



Assistant Nursing Superintendent(ANS)

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 nos. 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 Assistant Nursing Superintendent.

Job Summary: Assistant Nursing Superintendent(ANS) is responsible for developing and supervising nursing services of a department or a floor consisting of two or more wards or units managed by the ward supervisors. These units include general wards, critical care units, operation theatres, CSSD, outpatient departments, diagnostic departments. ANS is responsible to the Nursing Superintendent and Deputy Nursing Superintendent

Qualification: M Sc/ B Sc Nursing or Equivalent

Experience: Minimum 12 years post M Sc (N) or 14 years post B Sc (N) experience in Nursing Administration and teaching on a 200 bedded reputed hospital

Brief Job Responsibilities

Patient Care and Ward Management:

- Organizes and plans nursing care activities of the department according to hospital policies and service needs.
- Plans staffing pattern and other necessary requirements for the department.
- Compiles and submits nursing statistics to the concerned authorities
- Conducts and attends to departmental and interdepartmental meetings time to time.
- Makes regular rounds of the department
- Sees to the general safety and cleanliness of the department
- Looks into the general comforts and needs of the patients and their families
- Receives the night report of the department

- Evaluates nature and quantum of care required in each ward
- Makes rotation plan for nursing staff within their jurisdiction
- Plans ward management with the ward supervisors
- Reinforces the principles of good ward management in each ward
- Helps supervisors to procure their ward supplies
- Supervises the proper use of and care of the equipments and supplies in the department
- Ensures highest standards of care is provided to clients under their care.
- Acts as a Public relations officer of the unit and deals with problems faced by the wad supervisor with staff, health support staff, families and clients.
- Keeps the Nursing Administration office informed of the needs of the units under them and any special problems.

Educational Functions:

- Will actively conduct MSc Nursing Classes.
- Arrange classes and clinical teaching of nursing staff in the department related to oncology specialty
- Implement ward teaching program and clinical demonstrations for newly recruited staff
- Does counseling and guidance to staff
- Arrange and conducts staff developmental programs.
- Is responsible for the performance appraisals of ward supervisors and ward incharges under them, and review of appraisals of staff nurses and shift in charges done by the ward supervisors/ in charges
- Strive to keep self-updated with current knowledge and best practices implemented worldwide through journals, net surfing, attending journal presentations.
- Attend conferences and workshops of interest as speaker or participant as and when opportunities arise or directed by administration.

General:

- Escorts the NS, DNS, other senior persons, visitors in the department
- Participates and ensures active staff participation in institutional programs, educational and recreational activities.
- Liasons between nursing and other departments
- Carries out any other duties as assigned by the Nursing Administration office.

DESIRABLE COMPETENCIES:

- High Emotional Quotient
- Research minded
- Clinical competence
- Effective, assertive and politically appropriate communication skills
- Good listening skills
- Leads by example.

***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 15th September 2019 to:

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

Please email or Post Your Applications by 15th September 2019