

❖ **Scope of Responsibilities:**

1. Need to attend to any patient (admission) immediately, to take a proper history of the patient (If he can give it on his own) or from his relative.
2. Examine the patient, Check any previous records, if available. Charts down all the details in the history sheet
3. Let the patient or his relative go through all the details and take his signature on the consent form for admission or any other procedures.
4. Inform the respective consultant about the admission follow his orders.
5. Instruct the nursing staff about the necessary orders to be carried out.
6. If there is a transfer in-patient from the ICU or any wards. Read the transfer summary carefully. See the patient and examine him thoroughly.
7. Inform the respective consultants and carry out their orders. Inform the nursing staff if any changes.
8. To go on rounds and examine individual patients. Inform the respective consultant/Registrars if any new findings. To enter the details of each and every patient in the ward module/HMIS
9. Attend rounds with the respective consultants and carry out the necessary changes in the order.
10. Help in data collection, analysis and implementation of appropriate corrective and preventive actions within the department for continuous quality improvement
11. Keep abreast with recent advances in Oncology care by attending scheduled internal training programs and external training programs
12. Collection, safe handling and care of specimens for routine investigations and diagnostic procedures
13. Safe handling and care of all equipment and instruments used in patient care
14. Ensure implementation of International Patient Safety Goals is always done
15. Continuous monitoring of patients and modifying plan of care as required
16. Perform and or assist for procedures as per privileging:
17. Insertion and care of peripheral lines and Central Venous Access
18. Assisting for all procedures performed in the ward
19. Monitoring of assigned patients and modification of plan of care as required
20. Preparing and transferring assigned patients for prescribed diagnostic, therapeutic and surgical procedures
21. Administration of blood and blood products transfusion
22. Administration of high-risk medications including narcotics and scheduled drugs
23. Management of complications related to treatment / procedures handling emergency situations
24. Patient and family education on Cancer awareness, early detection and prevention, management of medications, pain management, management of side effects of treatment, follow up and when and how to obtain emergency care

25. Perform other duties and responsibilities as assigned by the senior Team member / HOD/In-charge of the department
26. Maintain accurate documentation with respect to care of patients and activities of the department
27. Report all adverse events to the HOD/In-charge/ supervisor on duty as per organizational policy and procedure
28. Always ensuring strict adherence to organizational policies and procedures such as safety, infection control, BMW segregation & handling, disaster management, patient's rights etc.
29. Participate actively in Quality and Accreditation initiatives of the organization
30. Any other work assigned by the reporting manager on the request when required