



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF CHARGE NURSE (FEMALE) (BS-16) IN THE SPECIALIZED HEALTHCARE AND MEDICAL EDUCATION DEPARTMENT (CASE NO.14D2021)

POSITION SUMMARY:

The Charge Nurse is responsible for providing nursing care in consultation with the Head Nurse and respective Physician / Surgeon of specific unit. Participating in selection training and evaluation of the Nursing students. He/She will also assist in planning research activities and monitoring, and in providing continuing education for Nursing students based on learning needs assessments.

REPORTING RELATIONSHIP/ ACCOUNTABILITY He/She is directly accountable to respective Head Nurse, Nursing Supervisor. Nursing Supdt.	POSITIONS DIRECTLY SUPERVISED BY INCUMBENT Students and paramedics according to the discretion of Nursing Superintendent.
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JOB SPECIFICATION:

Educational / Professional Qualification

- Three years General Nursing and one year Midwifery Diploma Course from an approved school of Nursing and Midwifery
- For Male Nurse, one year Post Basic Diploma in any specialized field equivalent to Midwifery Course
- Current registration with the Pakistan Nursing Council

Experience and Training

- Competent in planning and delivering care to patients with a variety of complex care needs
- Able to teach and supervise new nurses and other professionals
- Able to take charge of the unit in the absence of Head nurse, when necessary

Knowledge, Skills, Abilities, Traits

- Expressed commitment to nursing and to excellence in practice
- Readiness for new learning and challenges
- Readiness to accept guidance and constructive criticism
- Ability to work as a member of a team, and to contribute to ongoing team building
- Good basic clinical knowledge and level of technical skill commensurate with experience

Duties and responsibilities

- Reports punctually on duty
- Observes the uniform code at all time
- Has extensive theoretical knowledge of her / his area, applies his knowledge throughout the nursing process and acts as a resource person to other staff members
- Exercises a democratic approach to leadership in managing the unit when assigned
- Organizes workload well and completes assignments even under difficult and stressful circumstances

- Evaluates results of interventions and modifies nursing care plans
- Incorporates patients teaching needs into nursing care plan and utilize other resource if necessary
- Implements an individualized program of teaching with patients and family
- Teaches patients about effects of medications and their safe administration
- Charting reflects a comprehensive understanding of the patient's status: efforts are made to improve the quality of charting and to help others to do the same
- It is a good delegator in emergencies: evaluates the outcome of the emergency and shares knowledge with other colleagues
- Has excellent awareness of hospital policies and reinforces same in practice
- Makes every effort to expand her clinical and skills, seeking out available resources
- Based on knowledge of team members skills and experience allocates assignment so as to provide for their professional growth
- Is supportive and considerate to less experienced staff when offering criticism: offers positive suggestions for correction and improvement
- Plans assignments and experiences for new staff which involves application of new protocols and procedures
- Helps and directs new staff member with personal integration as well as with professional responsibilities
- Anticipates student's learning needs, offers suggestions and material for students experience
- Seeks and welcomes criticism in order to improve performance, uses resource personnel to evaluate results
- Takes a leading role in the development of unit standards. Actively participates in follow up of audit recommendations
- Demonstrates enthusiasm in updating self by reading new nursing literature and compiling same for the use of the unit
- Attends conferences and workshops even in her own time
- Shares new ideas and information with the rest of the staff
- Reinforces the unit philosophy and goals when replacing the Head Nurse
- Identifies resource person or persons
- Demonstrates a positive attitude towards authority
- Integrates criticism to improve practice
- Interacts well with peers, senior staff and subordinates
- Identifies learning needs and seeks assistance
- Demonstrates familiarity with the concepts of:
 - Nursing quality assurance
 - Infection control
 - Nursing policies and procedures
 - Patient confidentiality and privacy
- Demonstrates beginning skills in patient/family education
- Demonstrate as "caring" attitude towards patients and family
- Makes efforts to establish positive nurse/ patient/ family relationship
- Administers medication safely
- Demonstrates beginning skills in nursing process and care planning, i.e. attempts to make or to design and update care plans of assigned patients
- Documents and signs off all nursing entries
- Performs all unit procedures independently
- Is skilled in given basic nursing care
- Is aware of the components of safe nursing care and exercise due care in delivery of same
- Demonstrates basic skills in the use of:
 - Nurse notes
 - Flow charts
 - Incident reports
- Demonstrates commitment to nursing

- Makes efforts to demonstrate commitment to institutional objectives for health care in behavior and work practice
- Seeks out opportunities for improving clinical knowledge and skills

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