

Government of West Bengal
Directorate of Health Services
Nursing Branch, Wing – 'A' 1st Floor,
Swasthya Bhawan,
GN – 29, Sector – V
Salt Lake city, Kolkata – 700 091

No/HNG/6M-7-2013/742

Dated – 29/05/2013

The undersigned is directed to Circulate the Revised job responsibilities of different categories of nursing personnel under WBNS, Department of Health & Family Welfare Department, Govt. of West Bengal according to annexure – I, II, III, & IV.

These will take immediate effect.

Enclosed :-

For
29/5/2013
Dy. Director of Health Services
(Nursing), West Bengal

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|--------------|----|----------------------------------|
| Annexure I | :- | Nursing Superintendent |
| Annexure II | :- | Dy. Nursing Superintendent |
| Annexure III | :- | Ward Sister / Sister-in-charge |
| Annexure IV | :- | Staff Nurse |
| Annexure XII | :- | Nurse Practitioner in midwifery. |

ANNEXURE - I

Government of West Bengal
Directorate of Health Services
Nursing Branch, Wing-A, 1st Floor,
Swasthya Bhawan
Block-GN-29, Sector-V, Salt Lake, Kolkata – 700 091.

Administrative Instruction

DUTIES AND RESPONSIBILITIES OF NURSING SUPERINTENDENT

The Nursing Superintendent is expected to work independently in connection with the Nursing administration of the institution, in the most effective way. She will act as the Liaison Officer between the Institution concerned and the Directorate of Health Services and other Nursing Officer of other Institution. Local authority will ensure that she will have a separate well equipped office including telephone facilities with Fax, computer with internet connection, dealing clerk (U.D.-1 & L.D.-1), office Peon & Group-D in each shift for smooth running of her work.

IN RESPECT OF NURSING ADMINISTRATION, MANAGEMENT AND SUPERVISION.

1. She will participate in the formulation of the philosophy of the hospital specific to the nursing services.
2. She will formulate goals and objectives and participate in formation of policies of the nursing services of the concern hospital.
3. She will implement hospital policies and rules for better health services to the patients.
4. She will make plan for placement of nursing staff including sister-in-charge, staff nurse, students in different units, their rotation plan, and maintain a satisfactory schedule.
5. She will recommend personnel requirement and material requirements.
6. She will review the census and daily reports of hospital and report to the higher authority accordingly.

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- 7. She will make regular hospital round individually and with Hospital Superintendent as well as with various hospital committees to ensure the quality of patient care services.**
- 8. She will responsible for making nursing audit and take necessary action accordingly.**
- 9. She will supervise various stocks of wards for keeping the stock position up to- date with the help of Dy. Nursing Superintendent and sister- in-charge.**
- 10. She will take initiative and participate actively in condemnation of articles of the hospital.**
- 11. She shall be responsible to ensure issuance of show cause notice to all nurses remaining on unauthorized absent and long absent and disobey the authority.**
- 12. She will prepare ACR / OPR of all nursing staff working under her regularly and forward to the Nursing Directorate when ever asked for.**
- 13. She will be responsible to prepare working statement of all nursing personnel and co-ordinate with hospital authority.**
- 14. She will maintain various record registers such as cumulative record, leave record, attendance register, explanation letter file, grievance file of nursing services, performance appraisal, health record, report of serious patients, census book (daily, monthly & yearly) etc.**
- 15. She will take action of all disciplinary problems when her Dy. Nursing Superintendent or other subordinate staff in difficult to handle.**
- 16. She will prepare the budget proposal for the nursing services department.**
- 17. She will keep herself apprised of the hospital condition and will be aware of any special patient of significant diagnosis and needing special care.**
- 18. She will investigate the problem as asked by higher authority.**
- 19. She will responsible for sending the names of various nursing professionals to the Nursing Directorate for making gradation list.**

