

## Scope of Responsibilities

<b>Job Title: Staff Nurse – Nursing Dept.</b>	<b>Grade:</b>
Reporting Manager: Nursing Superintendent	

### ❖ **Key Accountability:**

1. Direct Patient Care Activities: Admission, transfer & discharge of patients
2. Initial admission Assessment followed by preparation of nursing care plan and reassessment of assigned patients as required with necessary modification in the plan of care
3. Collection, safe handling and care of specimens for routine investigations and diagnostic procedures
4. Safe handling and care of all equipment and instruments used in patient care
5. Ensure implementation of International Patient Safety Goals at all times
6. Continuous monitoring of patients and modifying plan of care as required
7. Perform and or assist for procedures as per privileging:
8. Insertion and care of peripheral lines and Central Venous Access
9. Assisting for all procedures performed in the ward
10. Monitoring of assigned patients and modification of plan of care as required
11. Preparing and transferring assigned patients for prescribed diagnostic, therapeutic and surgical procedures
12. Administration of blood and blood products transfusion
13. Administration of high risk medications including narcotics and scheduled drugs
14. Management of complications related to treatment / procedures handling emergency situation
15. 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
16. Perform other duties and responsibilities as assigned by the senior Team member / Nurse in charge of the department
17. Maintain accurate documentation with respect to care of patients and activities of the department
18. Report all adverse events to the nurse in charge/ supervisor on duty as per organizational policy and procedure
19. Assist patients, family and the health care team members as required
20. Ensure strict adherence to organizational policies and procedures at all times such as safety, infection control, BMW segregation & handling, disaster management, patient's rights etc.
21. Act as a guide and mentor to the assigned staff of the area and monitor their performance and identify individualized training needs
22. Ensure evidence based nursing practice through implementation of approved policies and procedures of the organization
23. Be a role model and promote high standards of care by demonstrating the ability to develop and empower the team

24. Prepare and submit reports on time to the in charge and shift supervisor
25. Initiate and take responsibility for the reporting of critical incidents and complaints and ensure implementation of appropriate corrective and preventive actions in conjunction with the Nurse in charge of the department
26. Assist the department In charge as required in managing beds, stock levels and accurate inventory of equipment and supplies to ensure cost effectiveness
27. Help in data collection, analysis and implementation of appropriate corrective and preventive actions within the department for continuous quality improvement
28. Keep abreast with recent advances in Oncology care by attending scheduled internal training programs and external training programs
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