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MINISTRY OF HEALTH AND QUALITY OF LIFE

Ministry: Health and Quality of Life

Post : Nursing Officer (Male and Female)

Salary : Rs 4,625 x 125 - 5,000 x 150 - 5,600 x 200 - 7,000
x 250 - 8,000 (HNR 7)

Qualifications: (a) Local Nursing Certificate or S.R.N (for entry)
(b) In addition female Nursing Officers must obtain a Certificate of Competency in Midwifery during period of service as Nursing Officer or must hold a State Certified Midwife Certificate (S.C.M)

Duties : Responsible to the Ward Sister and Senior Staff for:

1. Bed making with or without the help of Assistant Nurses.
2. Blanket or ordinary bathing with or without the help of Assistant Nurses.
3. The taking and accurate recording of the temperature, pulses blood pressure and respiration of patients .
4. Cleanliness of patients' heads.
5. Treatment of pressure parts.
6. Cleanliness of all sick patients' mouths.
7. Filling when needed all hot water bottles and ice bags
8. Feeding of all helpless patients.
9. Feeding of babies
10. Cleansing of all instruments and ward equipment, excluding sanitary utensils after use.
11. Giving to and removing from patients sanitary utensils.

Where students are attached to wards for training, all those duties should as far as possible, be performed with them to enable them to gain practical experience in these procedures.

12. All dressings and injections.
13. Giving of medicines and drugs.

14. Serving all meals.
15. Cleanliness of the medicine cupboard and the accurate labelling of all bottles and jars.
16. Ordering from pharmacy in the prescribed book all medicines and drugs for use in the ward.
17. General tidiness of ward and discipline of staff.
18. The collection of specimens
 - (a) for inspection
 - (b) for pathological examination
19. Carrying out routine tests on urine.
20. Preparing the necessary equipment for/and assisting the physician with diagnostic tests and therapeutic measures.
21. To see that the ward, ward kitchen equipment, verandah or premises of the department are kept clean.
22. To see that all orders issued and all forms of treatment ordered by the Medical Officer or Chief Nursing Officer are carried out.
23. To keep ward records and reports on the conditions of patients.
24. To be responsible for the safekeeping of diet sheets, the ordering of patients' food.
25. To see that the correct number of diet and the accurate quantities of food stuffs are delivered to the ward from the kitchen issued to the patients at the correct time.
26. In the absence of the Ward Sister may be called upon to see that the ward is at all times suitably staffed.
27. To report immediately to the Medical Officer or Chief Nursing Officer any emergency which may arise.
28. To assist in the practical training of students and pupils in his or her charge.
29. To supervise the work of the domestic staff posted to the ward.
30. To be responsible for the discipline of the domestic staff and for the good behaviour of the patients.
31. To assist the Ward Sister in all ward duties including teaching and supervision of students and pupils.
32. Under medical direction and/or supervision to discharge the following duties:-
 - Blood collection
 - Blood transfusion
 - Suture of skin lacerations (superficial)

Intravenous drip; intravenous injection
Taking of blood specimens
M.S.R. examination
Irrigation (lavage) of certain body cavities,
i.e ear, bladder, stomach, etc.

Assisting Surgeons in the Operating Theatre
Treatment of simple symptoms and minor ailments in dispensaries

Removal of foreign bodies (superficial)
Opening of simple abscesses
Dispensing of drugs

33. Admission of Patients

To interview the patient in the presence of his relatives and record relevant facts in the admission book

Explain visiting arrangements, etc.

Patients' property to be listed on admission and any valuable or large sums of money to be handed in for safe custody or given to relatives to take away.

34. Transfer or Discharge

Responsible for notifying relatives when patient is due for discharge or transfer

35. Deaths

(a) to obtain confirmation of deaths from a doctor who will enter time of death in patients notes;

(b) to ensure that notification is sent to the head of the Nursing and the Administrative Section of the Hospital;

(c) responsible for informing relatives of a patient's death. In cases of tracing difficulties, to refer the matter to the Head of the Nursing and the Administrative Section of the Hospital;

(d) To perform last offices before moving body to Mortuary

36. To work in hospitals, dispensaries and other institutions as directed by the Permanent Secretary, Ministry of Health

37. To perform such other duties taught during training at the Nursing School or during practical work in hospital or specialised units as may be ordered by the Permanent Secretary, Ministry of Health, or the Medical Superintendent or Medical Officer in charge.