



VISION 2020 e-resource

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Outpatient Nurse
- Job Description

Out patient Nurse Job Description

Job Title: Out Patient Nurse	Working Hours: Specific to the hospital
Location: Your Hospital Name	Reports To: Nursing Superintend
Department: Out Patient Department	
Prime Job	The Paramedicals should render all the services in time to the patients, make them clear with all the doubts they have and send them with more satisfaction.
<p>Main Responsibilities:</p> <ol style="list-style-type: none"> 1. Should keep all the instruments and equipments needed for the Out Patient section in a good condition for using any time. 2. Should perform Eye pressure, duct examination and blood pressure examination. 3. Should help the doctors in patient examination and do the required works to be performed for best patient flow 4. Should explain the patients about the disease and the purpose of any treatment before doing it 5. Should co-operate with other departments for the good flow of works 	
<p>Key Tasks:</p> <ol style="list-style-type: none"> 1. Instruments and Equipments safeguard: <ol style="list-style-type: none"> 1.1 Keeping the instruments and equipments used in the units in a safe manner for use. 	

1.2 Should place the sterilized instruments and equipments in units.

1.3 Tonometer should be sterilized for eye examination.

1.4 Should keep all the instruments and equipments needed for the patient examination in the doctor's table.

2. Should perform Eye pressure, duct examination and blood pressure examination:

2.1 After the vision test completion, should guide the patient in high spirits and make them to sit.

2.2 Should divide patients and send them to the respective examinations (TN, Duct, BP, Urine sugar, Refraction).

2.3 Should perform Blood Pressure, Urine Sugar, and Refraction tests for patients above the age of 38.

3. Should help the doctors in patient examination and general duties:

3.1 Should help doctors and patients during the preliminary and last eye examinations.

3.2 Should guide the patients to the medical officer in correct time for examination.

3.3 Should guide the patients prescribed for Operation to the Counselling section.

3.4 Should prescribe glasses and medicines for patients

3.5 Should guide patients to the Specialty clinics according to the Doctor's approval with nurses and their medical records.

3.6 Should be prepared in the first day itself with all the medicines required for the next day

3.7 Should be able to solve problems.

3.8 Should go to the camps according to their work schedule.

3.9 Should be willing to do work multi-dimensionally

3.10 Should train themselves according to the latest medical developments.

3.11 Sharing works among the nurses in a planned manner

4. Should explain the patients about the disease and the purpose of treatment:

4.1 Should be able to answer the doubts and questions raised by the Out Patients in a clear and understandable manner.

4.2 Should have got special training in refraction

4.3 Should explain the patients about the disease after doctor examination and direct them to the specific treatment they require.

5. Should co-operate with other departments for the good flow of works:

5.1 Should contact the Medical Records department for OP statistics, follow up and other medical records related queries

5.2 Should have good contact with the counselling section, Instrument maintenance and housekeeping department for the good flow of works.

5.3 Should co-operate with the co-workers for the correct posting of the required number of nurses in the Outpatient department and also ensure the doctor's postings.

JOB QUALIFICATIONS

1. Must have passed science group in Higher Secondary examinations.
 2. Should possess service mind required for the nurses.
 3. Should be patient, enthusiastic, and swift with a smiling face always.
 4. Should possess the skills of organizing a unit.
 5. Should be good enough to communicate with other departments.
- Should possess leadership qualities to organize.

Working Relationship:

Needs to have good interpersonal and professional relationship with colleagues, paramedical staff and doctors.

Freedom to act:

To introduce innovative ideas on managing the general out-patient department

Approving Authority:

Signature of Receiver: