



VISION 2020 e-resource

-for eyecare management worldwide

Ward Nurse
- Job Description

Ward Nurse Job Description

Job Title: Ward Nurse	Working Hours: Specific to the hospital
Location: Your Hospital Name	Reports To: Nursing Superintendent
Department: Operation Theatre	
Prime Job	The nurses must help and provide the inpatients with the required medical help and send them satisfied with the services of the hospital
<p>Main Responsibilities:</p> <ol style="list-style-type: none"> 1. Being with the patients, who are recommended for surgery, to help them with their medical tests and put them at ease. 2. Preparing the patients for surgery and sending them to the operation theatre. 3. Providing all the medical facilities and hospital facilities for the inpatients before and after surgery 4. Is responsible for the complete discharge procedures for the patients. 	
<p>Key Tasks:</p> <ol style="list-style-type: none"> 1. Being with the patients, who are recommended for surgery, to help them with their medical tests and put them at ease: <ol style="list-style-type: none"> 1.1 Must enquire about the general health of the patient every time they meet the patient 1.2 Must explain to the patients the rules and regulations followed in the hospital and clear all their doubts regarding the surgery or treatment. 1.3 Must encourage patients for surgery and make them feel at ease. 	

2. Preparing the patients for surgery and sending them to the operation theatre:

2.1 Must check the blood pressure and urine of the patients before and after surgery

2.2 Must explain to the pre-operative patients the importance of cleaning the eyes and clean their eyes

2.3 Must inform the patients when they should be ready for the surgery, what food they can take, medicines to be taken and the things that should be avoided and clear all their doubts

2.4 The Night Duty nurses must inform the patients when they would be taken for surgery in the morning

3. Providing all the medical facilities and hospital facilities for the inpatients before and after surgery:

3.1 The Night Duty nurses must inform the patients where nurses and doctors will be available in the hospital for emergency.

3.2 Should provide all the medicines and treatment procedures required for the patient

3.3 Must enquire about the general health of the patient after the surgery.

3.4 Must clearly check that the room is clean and all the facilities are available for the patient.

4. Responsible for the complete discharge procedures for the patients:

4.1 Explain clearly to the discharged patients about the usage of eye medicines, follow-up date, day and time.

4.2 Must encourage the patients and send them with full satisfaction.

4.3 After the discharge of each patient the room should be cleaned and the bed covers should be changed and kept ready

JOB QUALIFICATIONS

1. Should always be smiling and have a friendly approach to the patients
2. Each nurse should be service minded and devoted to her job
3. Should be aware of the details of eye diseases to explain to the patients.
4. Should have special capacity to communicate with others
5. Should function according to the needs of the patient
6. Should complete all work perfectly

Working Relationship:

Needs to have good interpersonal and professional relationship with colleagues, patients and doctors

Approving Authority:

Signature of Receiver: