

# TATA CANCER CARE FOUNDATION

## Job Description

<b>Job Title: Executive – Staff Nurse</b>	<b>Grade: 5B</b>
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<b>Brief Job Description:</b>
<p>The Tata Cancer Care Foundation (formerly known as Alamelu Charitable Foundation) has been set-up by Tata Trusts to implement the cancer care programme, based on the four pillars of <b>access, affordability, quality and awareness</b>. Since 2017, more than <b>20 facilities in six states- Andhra Pradesh, Assam, Jharkhand, Maharashtra, Uttar Pradesh and Karnataka</b> — have been developed and augmented through collaborations with state governments and like-minded organisations. TCCF runs a state-of-the-art Oncopathology Lab in Mumbai, which focuses on cancer diagnosis and upskilling pathologists. TCCF is committed to down-staging the impact of the disease by facilitating early detection by building <b>awareness, screening</b> and improving the quality of life of cancer patients and their families.</p>
<p><b>Reporting:</b> Nursing Superintendent  <b>Base Location:</b> Ranchi</p>

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 ICU .
10. Monitoring of assigned patients and modification of plan of care as required.

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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. Administration of special medications – inotropes, TPN etc.
15. Care of all critical patients – including and not limited to patients on ventilator, requiring resuscitation and or on continuous life support .
16. Management of complications related to treatment / procedures .
17. Handling emergency situations .
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18. 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 .
19. Perform other duties and responsibilities as assigned by the senior Team member / Nurse in charge of the department .
20. Accurate documentation with respect to care of patients and activities of the department .
21. Report all adverse events to the senior nurse /in charge on duty as per organizational policy and procedure .
22. Assist patients, family and the health care team members as required .
23. Keep abreast with recent advances in Oncology care by attending scheduled internal training programs and external training programs .
24. Participate actively in Quality and Accreditation initiatives of the organization .

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**This JD is not exhaustive in nature and may include other responsibilities from time to time as per the organizational requirements.**

Name of the employee :

Signature of the employee :

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**Regd. Office:** Adjacent to 33 KVA Substation, Alipiri to SV Zoo Park Road, Tirupati, Chittoor,  
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(Formerly known as Alamelu Charitable Foundation)