

✓ 71. SISTER

1. She/He will work under Matron/Asstt. Matron.
2. She will assist the Matron/Asstt. Matron in organizing, checking and supervising the nursing services and other staff under her control.
3. She is responsible for over-all checking, supervision of the cleanliness of the ward in charges.
4. She will maintain duty register of the staff working during wait and night hours and report any absentees privilege leaves to the Matron/Assistant Matron in the wards,

She will maintain vital statistics (death and birth) record of wards.

6. In absence of a Nurse she will perform all the duties of the Nurse.
7. She will ensure that the investigation reports are received from the Laboratory, X-Ray Department etc. in time. She will also look into the fact that all such reports are attached with the bed-head tickets of the patients.
8. She will attend :
 - (a) well-baby clinic.
 - (b) family planning work.
 - (c) post-partum programme.
9. Sisters Incharge of Laboratory Room/Theatre are responsible for compounder-cum-nurse and Theatre Assistant respectively.
10. She will maintain the weekly work done statements of all the staff working under her such as Nurse, Khidmatgar, Electrician, Gardener, Carpenter, Tailor, Barber, Plumber, Dhobies, Hall Porter, Stewards, Sweepers etc. and report the same to the Assistant Matron/Matron.
11. She should attend emergencies cases in particular and other cases in general. She should classify the patients of the ward as Dangerously ill (DI) Seriously ill (SI) and Ordinary ill (OI).
12. She should report prognosis of the patient as required under the advice of the doctor.

13. She should prepare the patients for examination of the doctor. (60)
14. In casualty she should maintain a well-equipped resuscitation room.
15. Report to the doctor about any medico-legal case admitted in the ward.
16. Any other duties assigned by the Medical Officer/Matron/Asstt. Matron from time to time.

72. ASSISTANT MATRON

1. She will work under the Medical Supdt./Matron.
2. She will check and supervise the work of Nursing Staff as mentioned at serial No. 70 and 71 above.
3. She will take round of the Institution alongwith Medical Superintendent/Matron both indoor and outdoor daily.
4. She should check the following records of the wards (a) temperature chart (b) report book (c) sponge book (d) round book (e) lab. book (f) Nurses daily drug report book.
5. She should check the linen, bedding, patients suits and other nursing equipments are available in the wards and in case of any shortage should be brought to the notice of the immediate officer.
6. She has to make regular rounds of the Hospital wards and Department and seriously ill patients.

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Get the wards etc. cleaned properly so that the environments is suitable for the patients.

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8. She should prepare duty roster of the staff working under her and keep ensure that wait and night duty services are provided to the patients in the wards.
9. To attend the emergency call of hospital and nursing hostel.
10. To take off duty rounds of the hospital, check the staff members on duty.
11. To escort special visitors etc. arrange and participate in professional and extra curricular activities.
12. Regular dressing and hygiene check-up and inspection of difference wards on different days.
13. Attend patients in occupational and recreational Deptt. for observational purposes.
14. To instruct new staff members in their duties and periodically to refresh the memory those already in service with regard to their task.
15. To organize teaching and training activities for staff members under her in the form of orientation or refresher courses e.g. First Aid, Good Nursing Care etc.
16. Apart from supervising the tasks of staff-members under her control, she will undertake herself tasks that may be delegated from time to time or assigned

to her by the Supdt./Matron and report their performance periodically.

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73. THEATRE ASSISTANT

1. He will work under the Medical Officer/Surgeon working in the theatre.
2. He will assist the Surgeon in operation work.
3. He is responsible for keeping all instruments duly sterilized and in working order.
4. He will keep the theatre neat, tidy and aseptic.
5. He will maintain proper records of the theatre articles, instruments, drugs etc.
6. He will keep the linen articles required for operation always in stock duly sterilized.
7. He will prepare and arrange the equipments duly sterilized according to the operation list.
8. He is responsible to see whether all pre-operative measures of the patients have been observed and done completely.
9. He should keep ready drugs and instruments, bandages and other linen and dressing material to combat any emergency.
10. He will also maintain record of both minor and major operation performed and submit the same to the higher authorities weekly/monthly.