

**Term of Reference**

1. **Job Title:** Staff Nurse
2. **Level/Step:** Five
3. **Duty Station:** Siddhartha Children and Women Hospital, Butwal
4. **Start Date:** 2075/04/21

**5. Background information:**

Please read in AMDA Nepal's website [www.amda.org.np](http://www.amda.org.np), orientation/induction pack, brochure and other materials for detail information.

**6. Job Purpose:**

- a. Responsible to provide direct nursing care.
- b. Assist to sister in ward management, supervises ANM and Co-worker, given health education to patients/relatives.

**7. Major Responsibilities and Duties:****A. Clinical Management**

- i. Arrives in time and takes hand over of patient bed to bed.
- ii. Carries out assigned job given by sister/word in-charge.
- iii. Plans and provides the basic care according to the priority needs of the patients.
- iv. Prepares and takes round with Doctor.
- v. Carries out instructions appropriately.
- vi. Collection of specimens, investigation and medications.
- vii. Help in maintaining personal hygiene of patient.
- viii. Gives medicine and injection with correct procedure.
- ix. Takes responsibility of admission and discharge of patient.
- x. Conducts and manages safe delivery and does episiotomy if needed.

**B. Record, Liaison and Coordination**

- i. Keeps adequate supplies and does inventory regularly.
- ii. Keeps custody of drug and maintains record of its administration.
- iii. Take hand over and checks all emergency drugs and equipment in each shift.
- iv. Takes special attention about police case and absconded clients.
- v. Creates safe environment to prevents accidents in the ward.
- vi. Practice infection prevention activities.
- vii. Responsible to ward clean and tidy

**C. Educational Activities**

- i. Plan and provides health education to subordinate patients and relatives.
- ii. Participates in in-service education program.
- iii. Helps students in clinical learning activities.
- iv. Helps and participate in evaluation of teaching learning activities and health educational program.

**D. Communication Activities**

- i. Gives orientation to patient and relatives about physical facilities, policy, rules and regulation of the hospital.
- ii. Participates in pre and post conference in her unit.
- iii. Maintains good interpersonal relationship with patient's relatives, sister colleagues, co-

- workers and other department all staff.
- iv. Report any incident to concerned person.
- v. Provides psychological support to patient and visitor.
- vi. Counsels the junior staff, students, patient, visitor when needed.

**8. Person specification**

- a. Proficiency Certificate Level Nursing passed with respective council registration.
- b. Demonstrate leadership and teamwork skills
- c. Has logical planning and problem solving skills
- d. General computer knowledge.
- e. Willing and able to work long hours in fairly demanding conditions.

**9. Terms and condition of employment**

- a. Initial one-year contract (renewable as per the need and performance)
- b. Salary and other benefits (as per rule)
- c. Probation period: one year
- d. The Job description is tentative and may change as required.
- e. ToR will be revised as per need.