maintain all documentation as per NABH requirements of the hospital

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HR Manager/Authorized Signatory

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Employee Name & Signature

Date:

Prepared by:	Issued by:	Reviewed by:	Approved by:	Amend Date:	Copy No:
Quality Manager	NABH Coordinator	Medical Superintendent	Medical Director	Amendment No:	
Signature:	Signature:	Signature:	Signature:	Issue Date:	Issue No: