**1.0 JOB TITLE**  **: STAFF NURSE - LDR**

**2.0 JOB DEPARTMENT :** Nursing

**3.0 JOB LOCATION :**

**4.0 REPORTING RELATIONSHIP :** Senior Staff Nurse or Team Lead

1. **JOB SUMMARY:**

Provides direct patient care assigned to her during duty shift and assists Senior STAFF NURSE / Team Lead in management of the LDR.

1. **MINIMUM REQUIREMENT:**
   1. **Knowledge: –** Current Best Practice in Obstetric and Nursing Care.
   2. **Essential skill set for Nursing: –**

* Flexibility..
* Critical thinking
* Desire to Learn
* Attention to detail
* Adaptable
* Compassionate
  1. **Ability: –**To Provide Comprehensive Nursing Care.
  2. **Minimum Education: -** M.Sc. / B.Sc. Nursing / Post basic B.Sc./ GNM.
  3. **Experience: -** 0-3 YEARS.
  4. **Managerial & Leadership Competency as applicable: -** Use Problem-Solving processes, maintain group effectiveness and develop group identification. Should also be dynamic, passionate, have a motivational influence on other people, be solution-focused**.**

1. **JOB DUTIES & RESPONSIBILITIES:**

The Primary Duties & Responsibilities would include, but will not limited to:

* 1. Administrative & Professional
     1. To report for duty according to the planned out roster.
     2. To report on time for work.
     3. To present in proper uniform and groom well.
     4. To observe professional code of conduct.
     5. To receive and review reports on seriously ill patients, new admissions, deaths and any unusual situation and is readily available to assist.
     6. To ensure infection control protocols are followed at all time.
     7. To ensure Clean and safe environment.
     8. To implement and sustain LDR quality improvement and CQI programs.
     9. To ensure that the Resident Medical Officer takes daily round of patients in the ward
  2. Patient Welfare & safety
     1. To provide orientation on the process of care to patients and attendants
     2. Inform the doctor and Dietary department.
     3. To conduct the general and obstetric assessments .Timely information to residents / consultants on any complications in care processes.
     4. Explain the procedure/visiting time and treatment related queries of the patient.
     5. Ensure the investigation is carried out without delay.
     6. Inform the patient facilities & privileges available for them.
     7. Inform the resident doctor / consultant.
     8. Maintain personal hygiene of the patient (bathing, mouthwash, pressure points etc).
     9. Bed making and feeding of the patients.
     10. Facilitate non therapeutic procedures like giving bed pans , urine pots etc
     11. Help and guide patient’s attendants
     12. Ensure attendant visits during visiting hours only.
     13. Assist in admission and discharge of the patients.
     14. Provide psychological support and clarify the doubts of the patients and relatives.
     15. Ensure barrier nursing for all desired patients.
     16. Ensure adequate infection control & waste management practices.
     17. Assist in doctors rounds.
     18. Prepare and administer medicines, injections, I/V injections etc.
     19. Enter the observation on TPR chart and Partograph.
     20. Prepare for Normal or assisted Delivery.
     21. Care of the newborn.
     22. Maintain the nutrition status by giving adequate diet.
     23. Prepare patients for the clinical tests and medical procedures and provide assistance for the same.
     24. Collect and dispatch al type of specimens to concerned lab.
     25. Maintain aseptic practice in ward.
     26. Take over from the previous shift duty nurse regarding all shift reports including patients, equipment, drugs and other reports and hand over the same to the next shift nurse.
     27. Any adverse event occurs in labor Room that should be notified to the Senior Staff nurse / Specialist Nurse.
     28. Patient & Family Education.
  3. Patient Charts
     1. Nurses record written (TPR, Flow sheets, Nurse progress Partograph, etc)
     2. Medication Administration Record (MAR) is to be completed accurately and timely.
     3. Document all other procedures or treatment performed on patients.
     4. Maintain Fluid balance record.
     5. Maintain confidentiality in matters related to patient, family and client facility staff.
     6. Provide care in a non-judgmental, non-discriminatory manner that is sensitive to the patient’s and family’s diversity, preserving their autonomy, dignity and rights.
     7. Document patient assessment findings and responses to nursing intervention and the progress.
     8. Initiates emergency resuscitative measures according to resuscitation protocols.
     9. Ensure unit equipment and instruments are maintained in good working order.
     10. Carry out the procedures of admission and discharge of the patient.
  4. Other Records maintained
     1. Staff assignment Register
     2. Daily inventory check register
     3. Daily-Report Book (handing and taking over register)
     4. Admission / Discharge register
     5. Drug accounts book
     6. Narcotic register
     7. Indent books for store, pharmacy, and linen.
     8. Breakage / loss / replaces book and other register as per the unit requirement.
     9. Incident Book/report file
  5. LDR General appearance
     1. Ensures that the rooms and the units are cleaned and kept tidy always.
     2. Patient’s bathrooms are clean.
     3. Ensure that crash carts are checked in every shift and are fully equipped to meet emergency at any time.
     4. All drugs and stock items are checked for expiry dates and maintained record.
     5. Medication / dressing trolleys are fully equipped, clean and tidy.
     6. Nurse’s station is kept clean always in an organized manner.
     7. Ensure that Notice boards are tidy and remove outdated notices.
     8. Keep the medicine cupboards locked.
     9. Medicine containers are clean and ensure correct labeling and expiry dates.
     10. Ensure that all equipments are stored as per instructions.
     11. Plug in the necessary equipment for electric charging and ensure that they are cleaned after use in prescribed manner.
     12. Oxygen line, Oxygen cylinders and suction apparatus are adequate and in working order.
     13. Ensures that supply of linen, disposable and consumables and other items required for patient care activities are readily available in the unit.
  6. Education, Information & Communication
     1. Promotes his / her professional development through self directed and continuing education. Helps the Senior STAFF NURSE in service education and orientation.
     2. Participates in Nursing continuous improvement initiatives, in-service education programs, unit / ward meetings.
     3. Plans and implements health teaching program for patients and families.
  7. Special Duties
     1. Any other duties as assigned by the management from time to time.
  8. Employee Health
     1. Fosters a sense of self growth and professionalism.
     2. Participates in activities relating to healthy lifestyle & preventive checkups.
  9. Community
     1. Acts as an advocate for the facility, and assists the community in achieving a realistic understanding of the facility’s capabilities and services.
     2. Represents the facility in the event of untoward event.
  10. Rights of Individuals
      1. Ensures that ethical and legal rights, privacy and confidentiality of patients are respected.
  11. Person Directed Care
      1. Collaborates with hospital leadership to create a person-directed care environment while maintaining high standards.

1. **KEY PERFORMANCE INDICATORS:**
   1. Understanding of role in assisting delivering the Hospital’s Mission and Vision.
   2. Demonstrate appropriate leadership skills to build, empower and guide people to achieve organizational goals.
   3. Maintains a safe and comfortable environment for patient care.
   4. Acts in accordance with the code of conduct and legal framework.
   5. Coordinate patient care delivery and facilitate discharge planning.
   6. Engage actively in quality improvement and professional development activities
2. **JOB RELATIONSHIPS:**
   1. **Internal**
      1. Senior STAFF NURSE
      2. Team Lead or Senior Team Lead
      3. Nurse Manager
      4. General Manger
      5. Director Nursing
      6. All Staff