

1. Staff Nurse

Position Title:	Staff Nurse		
Band:	B1	Department:	Clinical
Reports to:	1) Nursing Incharge	Reported by:	-

Job Description of Nurse

- Welcoming and greeting the patient at Nova
- Introducing self as the patient nurse
- Understanding the patients purpose of visiting the floor
- Give admission to the patient as per his/her requirement
- To escort patient to his/her room/ward
- After the patient reaches her room or ward, the nurse will have to orient his/her about:
 - What to expect during his/her stay in the hospital today
 - Orientation on the same floor facilities and hospital services
 - What to do in case of any query
- Assist Consultants, Gynecologists, Physicians and Medical Officers during their rounds in the hospital
- On admission, measure and note temperature, pulse, BP and other vitals of the patient and inform the Medical officer/Assistant Gynecologist
- Assist the technician for ECG
- Give injections, start pint or other procedures as advised by consultant
- Carefully shift the patient to the OT as per planned time.
- Shift the patient back to his/her room/ward and again follow the order of consultant
- Keep Patient relative and attending doctor well informed on the condition of patient after the procedure/surgery.
- Taking rounds of the patient at regular interval and fill up vitals of the patients as per nursing sheet.
- Explain the patients relative to visit the drug store and pay for the drugs used in the OT as per prescription.
- Perform the following activities before discharge:
 - Give medicines, operation CD, reports and discharge card if applicable to the patient
 - Remove VIGO/Urine bag etc. as per nursing protocol
 - Check all the vitals like, Nausea, Vomiting, fever, BP etc. of the patient
 - Check the payment status of the patient.
 - Wave a happy and get well soon goodbye to the patient and assure them that they will be fine soon and incase of any query they can always contact respective Doctor
- Maintain drug stock daily and check the expiry of the drug every 3 months
- Give trigger injections to OPU patients 2 days before the OPU procedure

- To prepare dressing tray and send it for autoclave. The autoclave tray can be used only for two days otherwise it has to be autoclaved again.
- Assist Gynecologists/Medical Officers in dressing (Medical) of the patients.
- To maintain Medical Records as per law
- To follow all instructions for Medical Waste Management
- To remain groomed as per hospital policy and maintain cordial relations with patients and colleagues
- Take proper handover from previous duty nurse and while leaving for the day give important instructions if any to the next nurse who reporting the duty.
- Take indoor rounds of the already admitted patients
- Maintain the order book for the injections/medicines given to the patients.
- To participate in all training and developments sessions whenever planned by management
- To follow all the instructions, duties and responsibilities as given by the management time and again.

Job Description of Nurse (IUI/ET)

- To welcome and greet the patients at Nova
- To introduce self as the patient nurse

Job responsibilities for ET procedure:

- Help the transfer patient change their dress and rest in the ward
- Maintain the transfer muster and check for entries like:
 - Patient name and room no
 - counselors visit and signature
 - allotted time given to the patient
 - arrival time of the patient
 - time when the patient was taken to OT
 - time when the patient was back in ward and
 - time when the patient was discharged
 - time when the ET report is received
 - Special remarks if any
- Request the patient to visit the accounts department and make the payment if pending
- Issue the ET catheter to the patient in coordination with IP Manager
- Assist the patient to the OT complex
- In absence of medical officer, accompany and explain the video of Embryo Transfer to the patient relative

- After the ET, when the patient is in her ward, give her the injections and medicines as ordered by the consultant
- Call the counselor to visit the patient
- Call the Gynecologist to visit the patient
- Before discharge:
 - Ensure that the payment is done
 - Ensure filing of ET report in the patient file
 - Discharge the patient, when she is comfortable

Job responsibilities for IUI procedure:

- Explain and take the consent for IUI in form-E of patient and patient relative.
- Coordinate with medical officer/IP manager for the payment of Semen Freezing/IUI procedure
- Request the husband of the patient to proceed for semen collection
- When the Semen is ready, request the couple to visit the IUI room and make the patient ready for IUI procedure
- Once the patient is ready, immediately call the consultant for the IUI procedure
- Coordinate with the embryologist for the semen sample
- Assist consultant during the IUI procedure
- Discharge the patient once he/she is comfortable
- Coordinate with the medical officer for solving any doubts of the patients and wish her luck for the success and inform her that in case of any doubts, she can call respective Doctor.
- Do dressing (Medical) of the patients whenever instructed by the Gynecologists
- To remain groomed as per hospital policy and maintain cordial relations with patients and colleagues
- To maintain Medical Records as per law
- Maintain the order book for the injections/medicines given to the patients.
- To participate in all training and developments sessions whenever planned by management
- To follow all the instructions, duties and responsibilities as given by the management time and again
- Prepare IPD files of OPU a day prior to OPU
- Call the patient to be admitted for any surgery a day prior and report
- Make a reminder call to the patient for the HCG injection If the patient has missed the call, put an SMS to the patient.
- Attend the patient telephonic queries.
- Do dressing of laparoscopy patients and explain the medicines/injections advised on discharge.
- To be always kind and well-mannered to the patients and colleagues and remain well-groomed as per policy of the hospital.
- Maintain the physicians' record for number of patients visited and submit it to accounts department at the end of the month.
- Explain and take consent of the patient In case of blood transfusion/testicular biopsy/high risk.
- Maintain the stock of Medical Officer Drug box and check the expiry date regularly.
- To maintain Medical Records as per law

- To follow all instructions for Medical Waste Management
- To participate in all training and developments sessions whenever planned by management
- To follow all the instructions, duties and responsibilities as given by the management time and again.

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Qualification	B.Sc. Nursing (as an exception GNM in rare cases with Director HR approval)
Experience (Indicative)	1-5 years (increasing scale for OT)

External Interface	Internal Interface
•	<ul style="list-style-type: none"> • Center Directors • Operations • Quality • Doctors • Nurses • Finance • Purchase & procurement • Materials management