

Position Title:	Head Nurse		
Band:	B1	Department:	Nursing
Reports to:	Center Manager/Clinical Dir	Reported by:	
Job Objective			
A Head Nurse responsible for the overall care of patients seeking treatment at an outpatient & In Patient medical facility. It is the responsibility of the Head nurse to manage the team and ensure the comfort of patients before, during and after medical procedures and surgery.			

Detailed duties and responsibilities

Job Description for Head Nurse

1. Monitoring all the Medical records.
2. Monitor and Supervise daily consumption accordingly prepare reports.
3. Preparing duty roaster on weekly basis. And circulating the same to respective departments.
4. Monitoring all the consent forms before and after each procedure.
5. Documentation and Supervise all the instruments.
6. Regular monitoring of Crash cart in terms of drugs availability , expiry date and consumption
7. Regular Monitoring on Cleaning OT, Culture test and Waste management
8. Coordinating for Posting the OP and IP procedure.

Performance requirements:

1. Knowledge of professional nursing theory, patient care, knowledge of organizational policies, regulations and procedure.
2. Knowledge of medical equipment and instruments.
3. Skills in applying and modifying the principles, methods and techniques of professional Nursing to provide on-going patient care.
4. Preparing and maintaining records,
5. Clearing patients query.

6. Establishing and maintaining effective relationship with patients, medical and clinic staff.

7. The ability to react calmly and effectively in emergency situations.

Key Result Areas

- Maintaining all Medical records- Supervising of all the registers with complete details

Deviations : Complaints by Clinical director / Center Manager 5 times in a month -1

Complaints by Clinical director / Center manager 3-4 times in a month- 2

Complaints by Clinical director / Center manager 2 times in a month-3

Complaints by Clinical director / Center manager 1 time in a month-4

No Complaints by Clinical director / Center manager in a month-5

- Consumption report –Supervising & reporting the same to concerned departments

Deviations : Failing to do the same 5 times in a month –1 Failing to

do the same 4 times in a month - 2 Failing to do the

same 3 times in a month - 3 Failing to do the same 2-

1 times in a month - 4 In time consumption report and

proper reports - 5

Duty Roaster : Correctly allotting the staff department wise

Deviations –Failing to allot the staff according to requirement more than 5 times–1 Failing to

allot the staff according to requirement more than 4 times - 2

Failing to allot the staff according to requirement more than 3 times -3
 Failing to allot the staff according to requirement more than 2 times -2
 Proper allotment of staff according to requirement - 5

Stock Availability : Make sure the required stock is available all the times

Deviations : Complaints by doctors 5 times in a month -1
 Complaints by doctors 4 times in a month -2
 Complaints by doctors 2-3 times in a month- 3
 Complaints by doctors 1 time in a month-4
 No Complaints by doctors in a month-5

Infection control and Bio medical waste : Supervising about cleanliness and segregation of Biomedical waste

Deviations : Complaints by Medical team for more than 5 times in a month -1
 Complaints by Medical team for more than 4 times in a month -2
 Complaints by Medical team for more than 3 times in a month -3
 Complaints by Medical team for more than 3 times in a month -4
 No Complaints and proper maintenance -5

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Qualification	BSC Nursing
Experience (Indicative)	5 years plus

External Interface	Internal Interface
<ul style="list-style-type: none"> • Patients 	<ul style="list-style-type: none"> • Consultants • All departmental heads in the centre • Center Manager • Housekeeping staff • Pharmacists • Customer Cares
Approved by:	
Date:	