



Positions Available

Sl No	Designation	Min Qualification and Experience	Age	Location	Type of Employment	Report To
1.	Nursing Superintendent	BSc/MSc Nursing with min 7 yrs. of experience in Leadership Role working in Hospital/Clinical Nursing Practice.	Above 40 yrs.	Barpeta	Permanent	Head of the Unit

Roles and Responsibilities:

1. To set up Nursing Service department in your respective Unit.
2. To Align with the Objectives of ACCF Nursing Service department.
3. To maintain nursing guidelines by updating policies and procedures.
4. To maintains nursing operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
5. To assure quality and standard nursing practise by developing and interpreting hospital and nursing division's philosophies and standards of care; enforcing adherence to state board of nursing and state nurse practice act requirements and to other governing agency regulations; measuring health outcomes against standards; making or recommending adjustments.
6. To maintain nursing staff by recruiting, selecting, orienting, and training nurses.
7. To complete patient care requirements by scheduling and assigning nursing and staff, following up on work results.
8. To maintains nursing staff job results by coaching, counselling, and disciplining employees, planning, monitoring, and appraising job results.
9. To promotes patient's independence by establishing patient care goals; teaching and counselling patient, friends, and family and reinforcing their understanding of disease, medications, and self-care skills.
10. To maintains safe and clean working environment by designing and implementing procedures, rules and regulations, calling for assistance from other health care professionals.
11. To protect patients and employees by developing and interpreting infection-control policies and protocols, enforcing medication administration, storage procedures, and controlled substance regulations along with ensuring patient safety goals.
12. To maintain patient confidence and protect operations by monitoring confidential information processing.
13. To maintain documentation of patient care services by auditing patient and department records.
14. To achieve financial objectives by preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective actions.

- 15.** To maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- 16.** To maintain a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
- 17.** To contribute to team effort by accomplishing related results as needed.
- 18.** To co-ordinate with Nursing Functional Head/Nursing Lead for smooth functioning of ACCF Nursing Service department, reporting time to time regarding the progress of nursing training & development, competency assessment & Privileging.