IN RESPECT OF MAKING LIAISON

- 1. She will be a member of various Hospital Committees like Diet Committee, Purchases Committee, Disaster Management Committee, Infection control Committee, Rogi Kalyan Samity, Condemnation Committee, Enquiry Committee, College Council Committee, Quarter Committee etc and participate in all developmental planning for the hospital.**
- 2. She will keep communication with the head of the institution, Nursing Directorate, College of Nursing if any and other category of Staff for smooth hospital management.**
- 3. She will maintain inter departmental communication & act as a liaison officer between Bio-waste management System operator, Rogi Sahayak Kendra, Diet contractor, Linen contractor etc to run the hospital smoothly.**
- 4. She will hold periodical meeting with the hospital administrators and nursing staff to make the nursing administration effective.**

IN RESPECT OF PATIENT CARE.

- 1. She will observe and take active part for maintaining cleanliness of the wards, with the help of ward master, Asst. Superintendent, Deputy Nursing Superintendent and Ward sister.**
- 2. She will enquire regarding presence of Gr. D, presence of nurses, light & ventilation, any sound pollution, safety security of the patient, fire extinguisher, presence of security personnel etc. during her every day round.**
- 3. She will formulate the standard protocol, enforce for implementation of the standard by encouraging the unit in charge to supervise the maintenance of developed standard, review the standard periodically for quality patient care and maintaining clean, orderly and safe environment.**
- 4. She will ensure regular supply of articles and equipments for proper nursing care to the patients and be vigilant about proper utilization of hospital properties.**

- 5. She will initiate and encourage the staff to implement the modern technology for the patient care.**
- 6. She will supervise the maintenance of various records such as admission register, discharge register, Log Book, Hospital Report and Census, various nurses notes, TPR Chart, Intake & output chart etc. of the unit.**
- 7. She will check and ensure the proper patient's diet as a member of diet committee and also to visit the hospital kitchen periodically.**
- 8. She will supervise the waste management, infection control and safety measures (Universal/Standard precaution) of the hospital.**

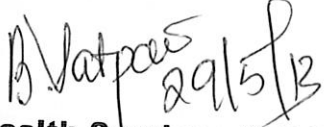
IN RESPECT OF STAFF DEVELOPMENT AND WELFARE OF THE NURSING STAFF :

- 1. She will be responsible to plan, organize, conduct and actively participate in in-service and continuing education programme like –**
 - Orientation & induction programme of newly posted staff .**
 - Participate in seminars workshops directly.**
 - Select the participants for any workshop and keep records up to-date.**
 - Encourage the nursing personnel to go for higher studies.**
- 2. She will counsel the subordinate staff in problem and provide guidance.**
- 3. She should ensure the comfortable physical facilities of the nursing staff in wards and guide them as far as practicable.**
- 4. She will ensure periodical health check up of all nursing personnel, working in the hospital, maintain health records and take action for sick nurses.**
- 5. She will arrange nurses' sick room in the hospital for the sick nurses.**
- 6. She shall encourage recreational programme for nurses and actively participate in all recreational, social and professional activities.**

- 7. She will visit the nurses' hostel periodically for smooth running the hostel & mess.**
- 8. She will submit proposal for expansion and construction of nurses hostel as and when necessary.**
- 9. She will ensure that all nursing staff are in tidy, clean uniform and maintain professional etiquette.**

NURSING EDUCATION AND RESEARCH :

- 1. She will participate in students' selection and recruitment.**
- 2. She will be involved in planning, implementation and evaluation of the curriculum.**
- 3. She will keep herself apprised of the teaching programme attached to her institute.**
- 4. She will initiate new projects/ study/ evidence based research for professional growth and submit the proposal to Nursing Directorate.**


**Director of Health Services & E.O.S,
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ANNEXURE - II

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Administrative Instruction

DUTIES & RESPONSIBILITIES OF DY. NURSING SUPERINTENDENT :

Deputy Nursing Superintendent is second in command in the Nursing Administration of the hospital. She will be responsible for management and supervision of nursing services of the various department of the hospital. The units may be out patient department, special clinics, operation theatre, special therapy units etc. or of a small hospital. She will assist the Nursing Superintendent in all area of nursing activities, and act as Deputies in the absence of Nursing Superintendent.

DUTIES AND RESPONSIBILITIES IN RELATION TO NURSING ADMINISTRATION AND MANAGEMENT :

1. The Deputy Nursing Superintendent will assist the Nursing Superintendent in her office work.
2. She will deal with the matter which may be allotted to her and maintain official decorum.
3. She will be responsible for preparing master rotation of staff nurses subject to approval of Nursing Superintendent.
4. She will check and verify the duty roster of the Staff Nurses' prepared by Sister-in-charge, guided by Nursing Superintendent.
5. She will be responsible for making relief arrangement for sudden absence of nursing staff.
6. She will prepare roster of Sister-in-charge guided by Nursing Superintendent and submitted to Nursing Superintendent for approval.
7. She will make round in the hospital every day.

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- 8. She will be responsible to receive report from the night supervisor of the hospital and provide report to Nursing Superintendent.**
- 9. She will check attendance of staff Nurses every shift.**
- 10. She will be responsible for compile and submit nursing statistics to the concern authority.**
- 11. She will arrange staff meeting periodically and in need.**
- 12. She will maintain of records of staff statistics related to educational programme.**
- 13. She will maintain bio-data and cumulative record of all nursing personnel guided by Nursing Superintendent.**
- 14. She will act as a liaison officer between the nursing department and other sections of the Hospital.**
- 15. She will perform morning, evening and night duty in the interest of the hospital.**

DUTIES RELATED TO PATIENT CARE :

- 1. She will act as a departmental in-charge.**
- 2. She will evaluate the nature and quantum of care required for each unit.**
- 3. She will organize and plan nursing care activities of the wards according to hospital policy and service needed.**
- 4. She will be actively involved for preparation of the standard protocol of nursing care and implement that protocol with the help of Ward Sister for quality patient care and will review periodically.**
- 5. She will plan staffing pattern and other necessary requirement of any unit.**
- 6. She will supervise the cleanliness of the ward with the help of Sister-in-Charge, Ward master and Asst. Superintendent.**
- 7. She will help ward sister for procurement of supplies in the wards.**
- 8. She will supervise the proper use and care of the equipments and supplies.**

- 9. She will check and verify the stock ledger and inventory of sister- in-charge periodically.**
- 10. She will aware about general comfort of the patients and their relatives.**
- 11. She will enquire regarding any sound pollution, electrical Hazards, Fire extinguisher and presence of security personnel etc. of the ward.**
- 12. She will deal with the problems met with during her round on the spot and report to Nursing Superintendent.**
- 13. She will make written report to Nursing Superintendent for any case of breach of discipline or direction of duty on the part of any member of nursing personnel.**

DUTIES RELATED TO WASTE MANAGEMENT

She will supervise the waste management of the unit by –

- a) Ensuring the coloured coated collection bins and coloured coating plastic bags at the waste generated site.**
- b) Ensuring supply of bleaching solution in non pierce able container for disposing of sharps.**
- c) Ensuring needle cutter in working condition.**
- d) Ensuring proper disposal of the waste.**
- e) Ensuring for keeping PEP ready for sharp injury.**

DUTIES RELATED TO INFECTION CONTROL OF UNIT

She will supervise the cleanliness of the ward with the help of Sister-in charge, Ward Master and Assistant Superintendent.

Points of Observation

- a. Supply of Water round the clock.**
- b. Hand washing facility.**
- c. Attendance of ancillary staff.**
- d. Supply of antiseptic, cleansing agents.**
- e. Mopping/washing of the floor.**
- f. Changing of bed sheet, curtain etc.**
- g. Light and ventilation of the unit.**

DUTIES RELATED TO EDUCATION & STAFF DEVELOPMENT

- 1. She will aware about the clinical rotation plan and duty roster of the students make by the Sister Tutor In-Charge of the Nursing Training School or College of Nursing.**
- 2. She will arrange, implement and supervise the Clinical Teaching/ Health Education of the nursing students of school of Nursing and College of Nursing with the help of staff nurse and sister-in-charge, Sister Tutor and Faculty of College of Nursing.**
- 3. She will counsel and guide the staff.**
- 4. She will assist in planning and participate the training of ancillary staff e.g. hand washing, waste management etc.**
- 5. She will plan and participate in staff development programme like**
 - orientation programme for newly appointed nursing staff.**
 - conduction and participation in in-service training programme.**
 - Selection of the participants for any workshop as asked by the authority and maintain record properly.**
- 6. She will arrange medical check up of all nursing personnel in the Institution periodically and maintain health record.**
- 7. She will attend periodical meeting of the School of Nursing if necessary.**
- 8. She will help in medical and nursing research.**

DUTIES IN RELATION & SUPERVISION OF THE NURSES HOSTEL & MESS.

She will be responsible for -

- 1. Making round in the Nurses Hostel everyday and ensure Cleanliness, neatness and hygienic atmosphere.**
- 2. Supervision of cleanliness of kitchen, dining hall.**
- 3. Checking the quality and quantity of the food.**
- 4. Supervision the smooth running of the hostel, kitchen & dining hall.**

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5. Maintenance of crockery, cutlery, utensils & furniture of the hostel.
6. Supervision of the inventory used in the hostel and make physical verification of the stock at least once in a year.
7. Making arrangement for repair and replacement of unserviceable articles.
8. Making arrangement for condemnation of the articles of Nurses Hostel.
9. Making arrangement for report of any theft or any incident occur in Nurses Hostel to the concern authority.

B. Vajpai 29/5/13

**Director of Health Services & E.O.S,
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ANNEXURE - III

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Directorate of Health Services
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Administrative Instruction

DUTIES & RESPONSIBILITIES OF WARD SISTER

The ward sister is the first level supervisor and team leader of the unit. She is directly accountable to the Nursing Superintendent through Deputy Nursing Superintendent for ward management and patient care.

DUTIES AND RESPONSIBILITY IN RELATION TO PATIENT CARE

She will be responsible -

- 1. To organize and make plan of all nursing activities of her unit for patient care according to hospital policy and rules.**
- 2. To establish and reinforce the prepared standard protocol for patient care.**
- 3. To take the report of her unit from the on duty staff nurse and will read and sign the report book.**
- 4. To make bed to bed round of the department with Staff & Students.**
- 5. To supervise direct patient care of the unit and provide direct care to seriously ill patients as and when situation arises.**
- 6. To assign staff nurses, student nurses for nursing care, specially for acute ill, dangerously ill patient and post operative cases.**
- 7. To co-ordinate with other department for patient care and for smooth running of the unit.**
- 8. To supervise dietary arrangement, serving of diet and feeding of the helpless patient.**
- 9. To supervise, guide and direct the staff Nurses and students to carry out treatment of the patients as prescribed by the physician/surgeon of the unit.**

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- 10. To check all the records of the patient related to diagnosis, condition and treatment and ensure proper maintenance of records.**

