OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, A.P., HYDERABAD

Rc.No.25648/P1/2015 Dt.29.01.2016

Sub DME- HM&FW – Nursing Services – Appointment of 1000 Staff Nurses on contract basis in Government General Hospitals under the control of Director of Medical Education – Permission issued – Orders communicated - Regarding

Ref 1.G.O.Rt.No.44 HM&FW(E1) Department, Dt.25.01.2016

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The attention of the officers mentioned in the address entry is invited to the reference cited. A copy of the reference 1st cited is herewith communicated to take necessary action immediately as per the following guidelines.

Appointment of Staff Nurses on contract basis

1.Educational Qualification - a) Intermediate with Diploma in General Nursing & Midwifery (or) B.Sc Nursing Degree (or) M.Sc Nursing Degree.
b) Permanently Registered in A.P Nursing and Midwives Council.

2.Age limit – The candidate should not have completed 40 years of age as on 31.01.2016 as per G.O.Ms.No.295 GA (Ser-A) Department, Dt.23.09.2014
Relaxation will be as follows
For S.Cs, S.Ts & B.Cs 5 (Five) years
Disabled persons 10 (Ten) years.

3.Fee – Each application must be accompanied by DD worth Rs.200.00 (Rs. Two hundred only) in favour of "To the Chairman, Hospital Development Society" concerned Government General Hospitals
Exemption – SC &ST candidates are exempted from payment of fee
(Note- This amount is to be used for miscellaneous purpose).

4. Method of Selection – Total Marks 100
90 Marks will be allocated against marks obtained in the qualifying examination (average of all years)
10 marks for weight age from the date of passing academic examination @ 1 mark per year.
There will be no interview, purely merit basis.

5.Rule of Reservation – 100 point roster will be applicable as per Rule 22 of the A.P State and Subordinate Service Rules and Presidential order should be followed.
The excising contract appointment roster (Staff Nurses) should be continued strictly.

6. Remuneration - Consolidated Pay (Fixed) Staff Nurses : Rs. 15,000/- only
They are not eligible for any kind of Increments and Pay Revisions.
The budget to be met from under 300 OCS.

7.Leaves – The person is eligible for 15 days Casual leave and 5 days Optional Holidays in calendar year, Compensatory Casual Leave in lieu of the duty rendered on Public holidays and there shall not be any reduction from the remuneration due to availing of such Leaves.

The Women individuals are eligible for 120 days maternity leave without paying the remuneration for the said period.
They are not eligible for Earn Leave / Half pay Leave.

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8.Disciplinary Action - In the event of breach of rules institution, due to un-ethical / indiscipline / immoral activity the service of the employee is liable for termination with immediate effect without any notice. In addition to this, absentees for more than two months will be terminated.

Further, it should be made explicit in the contract that without further action discussion, notice or reference, this contract would automatically cease to operate on lapse of the contract period without any formal or informal communication.

9.Renewal authority - Basing on the satisfactory certificate issued by the concerned Head of the Institutions may be renewal for one more year as recommended. The same will be renewed through the Government.

10.Mode of Payment – Remuneration / Salary will be credited into personal Bank Account through the Treasury.

11.Duration of the Joining Period – The candidates should report for duty on receipt of the orders, within 7 days, failure this orders will be treated as automatically cancelled. No further correspondence / entertainment in this regard.

12. Job chart of Staff Nurse - Job chart of Staff Nurses is here with appended. Working hours – as per the regular Staff Nurses duties.

13.Recruitment Schedule - Notification issued on 04.02.2016
Applications invited from the eligible candidates from 05.02.2016 to 20.02.2016
Scrutiny of applications from 22.02.2016 to 26.02.2016.
Merit list displayed on 27.02.2016
Counselling & appointment orders served to the individuals on 29.02.2016.
All are should be joining duty on 01.03.2016.

14.Check List

1. Diploma in General Nursing & Midwifery (or) B.Sc Nursing Degree (or) M.Sc Nursing Degree.
2. Marks Memo's of qualifying examination (.Diploma in General Nursing & Midwifery (or) B.Sc Nursing Degree (or) M.Sc Nursing Degree)
3. Intermediate certificate.
4. Certificate of permanent registration in Andhra Pradesh Nursing & Midwives council
5. SSC or equivalent certificate (for Date of Birth)
6. Study Certificates from class IV to X Class from the School where the candidate studied
7. If SSC or its equivalent done by private study, without attending any school, residence certificate from Tahasildar for previous 7 years. (in the prescribed proforma.)
8. In the absence of the above certificate the candidate will considered as Non local.
9. Copy of the latest caste certificate in case of SC/ ST / BC (with categorization if any) Issued by Tahasildar concerned.
10. In the absence of proper certificates the candidate will be considered as OC only.
11. Copy of the latest Physical Handicapped certificate issued by the Medical Board. (Southern) if applicable.
12. Crossed demand draft for Rs.200/- drawn on any nationalized bank in favour of "To the Chairman, Hospital Development Society" concerned Government General Hospitals.

