

## **Job position : PICU- Ward 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 **Ward In Charge- Pediatric Intensive Care Unit (PICU)** .

**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. To provide continuous quality care leadership of a designated area by effective utilization of staff and resources

This role focuses on the provision of direct care to people. 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.

### **Key Results:**

- Provide and maintain effective management and leadership promoting a high standard of safely delivered evidence based clinical care.
- Create and maintain effective communication within the multidisciplinary team and facilitating all aspects of patient care while working in partnership with patients and families.
- Act as lead practitioner for specific speciality / specialities coordinating staff, resources and management skills in an efficient manner whilst providing expert skilled assistance



**Qualification:** MSc Nursing / B Sc Nursing / GNM Nursing

**Experience:** Minimum 8 + years post BSc Nursing / 9 years post GNM / 7 years Post Basic with experience in **PICU in a 200 beds** reputed hospital.

**Job Responsibilities:**

To provide continuous quality care leadership of a designated area by effective utilization of staff and resources. Provide and maintain effective management and leadership promoting a high standard of safely delivered evidence based clinical care Create and maintain effective communication within the multi-disciplinary team and facilitating all aspects of patient care while working in partnership with patients and families.

Act as lead practitioner for specific speciality/specialities co-ordinating staff, resources and management skills in an efficient manner whilst providing expert skilled assistance.

**Management**

- To be able to manage own workload along with that of others, by ensuring appropriate delegation of their skills and capabilities.
- Take responsibility for the initial informal management of sickness, absence and discipline, ensuring all departmental and hospital policies and guidelines are adhered to.
- To be proficient and up to date with nursing procedures, leading to an improvement in patient care developed through the use of evidence based practice.
- Manage the daily ward routine ensuring effective time management.
- Define levels of responsibility and role boundaries of junior staff, providing adequate opportunities for them to develop their role.
- Improve service provided by updating and implementing new practices and products in accordance with departmental guidelines and in conjunction with the Nursing Supervisor.
- To initiate and take responsibility for the reporting of critical incidents and complaints, ensuring action is taken and the process is communicated appropriately in conjunction with the Nursing Supervisor / Clinical Nurse Specialist.



- Demonstrate the ability to contribute to and challenge current practice, by actively promoting change, along with acting as a change agent where required Manage ordering and stock levels, along with maintaining accurate inventories..
- Prepare staff duty rosters.
- Take up responsibility of morning, evening & night nursing supervisor in rotation.
- Be actively involved in the retention process, promoting high staff morale by inspiring a shared vision and common goal.
- Participate in the improvement of standards by conducting regular nursing audits.
- Promote and practice effective forms of communication between the patient, their family and all other healthcare professionals.
- Participate in and manage team meetings, promoting and maintaining effective communications between all staff members, departmental, and externally.
- Have the ability to interpret and act appropriately when receiving information in any format.

### **Clinical Professional Responsibilities**

- Ensure all equipment and resources are available to perform procedures according to the individual needs of the patient.
- Participate as a specialist practitioner with regard to patient care, carrying out safety checks in accordance with nursing standards.
- Demonstrate expert knowledge and skills in use of equipment updating and implementing new practices in conjunction with Nursing Supervisor / Clinical Nurse Specialist.
- To lead, delegate and liaise with all members of the multidisciplinary team ensuring appropriate skill levels and experience are available to ensure a safe patient journey through the department.
- Ensure policies / protocols are updated, monitored and maintained with regard to continually improving patient care in conjunction with Nursing Administration for Education and Training.
- Be responsible for safe handling and storage of all drugs in accordance with departmental and Hospital policies.
- Promote high standards of care by demonstrating the ability to develop and empower the team, along with acting as a role model at all times.
- Ensure all cleaning and maintenance is undertaken on a daily and as required basis.
- Ensure all faults are reported and rectified effectively and efficiently.
- Identify and act upon risks using the risk management process.



- To maintain standards of infection control within the ward area and during clinical care and to assist patients to maintain their own infection control needs.

### **Communication**

- Ensure that identified lines of communication are maintained with patients, colleagues and external agencies to demonstrate politeness, courtesy and sensitivity promoting the corporate image of the Institution.
- Be actively involved in team meetings and facilitate own team meetings and inter team meetings to ensure flexible working and service provisions. Provide and circulate minutes and all relating documents.
- Play an integral role in ensuring that all team members are aware of local and general
- Health & Safety matters which arise including patient safety issues.
- Provide and organise support through the means of clinical supervision in accordance with Nursing Administration.
- Demonstrate the ability to be able to motivate and persuade others through advanced communication skills.

### **Clinical Governance**

- Ensure systems are in place so that all staff are aware of and work in accordance with legislation and Hospital policies pertaining to Health and Safety, and infection control.
- Ensure that proficient risk assessment and reporting is being undertaken at all levels and lessons are learned and implemented taking account of valid new evidence.
- Assisting and investigating verbal and written complaints and staff grievances followed by action, planning and publishing lessons learned where appropriate.

### **Education and Training**

- Attend in-service program appropriate to the grade.
- Initiate Personal Development Plans for all grades of staff ensuring appropriate staff personal development in conjunction with the Nurse Educator.
- Attend mandatory training in accordance with company policies.
- Participate as a clinical expert in the education and training of all grades of staff, within the multidisciplinary team, in accordance with their individual objectives, promoting life long learning.
- To be involved in the initiation of research relevant to specialty / specialties.



- Demonstrate a working knowledge of and work within the Code of Professional Conduct.
- Demonstrate continuing knowledge and skill development within specialty /specialties providing enhanced and improved standards of patient care.

### **Performance Assessment**

- To undergo an annual performance assessment and agree a personal development plan with the Nursing Supervisor which will ensure that the objectives of the individual, the team and the Institution are achieved.
- Perform staff appraisals whenever appropriate.
- Appraise shift in-charges & other nurses.
- Ensure systems are in place so that all staff are aware of and work in accordance with legislation and Hospital policies pertaining to Health and Safety, and infection control.
- Ensure that proficient risk assessment and reporting is being undertaken at all levels and lessons are learnt and implemented taking account of valid new evidence.
- Assisting and investigating verbal and written complaints and staff grievances followed by action, planning and publishing lessons learnt where appropriate.

### **Education and Training**

- Attend in-service program appropriate to the grade.
- Initiate Personal Development Plans for all grades of staff ensuring appropriate staff personal development in conjunction with the Nurse Educator..
- Attend mandatory training in accordance with company policies.
- Participate as a clinical expert in the education and training of all grades of staff, within the multidisciplinary team, in accordance with their individual objectives, promoting life long learning.
- To be involved in the initiation of research relevant to specialty / specialties.
- Demonstrate a working knowledge of and work within the Code of Professional Conduct.
- Demonstrate continuing knowledge and skill development within specialty /specialties providing enhanced and improved standards of patient care.



### Performance Assessment

- To undergo an annual performance assessment and agree a personal development plan with the Nursing Supervisor which will ensure that the objectives of the individual, the team and the Institution are achieved.
- Perform staff appraisals whenever appropriate.
- Appraise shift in charges & other nurses.

### 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](http://www.tmckolkata.com)

Interested candidates may email or post applications **by 30<sup>th</sup> September 2019** to Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW) New Town, Kolkata – 700156. Email : [\*\*suvashish.mukherjee@tmckolkata.com\*\*](mailto:suvashish.mukherjee@tmckolkata.com)

XXXXX