

	TITLE: DUTIES OF STAFF NURSE	REV NO. 0	GRH TC- 25/2010
	NURSING PROTOCOLS	DATE: 01.07.2010	
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Staff Nurse has the following responsibilities.

SI No.	Area of activity	Type of activity	Remarks
1	IPD	For all activities	REFER NURSING CARE PROTOCOLS
2	OPD/CAMP DUTY	For all activities	REFER PATIENT CARE AND TREATMENT PROTOCOLS
3	Casualty	For all activities	REFER PATIENT CARE AND TREATMENT PROTOCOLS
4	OT	According to designation	Refer OPERATION THEATRE PROTOCOLS
5	CSSD	Manage as per protocol	Refer CSSD
6	Nursing duties not related to Patients	<ol style="list-style-type: none"> 1. Stock taking of consumables/inventory. 2. Check and verify the equipments/inventory for fitness of use. 3. Preparation of swabs (IV line and injections) for use in ward. 4. Sending the equipment on-call to casualty/wards with proper documentation – due slip. 5. Obtaining /verifying consent 6. Maintain ward hygiene by control on the house keeping 7. Supervising and delegating tasks to house keeping. 8. Disposal of biomedical waste as per regulations. 9. Inter-office communication (wards/OT/casualty) 10. Inform consultants about – consultations, references, and investigation reports. 11. Control visitors/by-standers by coordinating with security. 12. Preparing breakdown reports and following up on rectifications 13. Intimating the shift incoming about the ward on-goings. 14. Maintaining a handing over and charge register. 15. Participating in Continuing Medical education. 16. Maintaining all register pertaining to the functional area of function e.g. ward, OT, Casualty. 	

Documentation is of paramount importance in the functioning the SN. The entire relevant patient related data should be documented, in the prescribed formats available, in the likely event of the records being used as evidence in the court of law.