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GOVERNMENT OF KERALA

Abstract

Health & Family Welfare Department - Duties and responsibilities of staff nurse in Family Health Centre - approved - Orders issued.

HEALTH & FAMILY WELFARE (FW) DEPARTMENT

G.O.(Rt) No.2783/2017/H&FWD

Dated, Thiruvananthapuram, 09/10/2017

Read:-1. G.O. (P) No. 46/2017/Health. Dated 05.08.2017

2. Letter No. NIL dated 25.8.2017 from the Executive Director, State Health Systems Resource Centre.

ORDER

1.The State of Kerala has achieved better health indicators when compared to other states of India. But the health system is facing a new set of challenges due to the epidemiological and demographic transition undergone by the state. The high morbidity of the population due to non communicable diseases and injuries, emerging and remerging communicable diseases, influx of migrant population, increase in older population and environmental degradation has to be addressed. The existing health care delivery system is not equipped enough to address the changing health needs of the population effectively and comprehensively; thus raising the out of pocket expenditure in health.

2.In this context there is a necessity to incorporate interventions in addressing social determinants of health, needs of the marginalised & older persons and reducing out of pocket expenditure. All developmental activities at the grass root level should ultimately focus on health of each and every citizen. A Primary Health Centre is the best platform to converge various dimensions of health provision namely preventive, promotive, curative, rehabilitative and palliative.

3.Family Health Centre (FHC), an integral part of "Aardram" Mission is being proposed to provide these services to all families thereby ensuring universality of primary health care. The service package for FHCs will be focusing on Comprehensive Primary Health Care (CPHC) by improving the services qualitatively and quantitatively, strengthening the sub-centres, addressing the social determinants of health and ensuring community participation. FHCs will provide services based on principles such as universality, family based, equitable & non-discriminative, comprehensive, ensuring financial protection, quality, rationality, portability & continuity of care, protection of patient rights, community participation, accountability, transparency and responsiveness.

4.In this changing health scenario, it is essential to review the roles and responsibilities of all the health care workers including the staff nurse in Primary care centres. The primary health care team under the governance of Local Self Government in a Panchayat led by the Medical Officer include the staff nurses, paramedical, ministerial and field staff, ASHA, AWW and voluntary health workers is supposed to work together towards achieving the Sustainable Development Goals of the state. Staff nurses in the Family Health Centres will have a significant role in assisting the Medical Officer in coordinating the patient care activities. Apart from the routine nursing services they should render outreach services to achieve the goal of preventive, promotive, curative, rehabilitative and palliative care to the defined population.

5.The Government hereby fix the duties and responsibilities of staff nurse in Family Health Centres as follows.

*** Nursing care of Patients**

- A.1. Preliminary assessment of patients
- A.2. Carrying out treatment instructions from Medical Officer
- A.3. Providing various services in the institution
 - i. Geriatric services
 - ii. Women services(including adolescent girls)
 - iii. Mental health services (depression)
 - iv. COPD (pulmonary rehabilitation and tobacco cessation)
 - v. Counselling services : NCD, Nutrition, COPD, Adolescent Health, MCH Services, diet, tobacco, stress reduction, yoga, adolescent older persons)
 - vi. Managing telephonic helpline services for health related queries from general public
- A.4. Assure quality of care by adhering to the standards
- A.5. Communicate with the patient / relatives to create awareness, alleviate anxiety and apprehension.
- A.6. Keep emergency drugs & maintain emergency tray and equipments in the institution.
- A.7. Perform various technical duties like medicine administration, injections and other need based nursing care.
- A.8. Assist doctors in various procedures by preparing patients and getting ready with equipments
- A.9. Collection and sending of specimen for diagnostic procedure in emergency situation
- A.10. Cleaning and dressing of surgical wounds
- A.11. Follow up activities including post operative care, cancer treatment, palliative care, NCD including COPD and mental health
- A.12. Meeting emergency situation promptly and perform Basic Life Support (BLS)
- A.13. Any other nursing job assigned by MO in emergency situations

*** Outreach services**

Nurses should render outreach services for the following programs as and when required/deemed by the MO i/c.

- B.1. School health programmes
- B.2. Visits to institutions (Orphanage, Tribal Hostel, Government offices etc) to provide health care services
- B.3. Visits to industrial area if any to identify occupational hazards & initiate necessary action.
- B.4. Assisting Medical Officer in conducting medical camps like screening for cancer, NCD, COPD, depression, etc.
- B.5 Health awareness programs

*** Administrative responsibilities**

- C.1. Infection control: should constitute and convene Infection Control Committee of the institution and maintain the concerned records and registers periodically
- C.2. Responsible for hospital waste management

- C.3. Housekeeping, beautification of the premises
- C.4. Maintain quality and safety of the hospital equipments/articles
- C.5. Supervise & coordinate the activities of subordinate staff
- C.6. Maintenance of records, registers and reports
- C.7. Assist in implementing various National /State health programs
- C.8. Provide orientation to new staff /students /public
- C.9. Plan and implement formal and informal health education to individuals& groups
- C.10. Preparing duty roster of nurses and other subordinate staff
- C.11. Posting of nurses for outreach services
- C.12. Senior most nurses will act as nurse in charge
- C.13. Ensure infection control practices and maintain clean and safe environment for the patient in the FHC

* Duty Time of Nurses

First shift: 8.30 AM to 4.30 PM

Second shift: 10.30 am to 6.30 PM

D.1. **Preliminary Assessment station & one to one counselling:** one nurse will do pre-assessment for all patients attending the OP

D.2. **Other nursing services:** Second and third nurse on duty will carry out other routine nursing services

D.3. **Outreach services:** Each staff nurse should conduct at least one outreach service per week.

E.1. Performances of the nurses has to be strictly monitored by the Medical Officer and the senior nurse at the institutional level and District Nursing Officer at the district level.

E.2. Monthly institutional review of the programme will be conducted at the institutional level & necessary modification /initiate action accordingly.

E.3. Community Need Assessment (CNA) will be done when required with the help of the data obtained from the field staff.

(By Order of the Governor),
RAJEEV SADANANDAN
ADDITIONAL CHIEF SECRETARY

To

The Director of Health Services, Thiruvananthapuram
The Director of Medical Education, Thiruvananthapuram
The State Mission Director, National Health Mission, Thiruvananthapuram
The Executive Director, State Health Systems Resource Centre,
Thiruvananthapuram.

All District Medical Officers.(through the DHS)
The Principal Accountant General (A&E/Audit), Thiruvananthapuram
The Finance Department
J&PRD (Web & New Media)
Local Self Government Department
Stock File / Office Copy

Forwarded / By Order


Section Officer