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13. One self addressed cover size 12X26 cm with postal stamps for worth of Rs.35 and self addressed post card
14. The application submitted without the required certificate and incomplete applications will be rejected summarily.

The Superintendents concerned hospitals are requested to give appointment orders to the individuals who are selected as per merit by the selection committee.

The Superintendents of the concerned Hospitals are requested to approach the Collector & District Magistrate and cooperate with the Collector and recruit the Staff Nurses on contract basis as per the guidelines issued.

Sd/- Dr.K.Venkatesh
Director of Medical Education

//Attested//
for Director of Medical Education

To
The Superintendent KGH Visakhapatnam.
The Superintendent Govt. Victoria Hospital, Visakhapatnam.
The Superintendent Govt. Maternity Hospital, Visakhapatnam.
The Superintendent Govt. General Hospital, Guntur .
The Superintendent Govt. General Hospital, Kurnool.
The Superintendent SVRRGGH Tirupathi.
The Superintendent Govt. General Hospital, Kakinada.
The Director Govt. General Hospital, Kadapa
The Superintendent Govt. General Hospital, Vijayawada.
The Superintendent Govt. General Hospital, Ananthapuramu
Copy to
The Collector & District Magistrate Visakhapatnam
The Collector & District Magistrate Guntur
The Collector & District Magistrate Kurnool
The Collector & District Magistrate Chittoor
The Collector & District Magistrate East Godavari / Kakinada
The Collector & District Magistrate Kadapa
The Collector & District Magistrate Vijayawada
The Collector & District Magistrate Ananthauramu
Copy to
The District Treasury Officer , Visakhapatnam
The District Treasury Officer , Guntur
The District Treasury Officer , Kurnool
The District Treasury Officer , Tiruapathi
The District Treasury Officer , Kakinada
The District Treasury Officer , Kadapa
The District Treasury Officer , Vijayawada / Machilipatnam
The District Treasury Officer , Ananthpauramu
Copy submitted to the Principal Secretary to Government HM&FW Dept., AP Secretariat, Hyderabad for favour of information.
Copy to Stock File.

Job Description of Staff Nurse:

STAFF NURSE

The Staff nurse is responsible for the complete nursing care of the patient assigned to her. The following duties would be shared with nursing students, if any and auxiliary staff such as nursing orderlies, ward boys, ayas, and sweepers as the situation warrants.

GENERAL CARE OF THE PATIENTS

a. Admission and discharge of patient.
b. Assistance and instructions to patient and their relations.
c. Bathing patients including daily care of mouth, nails and pressure points.
d. Four hourly, or more frequent attention to pressure points.
e. Giving and removing of bed pans and urine pots.
f. Giving and removing of hot water bottle.
g. Bed making.
h. Feeding of patients.
i. Distribution of diets, milk etc.
j. Preparation of special feeds, eggs, milk etc.

Technical nursing care of patients:

- o Administration of medicine.
- o Administration of injections.
- o Assistance in administration of I/u injection.
- o Preparation of injections and clearing up.
- o Recording of medicines & injection given.
- o Talaing and charling I.P.R.
- o Rounds with doctor.
- o Technical procedure e.g. enema catheterization, dressings irrigations O2 therapy preparing for and clearing up after procedure.
- o Preparation for and assistance in clinical tests and medical procedure.
- o Pre and postoperative care.
- o Urine testing.
- o Collecting labelling and dispatching of specimens.
- o Escorting patients to and from departments.
- o Giving and receiving reports.

WARD MANAGMENT

a. Handing over and taking charge of shift.
b. Keeping the ward clean and tidy.
c. Preparation of surgical supplies, bandage, splint.
d. Routine care and cleaning of dressing trolleys, cupboards, apparatus, mackintosh etc.
e. Care of clean and soiled linens.
f. Disinfections of linen, beds, floor and bed pans.

GENERAL

a. Demonstration and guidance to student nurses and domestic staff.
b. Supervision of domestic staff.
c. Assistance in orientation of new staff nurses.
d. Participation in staff education and staff meeting.
e. Participation in professional activities.
f. Any other duty that may be assigned from time to time.