

(11)  
(56e)

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Health and Quality of Life  
Post: Charge Nurse (Female)  
Salary: Rs 10,170 x 300 - 11,370 x 400 - 12,970 x 500  
-13,970 (HNR 12)  
Effective Date: 19 November 1998  
Qualifications: By promotion, on the basis of experience and merit, of female officers in the grade of Nursing officer who reckon at least eight years' service in a substantive capacity in the grade.  
Duties: To be responsible for a Ward or any such other nursing point as approved by the Permanent Secretary. The Charge Nurse (Female) may, however, in special circumstances be required to take charge of more than one ward/point. The functions of the Charge Nurse (Female) shall be as follows:

(A) PROFESSIONAL

1. To carry out nursing duties and supervise the work of nursing staff.
2. To receive reports from the outgoing officer and prepare reports for the incoming officer and ensure that proper handing/taking over is effected between incoming and outgoing teams.
3. To ensure proper custody of all drugs kept in the ward or point and check and witness administration of dangerous drugs.

.../2

CERTIFIED CORRECT

*M. C.*

.....  
*for Permanent Secretary*

Date..... **19 NOV 1998**.....



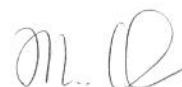
SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- 2 -

4. To accompany the doctor during routine and teaching rounds.
5. To liaise with and assist medical staff, and whenever required to delegate a member of the nursing staff to accompany a doctor on his routine round or to assist a doctor when he is examining a patient.
6. To ensure that prescription to patients is executed and prescribed medical treatment is carried out and, in cases of emergency where a medical officer is not immediately available or in the absence of a medical prescription, take such steps as may be necessary in the interests of the patient.
7. To report conditions of patients to medical staff and, whenever necessary, to the Nursing Supervisor (Female) and ensure that instructions received are carried out.
8. To teach students (Nurse) and students (Midwife).
9. To give training to qualified nursing staff in nursing and in ward management and to direct and train other ward staff.
10. To maintain personal contacts with patients through ward rounds, conversations, etc.

.../3

CERTIFIED CORRECT



.....  
*for Permanent Secretary*

Date..... **19 NOV 1998** .....



SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- 3 -

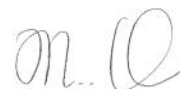
11. To arrange for patients' meals and special diets and help with and/or supervise the meal service.
12. To communicate with relatives of patients and with visitors as required.
13. To study, set and review standards and procedures of nursing care.
14. To investigate mishaps and complaints and report to the senior officer/s.
15. To participate in the Hospital Management Committee and in meetings of any other committee(s) whenever required.
16. To liaise with officers of the Nursing School in regard to matters concerning education of nurses, students (Nurse) and students (Midwife).
17. To participate in the conduct of nursing and midwifery examinations.
18. To perform such cognate duties as may be assigned.

(B) ADMINISTRATIVE

19. To organise reception of and interview patients in accordance with standing instructions and in privacy of an office.

.../4

CERTIFIED CORRECT



.....  
*for Permanent Secretary*

19 NOV 1998

Date.....



SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- 4 -

20. To ensure that all wards/point records are properly kept.
21. To organise the work of nursing, domestic and other staff and prepare the appropriate roster with a view to ensuring that the ward/point is adequately staffed at all times.
22. To arrange systematic practical instruction of students (Nurse) and students (Midwife) in accordance with the requirements laid down in the approved syllabuses.
23. To take charge of and control drugs, dressing, instruments and equipment in the ward/point.
24. To maintain and keep an inventory of stores, linen and equipment and to requisition, with due economy, provision and other supplies.
25. To ensure the maintenance and cleanliness of ward/point, equipment and instruments and to requisition replacements whenever required.
26. To maintain discipline among patients and staff and report, if necessary, to the superior officer.
27. To arrange care of patients' property in accordance with existing laws and regulations.

.../5

CERTIFIED CORRECT



.....  
*for Permanent Secretary*

Date..... **19 NOV 1998** .....




SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- 5 -

28. To assist the medical staff in the discharge of patients and arrange for their follow-up and after-care whenever prescribed.
29. To cooperate with nursing units and other sections and, where necessary, coordinate their activities at ward/point level.
30. To prepare and submit returns required by the Nursing Administrator (Female)/Nursing Administrator (Male).
31. To ensure that all investigations requested are carried out and that reports thereon are placed in the patient's case sheet.
32. To ensure the safety of patients.
33. To ensure that nursing procedures, activities or decisions do not contravene standing regulations and existing laws.
34. To report on junior staff and on ward affairs to the Nursing Supervisor (Female) or to any other superior officer.
35. To arrange for the spiritual needs of patients to be satisfied.

.../6

CERTIFIED CORRECT

  
.....  
for Permanent Secretary

Date..... 19 NOV 1998



SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- 6 -

36. To ensure that last offices are performed and to notify the relevant officer(s) in the Hospital Administration/Nursing Supervisor (Female) of any patient's death after obtaining confirmation thereof from a medical officer.

37 To perform such cognate duties as may be assigned.

(C) PERSONNEL

38. To introduce new members of staff to their duties.

39. To counsel ward staff as well as nurses in training.

40. To record progress of students (Nurse) and students (Midwife), and report thereon to the Nursing Supervisor (Female).

41. To ensure the protection of staff against occupational hazards, promote their welfare and report immediately any departure from their normal state of health.

42. To perform such cognate duties as may be assigned.

.../7

CERTIFIED CORRECT



.....  
*for Permanent Secretary*

Date..... 19 NOV 1998



SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- 7 -

NOTE:

- (i) The Charge Nurse (Female) shall be required to work on shift on a roster basis, on week days, on public holidays, during week-ends and at night.
- (ii) The Charge Nurse (Female) shall also be required to perform and assume any other professional and administrative duties and responsibilities in connection with the care and welfare of patients and with the administration of her ward/point.
- (iii) Since the Charge Nurse (Female) will be required to do nursing duties, she will be responsible to the doctor for those duties that concern medical treatment.

CERTIFIED CORRECT

*M. Q.*

.....  
*for Permanent Secretary*

Date..... **19 NOV 1998** .....

