

Job position : Shift In Charge

Tata Medical Center (TMC), Kolkata is a state-of-the-art tertiary Comprehensive Cancer Care Center established to serve the needs of society in the eastern part of India. It is a philanthropic initiative from the House of Tata. Its mission is to promote Prevention, Early Diagnosis, Treatment, Rehabilitation and Palliation and Research for cancer patients.

The Hospital, with a current capacity of **437 beds** serves all sections of the Society. 50% of the beds are earmarked for free or subsidized treatment for the underprivileged sections of society. The Institution's objective is to excel in service, education and research.

To fulfill the above objectives and in order to provide world class services to its patients, TMC invites applications for the position of Shift in Charge.

Job Summary: Critical care nurses use their advanced skills for providing nursing care to patients who are critically ill and at high risk for life-threatening health problems and responding to life saving situations using nursing standards and protocol for treatment.

This role focuses on the provision of direct care to people in an outpatient or clinic environment. Assess needs, plan, implement and evaluate evidence-based nursing care. Provide healthcare advice through educating patients, carers and families. Carry out clinical nursing procedures. Work collaboratively with other members of the health and social care team.

A Nursing Personnel becomes responsible for the well-being of the patient and their family when he is under the nurse's care.

Qualification: MSc Nursing / B Sc Nursing / GNM Nursing

Experience: Minimum 3 + years post BSc Nursing / 4 years Post GNM / 2 years Post Basic experience in an 200 beds reputed hospital

Job Responsibilities:

The Staff Nurse is the first level professional Nurse in the hospital set up. She will be skilled nurse, giving expert bed side care to patient and executing special technical duties in the special areas like operation theatres, intensive care unit, highly dependent unit etc. She also act as 'de facto' sister as and when situation arises in the ward or department.

Clinical responsibilities.

- Take detailed hand over of all clients in the unit from previous shift in charge.
- Meet each patient and find out their progress and current status.
- Guide staff nurses/ Shift In-charges in accurate assessment, priority identification of nursing diagnosis, plan of care.
- Facilitate effective implementation of care to each patient & help the staff in crisis and those with heavy work load.
- Supervise documentation of all nursing records for accuracy, legibility and countersigns.
- Ensure patient safety.
- Ensure implementation of Infection control practices.
- Identify impending crisis, initiate life saving measures, and prevent life threatening situations.
- Seek opportunities to remain clinically competent.
- Take up patient allocations as and when required.

Administrative Responsibilities

- Ensure adequate staffing in the unit and appropriate allocation of nurse patient ratios.
 - Ensure adequate availability of properly functioning equipment.
 - Check crash cart & other capital items in the unit.
 - Carry out Ward In charge duties in their absence.
 - Supervise nursing staff and housekeeping staff for effective infection control practice.
 - Be an effective clinically competent role model to nurses.
 - Take up responsibilities of evening and night supervisor in rotation.
- **Direct Patient Care Activities:**
 - Initial Assessment followed by reassessment of patients as & when required
 - Prescribed chemotherapy medication & other medication administration through all routes
 - IV cannulation, administration of drugs and fluids, Blood and blood products transfusion.
 - Care of advanced invasive lines like Central venous access devices, Arterial lines, PICC lines and Hickman Catheters, Chemo ports etc.
 - Assisting medical personnel in performing advanced procedures like Lumbar puncture, Bone Marrow aspiration.
 - Collection of specimens for investigations or cultures or laboratory tests, sending the same to the labs.

- Handling different bio-medical equipment.
- Hand over & take-over in between the shifts
- Advocating on behalf of the patient and family to ensure their needs are met, rights are respected.
- **Infection Control Activities.**
 - Adhere to all protocols and standards of the HCO to prevent infection.
 - Follow and maintain documents for prevention of VAP, SSI, CLABSI, BSI and CAUTI.
- **Indirect Care**
 - Accompany for rounds of Nursing administration and supervisors.
 - Indent of consumable and other patient related articles or equipment through computer.
 - Care and maintenance of equipment used in daily patient care activities.
 - Inventory checking and reporting
 - Checking and updating of Crash Cart.
 - Documentation.
 - Incident reporting, Code blue CPR chart, Blood transfusion Reaction forms and others.
 - Housekeeping activities, supervision of HSK staff, linen management, segregation, isolation precautions, unit cleanliness etc.
- **Educational activities.**
 - Actively involved in acting as preceptor to novice nurses/ shift in-charges.
 - Keep self-updated with clinical competencies, current best practices information from nursing journals and latest edition books.
 - Regularly visit the library for reading journals.
 - Participate in conducting & acting as an expert in education, clinical round, demonstration.
 - Implement evidence based practice in patient care.
 - Plan for Client education using both formal and informal health education technologies, and motivate staff to do the same.
 - To be involved in research activities.
 - Initiate personal development plans for all grades of staff regarding education/ demonstration/ health talk in conjunction with the Nurse Educator.
 - Update skills of BLS, ACLS annually. Knowledge update by use of library, intranet.
 - Updating knowledge of fire safety, disaster, infection aspects.

- Being aware of patient's rights and responsibilities.
- Being aware of employee's rights and responsibilities.
- Attending special workshops, conferences, seminars as deputed in or outside the organization or state or country.

Knowledge & Skill

1. Professional & ethical practice
2. Holistic approaches to care and the integration of knowledge
3. Interpersonal relationships
4. Organization and management of care
5. Personnel and professional development

Desirable Attributes : Computer Literate

Personal Attributes:

- Show mutual respect - positively contributing to the good of the department.
- Able to communicate effectively with all staff, patients, or families
- Ability to delegate Good health, physically strong and tidy presentation
- Keen to learn and develop new skills. Have a commitment to quality
- Dedicated team player.
- Show a caring but professional manner in all aspects of work.
- Flexible and adaptable Able to prioritise work requirements.

For more details about the job positions, qualifications, eligibility and application forms, please log on to our website today: www.tmckolkata.com

Interested candidates may email or post applications **by 30th September 2019**

To:

Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW),

New Town, Kolkata – 700156. Email – suvashish.mukherjee@tmckolkata.com.

XXXX