

16- NURSING SUPERINTENDENT

The Nursing Superintendent is directly responsible to the Medical Superintendent or Hospital Administration for efficiency of nursing services. She is supposed to consult him and report to him whenever necessary. She is assisted in carrying in responsibilities of nursing services department, Matron, Ward Sister, House Keeping Officer, Linen Keeper, Stores and Clerical Staff. The Nursing Superintendent has responsibilities towards:

- a) Nursing Services
- b) Nursing Staff

I (a) RESPONSIBILITIES OF NURSING SERVICE DEPARTMENT

1. Initiation and implementation of regulations and recommendations that are issued from time to time by the Director of Health Services.
2. Interpretation of such regulations and hospital policies to nursing staff.
3. Provide the staff to supervise all the units in the Hospital.
4. Assignment of staff to unit or ward.
5. Regular round in hospital wards and special departments. Specials visit to serious ill patients.
6. Round with Medical Superintendent / Hospital Administrator.
7. Giving and receiving reports from evening and from night supervisor.
8. Meeting with Matron twice in a day.
9. Giving consultations and helping in securing and maintaining of various equipments necessary for good nursing care.
10. Arranging regular staff meeting with :
 - a) Ward Sister Meeting – weekly
 - b) Staff Nurse Meeting – monthly
 - c) Other Admn. Staff- monthly
 - d) Medical Staff – Once in three months or as and when required.
11. Formulation of departmental policies and preparation of policy book, job description book and procedure manual.
12. Co-ordination of activities with all other departments and Nursing Training School.
13. Participation in planning and budgeting.
14. Advisory responsibilities towards the functioning of other department, which are related to nursing services.
15. Research in Nursing.
16. To plan for in service education and training of nursing staff, supervision of hospital complex, mess, sanitation and diet.
17. Maintenance of various stock registers of patient records of the department.
18. Maintenance of special funds
19. Correspondence.
20. Function as a member of condensation board for Linen and other Hospital Equipments.
21. Inspects Hospital Kitchen and directly services of hospital.
22. Investigations complaints and takes necessary steps.
23. Any other job assigned by the Head of Office.