



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1. Institutional Vision and Leadership

6.1.1 Implementation of Dual Role

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

IMPLEMENTATION OF DUAL ROLE



AMALA COLLEGE OF NURSING


(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

ACHIEVEMENTS LED TO INSTITUTIONAL EXCELLENCE

IMPLEMENTATION OF DUAL ROLE

Sl.No	Names of faculty in Dual Role
1.	Sherly George (Sr. Likhitha MSJ)
2.	Ms. Shilsa James
3.	Mrs. Lekshmi M
4.	Minimol L (Sr. Theresitta SCV)
5.	Siji C P (Sr. Siji Pius)
6.	Mrs. Tonia Toms
7.	Dr. Molly John


Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680





JOB DESCRIPTION

Job Title: Chief Nursing Co-ordinator

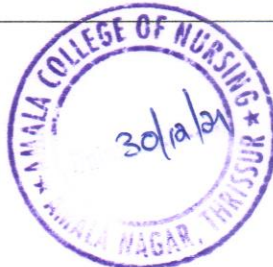
Job Summary: Chief Nursing coordinator is accountable for the efficient running of nursing services and guidance of personnel in Amala Hospital.

Job Specification

<u>Required Educational Qualification</u>	M.Sc/ B.Sc Nursing
<u>Minimum Years of Experience</u>	10 years experience

Job Duties

- Chief Nursing Co-coordinator will lead the functioning of nursing under CNO.
 - She will be the immediate reporting person for Nursing Co-ordinators.
- Management:**
- Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.
 - Shares well thought out, concise and timely information with others using appropriate mediums.
 - Contributes to the development of policy, research and evidence based practice.
 - Fully contributes to the individual's team performance and is committed to identify and pursue opportunities for developing new knowledge and skills.
 - Manages unpredictable emergency events and manages emerging clinical risk.
- Functional**
- Assist the CNO for identifying and selecting best ward in charges and best bed side nurse with documented criteria.
 - Assist CNO to revise Nursing Manual.
 - Assist CNO for plan, implement and evaluate excellent nursing care practices.
 - Work as a liaison between co-ordinators, nursing supdt, HIC, Quality department and CNO in reference with NABH guidelines for patient care.
- Operational**
- Co ordinate the delivery of patient care in all areas of the hospital.
 - Organize and conduct CNE, induction & orientation and other nursing training programme.



lgn
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



AMALA INSTITUTE OF MEDICAL SCIENCES

(An Undertaking of Amala Cancer Hospital Society)

NABH Accredited & ISO 9001:2015 Certified Hospital,

Amala Nagar, Thrissur - 680555



- Schedule wards meeting and training.
- Conduct bedside rounds with the coordinators and in-charges in a random manner when ever visit the ward.
- Maintain quality assurance by ensuring the implementation of nursing policy and procedures.
- Participates in the performance appraisal process where personal performance and development is reviewed.
- Conduct regular rounds and supervise the overall nursing care activities in assigned areas
- Reports accurately near misses/incidents/accidents in a timely manner in relation with quality of care.
- Active participation in patient file audit.
- Assign incidents to the respective co- coordinators and supervise its closure activities.
- To conduct events such as Ward Day, Nurses day in coordination with CNO & NS
- Motivate team spirit among coordinators, in charges and staff nurses.
- Eliminate barriers among coordinators, staff nurses and management with proper communication and encouragement.
- Motivate and ensure the smooth functioning of coordinators role.
- Active participation in clinical audit and research activities

Skills Required for the Job

- Proven working experience.
- No fear of decision-making.
- Outstanding communication and interpersonal abilities.
- Typing skills.
- Ability to multitask and manage time.
- Knowledge of MS Office, databases and information systems.

Director



Handwritten Signature
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



JOB DESCRIPTION

Job Title: Nursing coordinator

Job Summary: Nursing coordinator is accountable for the efficient running of nursing services and guidance of personnel in Amala Hospital.

Job Specification

<u>Required Educational Qualification</u>	M.Sc/ B.Sc / GNM Nursing-10 years experience
<u>Minimum Years of Experience</u>	5 years

Job Duties

- Nursing Coordinator will lead the functioning of nursing under CNO, NS & CNC.
 - She will be the immediate reporting person for nursing staff through in-charges.
- Management:**
- Work as a liaison between staff nurses, In-charges, CNC, NS, CNO, and other Departments along with management.
 - Assist the in-charges for quality service by ensuring and enforcing management standards.
 - Eliminate barriers between staff and management.
- Operational**
- Conduct routine ward rounds with in charges in assigned area
 - Notify any violation of policies and SOP's in the ward.
 - Empower the in charges to organize ward routine and ensure nursing skills and quality in documentation of nursing care.
 - Empower the in charges to notify any incidents in the ward and its timely reporting and help them to clear it without delay to improve quality.
 - Empower in-charges for better patient care.
 - Monitor quality of patient care based on NABH guidelines
 - Conduct regular staff training for newly appointed staff and whenever necessary.
 - Maintain quality assurance by ensuring the implementation of nursing policy and procedures.
 - Cross check the patient file and make sure that the nursing procedures are entered in the billing sheet.
 - Make arrangements for the routine ward rounds and completion of discharge files without delay.



