



Job position : Staff Nurse

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 Staff Nurse.

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

Qualification: B Sc Nursing / GNM Nursing

Experience: Fresh BSc Nursing / GNM Nursing. Students appeared for final examination are also eligible to apply.

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.

- **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.

- **Area Specific Special Care**

- Assisting in different procedures of Hematology, GI, Gynae, Urology, Plastic, Head & neck Department.
- Handling stomas of different types
- Phlebotomy & blood collection(Blood Bank)
- Injecting contrast for different procedures & knowledge of PPE for working in Radiotherapy Unit

- **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.**
 - Ensure patient and family education on all relevant aspects of health care.
 - Infection prevention aspects.
 - Rehabilitation aspects.
 - Self-care aspects.
 - Home care aspects.
 - Food and drug interactions.
 - Nutritional aspects.
 - Disease and prognosis in liaison with medical team.
 - Pain management at home.
 - Follow up care and seeking emergency help.
 - Discharge teaching and medication advise.
 - Attend In-service classes.
 - 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

Competency:

- **Essential Attributes**: Staff nurses must be qualified RNRM (Registered Nurse, Registered Midwife), registered under the state from which they qualified and obtaining reciprocal registration in the state where they currently work.
- **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.

A staff nurse is responsible to follow all the rules and regulations of the Organization and abide by the laid down policies and protocols

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.

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