



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE (02) POST(S) OF NURSING SUPERINTENDENT (BS-18) IN THE PUNJAB EMPLOYEES SOCIAL SECURITY WELFARE (PESSI) IN LABOUR & HR DEPARTMENT.

MAIN RESPONSIBILITIES AND TASKS

1. The Nursing Superintendent is expected to work independently in connection with the Nursing administration of the hospital, in the most effective way. She will act as the Liaison Officer between Medical Superintendent, and other Nursing Officers/officials of the hospital.
2. She will formulate goals and objectives and participate in formation of policies of the nursing services of the concerned hospital.
3. She will recommend personnel requirement and material requirements, and ensure plan for placement of nursing staff including sister-in-charge, staff nurse, students in different units, their rotation plan, and maintain a satisfactory schedule.
4. She will implement hospital policies and rules for better health services to the patients.
5. She will review the census and daily reports of hospital and report to the Medical Superintendent accordingly.
6. She will make regular hospital round individually and with any higher Authority as well as with various hospital committees to ensure the quality of patient care services.
7. She will supervise various stocks of wards for keeping the stock position up-to-date with the help of sister-in-charge/Nursing sister.
8. She will be responsible for making nursing audit and take necessary action accordingly.
9. She will take initiative and participate actively in condemnation of articles of the hospital.
10. She shall be responsible to ensure issuance explanations to all nurses remaining in unauthorized absent and long absent and disobey the authority.
11. She will prepare PERs of all nursing staff working under her regularly and forward to the Nursing Director when ever asked for.
12. She will keep herself apprised of the hospital condition and will be aware of any special patient of significant diagnosis and needing special care.
13. She will investigate the problem as asked by higher authority. She will enquire regarding 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.
14. She will ensure regular supply of articles and equipment's for proper nursing care and be vigilant about proper utilization of hospital properties.
15. She will encourage the nursing staff to implement HRMIS.
16. She will be responsible to plan, organize, conduct and actively participate in in-service and continuing education program like:-
 - a. Orientation & induction program of newly posted staff.
 - b. Participate in seminars/workshops.
 - c. Select the participants for any workshop and keep records up to date.
 - d. Encourage the nursing personnel pursue for higher studies.

17. She will counsel the subordinate staff in problem and provide guidance and ensure the comfortable physical facilities of the nursing staff in wards and guide them as far as practicable.
18. She should ensure the comfortable physical facilities of the nursing staff in wards and guide them as far as possible.
19. She will visit the nurses' hostel periodically for smooth running of the hostel & mess.
20. She will maintain an adequate and efficient Nursing staff and maintain professional etiquette.

OCCASIONAL TASKS AND RESPONSIBILITIES

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