19/11
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



AMALA INSTITUTE OF MEDICAL SCIENCES

(An Undertaking of Amala Cancer Hospital Society)

NABH Accredited & ISO 9001:2015 Certified Hospital,

Amala Nagar, Thrissur - 680555




- Completion of file audit in time assigned area.
- Promote quality of patient care by overseeing that necessary equipment and supplies are available.
- Conduct bedside rounds with CNO, in a random manner when ever visit the ward.
- Assist CNO for evaluation of staff contract.
- To maintain ICU bed & ventilator bed status on daily basis under the supervision of CNO.
- Supervise opening and closing of ward whenever necessary.
- Assist NS in monitoring daily functioning of the ward and to monitor unauthorized leave / long leave / without information of staff nurses and to report at HR.
- Make arrangement of staff's leave if necessary without interrupting ward routines in coordination with NS.
- Assist NS to complete 3 month evaluation of newly appointed staff.
- Assist chief nursing coordinator for arrangement of ward meeting in consultation with in-charges.
- To co-operate with HR whenever requested especially for training, orientation & in nursing recruitment.
- To meet additional requirements if any.

• **Skills Required for the Job**

- Proven working experience.
- Outstanding communication and interpersonal abilities.
- Typing skills.
- Ability to multitask and manage time.
- Knowledge of MS Office, databases and information systems.

Director




Signature
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



JOB DESCRIPTION

Job Title: Chief Nursing Officer

Job Summary: Chief Nursing Officer is accountable for the efficient running of nursing services in Amala Hospital.

Job Specification

<u>Required Educational Qualification</u>	M.Sc/ B.Sc Nursing
<u>Minimum Years of Experience</u>	10 years experience

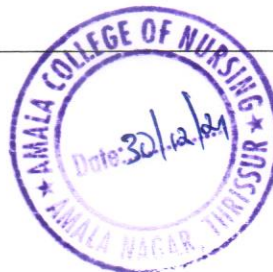
Job Duties

Management

- The CNO lays down the strategic functional and operational plans for the nursing services commensurate to the organization's vision and mission in consultation with the top management.
- The CNO shall assist the management in developing and implementing nursing service objectives, policies and procedures to ensure quality nursing care in Amala Institute of Medical Sciences.
- Actively participates in the organization's highest level committees and council.
- Define policies, standard operating procedures (SOP) for the nursing care.

Functional

- Accountable for the nursing care delivered throughout the hospital with the help of Chief Nursing Coordinator.
- Ensures that protocols and procedures for nursing care are documented, implemented and monitored and make periodic corrections to the defined policies and procedures.
- Responsible for developing the job description for nurses at all levels and ensures that the nurses are privileged as per competency level to provide care according to specialty.
- Empower the coordinators and in charges to coordinate the nursing care activities and identify best nurse in their concerned area.
- Properly lead and guide NS & CNC for smooth functioning of Nursing Department.



Rajee
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



Operational

- Active participation in staff recruitment process.
- Plan and disseminate programs for training, continuing education, in-service education, orientation and induction to promote staff development.
- Advocates for nursing staff for resources in terms of equipment, personnel support and empowerment.
- Ensures that nurses achieve clinical competency and leadership skills.
- Conducts annual evaluation / performances appraisal of all nursing personnel.
- Chief nursing officer works as liaison officer between nursing service and nursing education.

Others /Allied activities

- Make the necessary arrangements for the students of nursing colleges and nursing school to get the best possible clinical experience.
- Interact with principal - medical college, principal - college of nursing and school of nursing, medical superintendent and nursing superintendent regarding improvement of patient care and smooth functioning of various departments.
- Acts as Communication Bridge between different departments.
- In consultation with the nursing superintendent, undertake such steps as are deemed fit to enhance the nursing care, but always with the concurrence of the Director.
- Issuing of reference letter and verifications for eligible staff as per hospital policy.


Skills Required for the Job

- Proven working experience.
- No fear of decision-making.
- Outstanding communication and interpersonal abilities.
- Typing skills.
- Ability to multitask and manage time.
- Knowledge of MS Office, databases and information systems.

Director



Signature


Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555