



VISION 2020 e-resource

-for eyecare management worldwide

**Outpatient Nurse
- Job description**

Outpatient Nurse Job Description

JOB TITLE: Nursing - Outpatient	WORK HOURS: 7.30 – 6.00
LOCATION: OPD	REPORTS TO : Nursing Super indent
DEPARTMENT: Outpatient	
PRIME JOB:	
Rendering services in time, communicating the right information and clearing the queries to patients in enhancing patient satisfaction.	
RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Examination of Eye pressure, duct examination and blood pressure 2. Assisting the doctors in patient examination 3. Communicating the patients about the disease and the purpose of the treatment 4. Maintenance of Instrument & Equipments. 5. Other General Responsibility 6. Coordination with other departments for the good flow of works 	
KEY TASKS:	
<ol style="list-style-type: none"> 1. Examination of Eye pressure, duct examination and blood pressure <ul style="list-style-type: none"> ➤ Dividing the patients and sending them to the respective examinations (TN, Duct, BP, Urine sugar, Refraction). ➤ Directing patients for Blood Pressure, Urine Sugar, and Refraction tests for patients above the age of 38. 	



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

2. Assisting the doctors in patient examination and other general duties

- Guiding the patients to the medical officer in correct time for examination.
- Helping the doctors and patients during the preliminary and last eye examinations.
- Guiding the patients advised for Operation to the Counseling department
- Guiding patients to the Specialty clinics according to the Doctor's approval with nurses along with their medical records

3. Communicating the patients about the disease and the purpose of the treatment

- Responding to the doubts and questions raised by the Patients in a clear and understandable manner.
- Explaining the patients about the disease after doctor examination and directing them to the specific treatment they require.

4. Maintenance of Instrument & Equipments

- Keeping the instruments and equipments used in the units in a safe manner for use.
- Arranging the sterilized instruments and equipments in units.
- Placing all the instruments and equipments needed for the patient examination in the doctor's table.



5. Other General Responsibility

- Arranging all the medicines on the previous day for the next day
- Sharing works among the nurses in a planned manner
- Attending camps according to the work schedule.
- Responsible in taking up work multi-dimensionally
- Attending training sessions in up gradation of their knowledge of latest medical developments.
- Resolving problems arising in the department.

6. Coordination with other departments for the good flow of works

- Coordinating with Medical Records department for OP statistics, follow up and other medical records related queries
- Laisoning with the counseling department, Instrument maintenance and housekeeping department for the good flow of works.
- Cooperating 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.



WORKING RELATIONSHIPS:

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

Signature