

## 18 - MATRON

She is directly responsible to Senior Medical Superintendent / Medical Superintendent / SMO for the efficient management of nursing services in the hospital. She is responsible to the Nursing Superintendent if in position.

### DUTIES TOWARDS NURSING CARE OF PATIENTS AND MANAGEMENT OF EACH NURSING UNIT.

1. Receiving reports and records from the night supervisor regarding the nursing care of the patients at night.
2. General supervision to the Nursing care given to the patients and all activities within each nursing unit.
3. Supervision of cleanliness and orderliness in her department.
4. Regular rounds in all the departments.
5. Analyzing / evaluating the kind amount of nursing services required in each unit.
6. Rotation of the nursing staff in departments in consultation with nursing service office.
7. Organizing regular meetings with departmental staff.
8. Helping ward sisters in planning and ward management.
9. Helping ward sisters to ensure supplies and equipments.
10. Carrying out correspondence to various departments.
11. Keeps the Nursing Superintendent informed of the needs of each unit / department and any special problem.
12. Supervision of assignments entrusted to Nursing / Ward Sister and Staff Nurses.
13. Supervision and maintenance of the hospital mess.

### II (b) NURSING EDUCATION

1. Organizing clinical teaching programmes for the nursing staff and students in consultation with doctor incharge of the unit and nursing service administrator.
2. Arranging and supervising for proper clinical experience of students.
3. Counseling and guidance of nursing staff and students assigned to her departments.
4. Evaluating staff and students performance in consultation with ward sister regularly.
5. Assisting in planning for participating in the training of nursing personnel.

### II (c) GENERAL

1. To plan and implement a proper orientation programme for all new personnel posted to her department.
2. Accompanying the MS / Hospital Administrator / Nursing Superintendent and special visitors in her department / unit rounds.
3. Participation in staff meeting, education and professional activities.
4. Helping the Nursing Service Administrator in the office work if necessary.

5. Any other duty delegated by nursing superintendent.
6. Helping ward sister in making of ward routine.
7. Taking the responsibilities of nursing service for the whole hostel during evening shift or night shift in rotation.
8. Officiates in the absence of Nursing Superintendent.
9. Participates in the formulation of Nursing Services Philosophies, objective and policies.
10. Acts as a Liaison Officer between the Nursing Superintendent/ Medical Superintendent and the Nursing Staff of the Units.
11. Conducts regular physical verification of ward / units stores.
12. Initiates condemnation and old and worn out articles and procurement of new articles.
13. Any other job assigned by the Head of Office.