

Secretary to the Nursing Department (Service and Education)

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

To fulfil the above objectives TMC invites applications for the position of:

Secretary to the the nursing department (service and education)

Qualification – Minimum Graduate

Desired Qualification - Sound knowledge of basic office software (including word, excel, powerpoint, etc.), familiarity with computer operations including email communications in English.

Experience – Minimum one year of experience in the same capacity.

Job Description:

Education-

- Assist in the online counselling and admission procedures of M.Sc. Nursing students.
- Giving reminder to the M.Sc. Nursing Students for submission of course fees and Hostel fees wherever applicable and Maintenance of register of the same.
- Communication and maintaining liaisons with various affiliating bodies.
- Preparing all registers to maintain regular records for all nursing educational programme, workshops, conferences, clinical attendance and internal assessment.
- Maintaining student's health records, cumulative records, clinical attendance records, academic records.
- Maintaining accounts of equipment, books purchased for nursing academic requirements.
- Maintaining Student's leave records and student's file.
- Indent process for stationary, and day to day items and maintain stock registers.
- Assisting in making all arrangements for Inspections, M.Sc. Nursing Examinations, regular in-service educational programme and college programme. As well as promotional and confirmation test of nurses.
- Uploading data and documents in INC portal, WBNC Portal and West Bengal University of Health sciences portal for yearly affiliation of M.Sc. Nursing Course and also in response to some non-compliance.

- Uploading and updating the data on AISHE portal from time to time as asked and informed by AISHE Department
- Typing of class schedules, official letters, clinical rotation plan etc.
- Taking and compilation of all records of feedback, learning needs from Nurses in every three month's interval.
- Any other jobs arising and giving from nursing academics.

Service

- Checking master attendance Register daily.
- Maintaining the leave record of nursing personnel in co-ordination with nursing administration.
- Preparing duty roster in excel sheets for evening, night supers, Sunday and holiday roster.
- Updating nursing manpower status regularly. Updating nursing personnel data base.
- Indents for daily items required for nursing department.
- Reciprocal registration processing from nursing council, for out station staff.
- Maintaining the attendance register monthly.
- Assist in collecting and tabulating patient feedback forms
- Preparing CPR test list, confirmation list from time to time
- Preparing Nursing quality indicator graphs with data provided by nursing administration
- Assisting in making arrangements during workshops, seminars, programs and functions arranged by the department from time to time.
- Processing the issuing of uniforms/ shoes to new recruits
- Giving physical orientation of hospitals for the new joining
- Assisting in arrangement for interviews of recruitment process

***For more details and application forms, please log on to our website today:
www.tmckolkata.com**

Please Email or Post applications by 15th April 2023 to:

Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata – 700160; Email – suvashish.mukherjee@tmckolkata.com