

Job Description Nurse

JOB RESPONSIBILITIES:

- Doing day-to-day primary care work for patients as per the instruction of the Medical Doctor.
- ECG taking
- Collect IV Blood Sample.
- IV Drip at Site or Home Care Service as needed.
- Nebulization.
- IM / SC Injections
- Daily maintain records of patient's history, recording of vitals in the software.
- Maintaining patient relationships is the first priority.
- Manage waste protocol.
- Maintain Log Book proper wave.
- Make the centre neat and clean and hygienic and sanitized.
- Maintain proper inventories whatever is required in the Clinic.
- Sterilized all Articles, Maintain all equipment, Gadgets, Electrical Connection sight, Fans, etc.
- Maintain stock of clinic/store room
- Maintain all records of Incoming items.
- Maintain stock/track record of all medicines – Inventory accountabilities for medicines, instruments, and other materials.
- Proper calling of the patients.
- Maintaining collection keeping cash inflow and outflow.
- Overseeing cleanliness of Clinic.

WORKING INSTRUCTION FOR DAY-TO-DAY WORK:

- Open and close the clinic daily (on or before time)
- Make the clinic neat and clean whenever peon/housekeeping staff come or not.
- Check and look at the stock of all items in the plane day to day.
- Before coming Doctor, Doctor's table should be prepared.
- Daily maintain data entry of medicine stock and physically / Sheet / Computerized.
- Maintain basic details of patients in the system / physically like Name, Age, Height, Weight, Past history, and Current complaints.
- Always wear uniform
- Before entering the clinic inform the patient to use sanitizer and wear mask for safety purpose.

LOCATION:

Ahmedabad, Gujarat

CONTACT DETAILS:

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