DUTIES AND RESPONSIBILITIES RELATED TO WARD MANAGEMENT AND SUPERVISION

- 1. She will take active part to maintain cleanliness of the ward with the help of Assistant Superintendent and Ward master.**
- 2. She will ensure safety and comfort of the patient of the unit.**
- 3. She will make duty roster of the staff nurses, student nurses and work assignment.**
- 4. She will check the attendance of all nurses posted in her unit and report to the office of Nursing Superintendent.**
- 5. She will indent and procure the ward supplies, equipment and drugs.**
- 6. She will check the inventory regularly and keep the stock register up to date.**
- 7. She will maintain the records of non-serviceable articles and make arrangement for condemnation.**
- 8. She will maintain stock register and it will be countersigned by Nursing Superintendent.**
- 9. She will face the audit (Internal & External) periodically.**
- 10. She will establish and reinforce the standard of nursing procedure as prescribed.**
- 11. She will ensure the maintenance of waste management and infection control of the ward.**
- 12. She will ensure prevention of wastage and misuse of supplies and drugs.**
- 13. She will act as a liaison officer between ward and administration.**
- 14. She will maintain good public relation in her unit.**
- 15. She will maintain ward statistics and submit to concern authority regularly.**

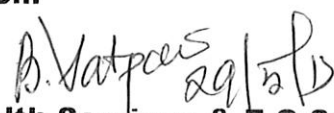
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16. She will deal with adverse situation and report to the concerned authority.
17. She will report any theft or loss to the higher authority through Nursing Superintendent.
18. She will report any medico legal cases in the ward to the concern authority.
19. She will write and submit performance report of the staff and send to the office of the Nursing Superintendent.
20. She will make arrangement for keeping the patients belongings in safe custody as per laid down policy of the hospital.
21. She will maintain daily patient's census of the unit and report about the critically ill patients to the Nursing Superintendent.
21. She will perform any other duty allotted to her by the Nursing Superintendent / Dy. Nursing Superintendent in the interest of the public and when necessary.
23. She will perform morning, evening and night duty in the interest of the Hospital.

DUTIES AND RESPONSIBILITIES IN RELATION TO NURSING EDUCATION :

She will be responsible -

1. To organize and oversee the orientation programme of staff and student.
2. To encourage and participate in staff development programme in her unit.
3. To implement the practical part of the Nursing Educational Programme.
4. To guide the student for formulation of nursing care plan, nursing care studies for the patient.
5. To evaluate the students performance in the ward & report accordingly.
6. To assist and supervise the student for incidental teaching, health education programme (formal and informal) for the patients and their relatives.
7. To help in Medical and Nursing Research.


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ANNEXURE - IV

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Administrative Instruction

DUTIES & RESPONSIBILITIES OF STAFF NURSE

The Staff Nurse is the first level professional Nurse in the hospital set up. Therefore by appearance and by word she will be professional at all time.

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.

DUTIES & RESPONSIBILITIES IN RELATED TO PATIENT CARE

1. She will assess the needs of the patients in the ward and make nursing care plan for all patients consulting with ward sister.
2. She will give direct patient care (bed making, changing of bed sheets, mouth care, back care, bed bathing, hair wash, changing of position etc) and allotted care to her by the ward sister.
3. She will fulfil all basic needs (hygienic need, nutritional need etc) of the patients.
4. She will provide comfort to the patient and maintain safety of the patient.
5. She will take over the charge from duty nurse of previous shift, regarding patients (bed to bed), instrument supplies, drugs etc. and handed over the same to the next shift.

- IV. To lay out the trolley according to operation list.**
- V. To prepare the trolley of anaesthesia.**
- VI. To check Oxygen, Carbon dioxide , Nitrous Oxide, emergency drugs, crush trolley etc & keep them ready at hand.**
- VII. To carry out the instruction of O.T. Sister when necessary.**
- VIII. To assist the Surgeon and Anaesthetic in operation theatre.**
- IX. To count all instruments and mops before closing the wounds.**
- X. To monitor the condition and take care of patient during operation, and post operatively in recovery room.**
- XI. To act as O.T. Sister in her absence.**
- XII. To fumigate the O.T. room periodically.**

DUTIES & RESPONSIBILITIES RELATED TO MCH CARE

She will be responsible -

To provide antenatal, intra-natal, post natal care as taught in nursing curriculum.

Labour Room Management -

- I. To carbolise the labour room daily.**
- II. To autoclave necessary instruments gloves, linen, equipments, etc. of the unit.**
- III. To keep ready the confinement trolley & episiotomy tray, forceps tray etc.**
- IV. To keep ready emergency drugs, fluids, equipments, Boyle's apparatus and other necessary gadgets.**
- V. To keep ready the baby resuscitation table, warmer, O₂, pre warmed linens etc. for resuscitation of the new born.**
- VI. To check all electrical points are in working condition.**
- VII. To assess the progress of labour by using partograph.**
- VIII. To assist the doctors in any procedure the labour room.**
- IX. To supervise the students and ancillary staffs.**
- X. To conduct normal delivery and provide care to the new born.**
- XI. To resuscitate newborn if needed.**
- xii. To repair episiotomy wounds accordance the laid down policy of the hospital.**
- xiii. To carry out the duties as instructed by the unit in-charge.**
- xiv. To follow the waste management protocol.**
- xv. To maintain Log book properly.**

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DUTIES & RESPONSIBILITIES RELATED TO CRITICAL CARE UNIT
(I.C.U./Burn Unit/H.D.U./S.N.C.U. unit)

- 1. To maintain the prepared standard protocol of asepsis strictly.**
- 2. To maintain the hand washing protocol, dress protocol as prescribed.**
- 3. To autoclave and disinfect necessary articles, instruments, linen, gadgets, equipments, etc. and keep ready for use.**
- 4. To check all electrical points, pipe line O2, in built suckers for proper working condition.**
- 5. To communicate with concerned person for proper maintenance of unit.**
- 6. To carry out the instructions of the sister-in-charge as allocated by her.**
- 7. To prepare the drugs, crash trolley, etc. properly.**
- 8. To check Oxygen, Carbon dioxide, Nitrous Oxide etc. for proper use.**
- 9. To check monitor, ventilator, all life saving gadgets for proper working condition.**
- 10. To provide special care to the patient guided by the Medical Officer e.g. endo-trachial suction.**
- 11. To fumigate the department periodically.**
- 12. To keep records of all the procedures of the patient neatly.**

RESPONSIBILITY IN RELATION TO WARD ADMINISTRATION


- 1. She will ensure to make the ward clean and tidy including bed.**
- 2. She will keep all articles well arranged and maintain the inventory.**
- 3. She will take the report, make bed to bed round at the time of changing of the shift of the unit.**
- 4. She will orient the new patient with ward.**
- 5. She will help the ward sister for supervision of work of Group D allotted in the ward for maintenance of cleanliness and sanitation.**
- 6. She will make list of patients belongings and keep in safe custody, according to laid down policy of the hospital.**

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- 7. She will keep a sub stock of drugs, linen and other supplies for ward maintenance.**
- 8. She will maintain poisonous drugs registered.**
- 9. She will sterilized all articles, maintain all equipments, gadgets, electrical connections light, fan etc.**
- 10. She will indent drugs, diet, and other supplies if necessary.**
- 11. She will vigilant to protect the patient from injury or accident by providing side rail.**
- 12. She will write report of each shift and sign the report after checking properly.**
- 13. She will assist the ward sister in orientation programme of new staff and students.**
- 14. She will make round with doctors and senior nursing officers.**
- 15. She will help ward sister in indenting and checking of drugs, supplies and maintaining inventories.**
- 16. She will be deputed for the ward sister during her absent.**
- 17. She will keep herself up to date with nursing knowledge by taking part in -service education programme.**

RESPONSIBILITY REGARDING TEACHING OF STUDENTS

- 1) She will assign patient to student nurse keeping in mind the level of knowledge of the student, the learning objective and need of the patients.**
- 2) She will provide direct supervision over patient care by the Students in her ward.**
- 3) She will teach, supervise and guide nursing procedure performed by student Nurses.**
- 4) She will guide and help the students in giving health education to the patient of her ward.**
- 5) She will participate in clinical teaching programme of the students nurse.**
- 6) She will assist and participate in any in-service education programme.**


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ANNEXURE-XII

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Kolkata - 700091**

Administrative Instruction

DUTIES AND RESPONSIBILITIES OF NURSE PRACTITIONER IN MIDWIFERY

Nurse Practitioner in midwifery will be responsible for promotion of health of women throughout their life cycle with special focus on adolescent childbearing years menopausal and their new born and children. She will be responsible for providing care independently to woman prior to pregnancy, during pregnancy, childbirth, after childbirth and care of newborn within the framework of health care services.

