



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE (01) POST OF DEPUTY NURSING SUPERINTENDENT (BS-17) IN THE PUNJAB EMPLOYEES SOCIAL SECURITY WELFARE (PESSI) IN LABOUR & HR DEPARTMENT.

MAIN RESPONSIBILITIES AND TASKS

1. Deputy Nursing Superintendent will be second in command in the Nursing Administration of the hospital.
2. She will be responsible for management and supervision of nursing services of the various department of the hospital (out patient department, special clinics, operation theatre, special therapy units, indoor department etc).
3. She will assist the Nursing Superintendent in all area of nursing activities, and act as Deputies in the absence of Nursing Superintendent.
4. The Deputy Nursing Superintendent will assist the Nursing Superintendent in her office work.
5. She will be responsible for preparing, checking, verifying and making relief arrangement for sudden absence of nursing staff and master rotation of staff nurses subject to approval of Nursing Superintendent.
6. She will be actively involved for preparation of the standard protocol of nursing care and implement that protocol for quality patient care and will review periodically.
7. She will check and verify the stock ledger and inventory of sister-in-charge periodically.
8. She will enquire regarding any sound pollution, electrical Hazards, Fire extinguisher and presence of security personnel etc. of the ward.
9. She will arrange educational programs periodically.
10. She will make round in the hospital every day.
11. She will make written report to Nursing Superintendent for any case of breach of discipline or direction of duty on the part of any member of nursing personnel.
12. She will supervise the waste management of the unit by ensuring the colour coated collection bins and coloured coating plastic bags at the waste generated site and proper disposal of the waste.

OCCASIONAL TASKS AND RESPONSIBILITIES

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