

**MTI - HAYATABAD MEDICAL COMPLEX**

Doc. No.

HMC-HRD-F-02

RECORD FORMAT

Version No.

00

JOB DESCRIPTION

Date

02-05-2022

JD No.	06-ENDO
Job Title	Head Nurse
Department	Diabetes & Endocrinology
Reporting To	Director Nursing

Job Overview	With broad knowledge of his/her area of specialty and hospital or healthcare administration including policies, procedures, and standard medical practices applicable to area of specialization. Thorough knowledge of medical and professional ethics. Demonstrated knowledge of theoretical, clinical and technical aspects in both ambulatory and hospital setting.
Duties & Responsibilities	<ul style="list-style-type: none">Performs nursing administrative functions common General Ward Nursing Unit either directly or by delegation to assigned service personnel.Contributes to the establishment of Nursing shared mission, vision, and objectives ensuring appropriate and timely communication to the staff under supervision.Solves problems relating to nursing care documenting it accordingly including in the running commentary, if it is involving nursing staff.Develops and maintains professional quality standards and makes recommendations for improvement of such standards.Recommends educational activities for nursing staff in General Ward Nursing Unit.Supports and participates in hospital-wide quality management and safety plans by strictly enforcing hospital's policies, procedures, rules and regulations.Communicates with subordinates, other healthcare team members, and clients in professional manner.Conducts unit orientation for newly hired nurses received in the unit and evaluates assigned staff without bias at least annually and periodically as required.Keeps informed of current developments in the field of General Ward Nursing services and keeps the staff up-to-date of procedures through group discussions, lectures, and in-service training.Collaborates with other departmental personnel in planning programs integrating the curative and preventive aspects of total patient care. Is responsible for the operation of approved curative-preventive programs as they relate to General Ward Nursing Unit.Determines requirements and actions to assure availability of special equipment, drugs and supplies per the approval of Director Nursing Request's supplies and other required resources ensuring appropriate and efficient utilization avoiding wastage and ensures that staffs are knowledgeable on the proper operation, cleaning and disinfection of equipment.Plans and maintains master work schedules necessary for required performance of all nurses and support services staff assigned in General Ward Nursing Unit including leaves of absence, vacations, holiday, weekend and emergency on call schedules, and computation of off and overtime balances at the end of the month.Works with doctors on problems affecting nursing service to patients under care of treating doctors.Assesses the situation of General Ward Nursing Unit equally distributing patient assignments to nurses according to skills and workloads.Ensures patient safety at all times and sees to it that problems presented are attended in timely manner, properly documented, and reported to the Nursing Management according to the proper channels of communication.

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	<ul style="list-style-type: none"> Counter-checks patients' files to ensure that doctors' orders are carried-out properly and documentations are done by the assigned nurses and that patients are charged accordingly. Coordinates with allied department as necessary regarding patient's conditions and emergency of care. Reports to the Director nursing and Nursing Supervisors all significant occurrences in the unit.
Job Requirements / Hiring Criteria	<ul style="list-style-type: none"> Registered "A" Grade Nurse Registered Midwife or in the case of male Nurse, training and specialized post basic course BSc or Post RN.
Related Experience	<ul style="list-style-type: none"> 12 years practical experience.
Skills & Competencies	<ul style="list-style-type: none"> Performing ward rounds, regular duty roaster, emergency roaster, ward management, and maintenance. Facilitate patient and staff of the unit.
Working Environment	<ul style="list-style-type: none"> Basic Equipment for nursing care and equipment specific to General Ward. Ability of critical thinking, excellent managerial, communication, clinical skills. Ability to prioritize tasks and good leadership skills Must have good health and grooming, ability to move intermittently throughout the work day. Must be able to cope with the mental and emotional stress of the position.
Physical Effort	<ul style="list-style-type: none"> Work in flexible and in routine working schedule, ability to Transport /position patients ward items Identify /handling of environment hazardous Communicates /exchange information regarding patient and ward issues.

	Name	Designation	Date	Signature
Prepared by	Ms. Naeema	Head Nurse	16.04.2025	
Reviewed by	Dr. Ashfaq Ali	PMO	16.04.2025	
Approved by	Dr. Tahir Ghaffar	Chairman	16.04.2025	

Acknowledgment:

I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department

Employee:	Date: 16.04.2025
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