The Nurse Practitioner will practice within the existing peripheral health system consisting of doctors, specialist, skilled birth attendants like Staff Nurses and auxiliary nurse midwives where no obstetricians are present & she will be accountable to the Chief Medical Officer of Health of the concerned district.

She will be provided all types of facilities for implementation of various program i.e. furnished office computer with internet connection & printer, telephone facilities with fax, vehicle and ancilliary staff.

Nurse Practitioner is available for 24 hours in the centre for emergency Obstetrical Care & Services.

DUTIES AND RESPONSIBILITIES RELATED TO ADMINISTRATION

1. She will take administrative and technical support from the Chief Medical Officer of Health in emergency.
2. She will maintain working relationship with DMCHO, DPHNO, BPHN and PHN.
3. She will help the mother to avail facilities of Janani Sishu Surakshya Yojana and other ongoing National Health Programme.

f. Refer to FRU if required.

7. She will counsel antenatal woman on

- I. Birth preparedness**
- II. Nutrition**
- III. Rest and sleep**
- IV. Complication readiness related to support person who will present during her delivery or accompany during transfer if needed, vehicle to reach the institution during delivery and during transport to fru and money.**
- V. Feeding of baby**
- VI. Family planning.**
- VII. She will identify high risk pregnancy and takes as per guidelines.**

8. She will carry out laboratory test e.g

- a. Pregnancy test**
- b. Hb% test**
- c. Urine examination.**
- d. Preparation of papsmear**

9. She will assess progress of labour by maintaining partograph.

10. She will conduct normal delivery and manage all the stages of labour .

11. She will identify complications arises during delivery and after delivery and will take steps as per guideline.

12. She will give intravenous infusion if necessary.

13. She will prescribe life saving drugs e.g. Magnesium Sulphate, Syntocinon, Misoprostol as per protocol.

14. She will give episiotomy and repair and she also repair minor perineal tears.

15. She will use local anesthesia while giving episiotomy, repairing episiotomy and minor perineal tear.

16. She will use vacuum extraction to expedite delivery when indicated.

17. She will use outlet forceps to expedite delivery when indicated.

18. She will conduct Breech delivery.

19. She will provide immediate newborn care.

20. She will resuscitate newborn if needed.

21. She will help women for initiation breast feeding and

prevention of hypothermia through Kangaroo Mother Care.

22. She will provide immediate care to women just after delivery i.e in puerperium.
23. She will take immediate management if PPH occurs.
24. She will practice effective infection control measures by maintaining and waste-management.
25. She will provide family planning services including emergency contraceptive pills and alternative method of I.U.C.D.
26. She will practice Manual Vacuum Aspiration for termination early pregnancy.
27. She will provide immunization services.
28. She will help to promote women's health during non-childbearing period by early detection of Gynaecological problems.
29. She will give special focus on reproductive tract infections by syndromic case management.
30. She will actively participate in centrally sponsored scheme like SBA, NSSK and IMNCI.
31. The nurse practitioner in midwifery will refer all cases beyond her capability to the higher level health care facility after providing life saving measures.

DUTIES AND RESPONSIBILITIES RELATED TO EDUCATION AND RESEARCH

1. She will perform evidence based research on maternal and child care.
2. She will help in advocacy in maternal and child health.

B. Satpathy 29/5/13

**Director of Health Services & E.O.S,
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