

STANDARD OPERATING PROCEDURE

Ward Management

- The Nurse should know her ward thoroughly with detailed knowledge of the activities, equipment status, doctor visits, ward procedures etc. He/She must be completely aware of the hospital policies and their implications on the ward operations and the interrelated departments of the hospital.
- Nursing staff should follow the nursing procedure manual for any standard procedure.
- The nurses should be familiarized with ward/OT procedures, equipment functioning, furniture and fixtures, types of cases admitted -their criticality and level of care etc.
- The nurse in-charge is to draw a schedule of activities on a daily basis, to be followed by the other nurses.
- The nurse should not leave the station until and unless the next duty nurse has reported to duty and the new nurse being briefed.
- Orientation of all new nursing staff is required to guide and instruct them with the policies of the ward management, duty structuring, routine for emergencies, familiarize with the equipment, supplies, store and medicines of the ward.
- The New staff should be assigned to a senior staff nurse for one week to become conversant with the procedures of the ward.
- All the medicines and other items indented are to be maintained in a log book, which would enable check pilferage

SIGNATORIES

Name of staff(MO/NO/CO/COI/MIDWIFE/ ETC)

Name:

sign.....

Date:

Department in charge

Name:.....

sign.....

Date:

Nursing Officer in charge

Name:.....

sign.....

Date:

Hospital Administrator

Name:.....

sign.....

Date: