

## 20 - WARD SISTER

### JOB SUMMARY

Nursing Sister / Ward Sister is accountable for the Nursing Care Management of a ward and unit assigned to her. She is responsible to the Nursing Superintendent / Matron for her ward management. She take full charge of the ward and assign work for various categories of Nursing or Non-Nursing personnel working with her. She is responsible for safety and comfort of her patients in her ward. In a teaching hospital she is expected to ensure good learning fields.

- Assists in planning and administration of therapeutic diet to her patients.
- Sees that helpless patients are regularly fed as per direction.
- Assists patient and his / her relatives to adjust in the hospital and its routine.
- Makes list of condemnation of articles and submit it to all concerned.
- Establishes and reinforces ward standards prescribe in the procedures and manuals of the ward.
- Sees that ward statistics are regularly submitted.
- Reports about the medico-legal cases in the ward.

Ward sister/Head Nurse is directly responsible for the management of a single nursing unit / department/ ward. She is accountable to the nursing service administration office but directly responsible to Matron .

#### a) DUTIES AND RESPONSIBILITIES IN RELATION TO BE LEADERSHIP OF HER TEAM:

1. (a) Should have knowledge of every individual patients needs and nursing problems.
- (b) Each member's educational and professional efficiency and personality.
- (c) Hospital policies, rules regulations and ward policies.
2. Assigning each staff to patients and various functions.
3. Assigning duties and responsibilities to class IV personnel.
4. Interpreting ward routines and policies to each personnel.
5. Supervising and guiding all personnel
6. Evaluation of each person's performances on a regular systematic method
7. Maintaining the attendance register for each personnel
8. Maintaining a good working relationship among all members in the ward.
9. Helping in organizing in service training and educational programmes within the ward.
10. Arranging for some special clinical talk or demonstration in her ward.

#### (b) RESPONSIBILITIES TOWARDS PATIENT CARE

1. She is responsible for providing good nursing care to all the patients in her ward for 24 houts a day.
2. Responsible for admission and discharge patients.

3. To ensure proper for patient comfort and **hygiene, administration** of medicines, nursing procedures, observations of patient's conditions **and recording.**
4. Responsible for proper diet for patients.
5. Carrying out the medical care delegated by **the doctor.**
6. Assistance to medical staff in examination of **patients and treatment**
7. Assistance at a supervision of **clinical investigations-operations** and post-operations.
8. Rounds with medical officer.
9. Maintenance of patients record.
10. Intimation of Doctor of any special emergency or **change in any patients condition**
11. Immediate intimation to doctor of any accident or **incident** occurs to patients i.e. fall of patient, wrong medicine administered, burns etc.

**(c) RESPONSIBILITIES TOWARDS MANAGEMENT OF THE UNIT**

1. Maintenance of suitable environment by:
  - i) Preventing Noise
  - ii) Maintaining temperatures
  - iii) Smoothing light
  - iv) Cleanliness
  - v) Care of service areas
2. Provision of supplies and equipments for **efficient work**
3. Ensuring implementation of clear cut **doctors orders**
4. Safeguarding of patients records
5. Maintenance of various stock registers **maintenance and repair** of books report books etc.
6. Custody of dangerous drugs and record of their **administration**
7. Delegation of responsibilities to senior staff for **professional development**
8. Information to relatives and visitors
9. Investigation of complaints
10. Receiving night reports **and discuss it with all the staff**
11. Starting the ward work on time
12. Handling over the duties and patients to the **evening shift**
13. Reporting to assistant nursing suptdt. / **matron before change of shift.**
14. Taking round with special visitors
15. Participating in **professional activities.**
16. Condemnation of **un-serviceable articles.**

**(d) TEACHING**

1. Responsibilities for **planned and incidental teaching**
2. Supervision of **all the categories of staff**
3. Supervision of nursing students for their proper clinical experience and signs their experience records
4. Co-ordination with Sister Tutor for organizing clinical programmes.
5. Evaluated the student's performance and submit report to school authorities.