



Health Point Hospitals

excellence in healthcare

Job Title:	Deputy Nursing Superintendent	Job Category:	Mid-Level
Department/Group:	Nursing	Job Code/Req#:	2021-DNS-0801
Preferred Work Location:	Ranchi (Jharkhand)	ID Required:	Yes
Level/Salary Range:	Mid Level reporting to NS. 1 – 3 years of relevant working experience in mid-size or large hospitals. Monthly Salary: ₹ 15,000 – 20,000	Position Type:	Full-Time Hire role at Ranchi.
Contact:	Ritesh Gupta	Date Posted:	August 20, 2021
Will Train Applicant(s):	Yes	Posting Expires:	September 15, 2021
Health Point Hospitals	Health Point is a multi-specialty hospital committed to providing quality care to everyone.		
Why Health Point Hospitals Ranchi	<p>We provide inpatient, outpatient, and home-based services through our team of experienced doctors and practitioners. Built on the values of Care, Compassion, and Commitment, we provide 24x7 emergency services with highest level of excellence.</p> <p>Healthcare for us isn't just a duty to perform but care with compassion and treatment with dignity. Our team of healthcare professionals are passionate about empowering people to live a healthy life.</p>		
Applications Accepted By:			
EMAIL: HR@healthpointranchi.com CC: ila.binaykia@healthpointranchi.com Subject Line: Vacancy for DNS		HEALTH POINT HOSPITALS RANCHI: Health Point (A unit of Health Care & Research Centre) Medical Chowk, Bariatu Road Ranchi, Jharkhand – 834009	



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Job Description

WORKING AT HEALTH POINT HOSPITALS RANCHI

We are a good team to work with. We learn, explore and redefine the boundaries of excellence of patient care. It let us get prepared for the future. We stand for teamwork, commitment and care for our team members.

When you step into Health Point Hospital to Ranchi; you step into a new family. We take care of each other, and we work together to achieve our commitment to patient care and safety. As team, we enable each other to grow in life, career and experiences. As growing hospital, possibilities for career development is immense. It does put us into challenges often. This offers us all to work together and grow. You will find all our clinical and non-clinical team collaborate effectively. As a team member, you will feel respected and recognized for your contribution.

WHAT TO EXPECT

We need someone who could report into Nursing Superintendent and assist her in the administration of nursing services in the hospital. Deputy Nursing Superintendent is to manage the nursing staff and any other employees who assist the nursing staff. The DNS is expected to regularly check the work of the nursing staff to verify that all policies and procedures are being followed, and that patients are being properly cared for and treated with dignity. If there are any problems with the performance of a staff member, the DNS is in charge of correcting these issues through training or other measures.

We expect DNS to work with NS and Assist in formulation of nursing policies and plans and provide direction and guidance for smooth functioning of the nursing services at Hospital.

Duties & Responsibilities	% of time
A. Nursing Service	60
B. Educational	10
C. General Office Duties	30

When you work with us, you participate in the process of building a quality health care backed by Care and Compassion. You will be the part of growing team at Health Point Ranchi with immense possibilities to grow in your career. We offer opportunities for passionate people to grow in their career.



WE EXPECT YOU TO POSSESS

1. Master's in nursing.
2. One to three years of relevant work experience with mid-size or large hospital. All previous experience certificates or letter of recommendations to be shared.
3. Advanced course in Nursing Administration and Management is preferred.
4. This position requires thorough knowledge, skills and abilities to manage the hospital wards and provide technical guidance. The incumbent requires full participation in clinical and operational research and acts as technical advisor to Medical Superintendent. The smooth functioning of the nursing services in the hospital depends on her leadership and effective management.
5. Ability to work **independently** and with little supervision within a self-organizing team
6. Accountability for responsibilities and duties. Possess passion to serve patients with care
7. Prefers original bold-design ideas than copy-pasting it
8. Strong inter personal communication. Ability to work with team.
9. Ability to work done on time.

RESPONSIBILITIES

A. NURSING ADMINISTRATION:

- a. Supervise the nursing care given to the patients in various departments by taking regular round of her area.
- b. Act as a liaison officer between Nursing Superintendent. and the nursing staff of the hospital.
- c. Interpret the policies and procedures of the Nursing service department to subordinate staff and others.
- d. Attend the emergency calls concerning nursing services or hostel problems.
- e. Receive evening and night reports from the Assistant Nursing Superintendent/Supervisors.
- f. Keep records and reports of Nursing Services.
- g. Maintain the records of attendance of nursing staff and leave of any kind.
- h. Conduct regular physical verification of hospital stocks, i.e. drugs, equipment etc.
- i. Initiate procedure for condemnation and procurement of hospital equipment/linen etc.
- j. Maintain the confidential report and records of nursing personnel.



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- k. Assist the nursing Superintendent in making master duty roster of nursing personnel.
- l. Assist the nursing superintendent in Recruitment of nursing staff.
- m. Assist the nursing Superintendent on planning and organising nursing services in the hospital.
- n. Officiate in the absence of nursing Superintendent
- o. Attend the official meetings.
- p. Keep the senior nursing Officials (CNO & NS) informed of the happenings in the wards.

B. EDUCATIONAL ACTIVITIES: -

- a. Assist in planning/organising and implementing staff development programmes.
- b. Ensure clinical experience facilities for student nurses in various clinical areas of the hospital.
- c. Provide guidance and counselling to nursing staff.
- d. Arrange orientation programmes for new nursing staff.
- e. Maintain discipline among nursing personnel.
- f. Organise educational programmes for graduate/post graduate students from different hospitals with the co-ordination of clinical instructor/lecturer college of nursing.

C. GENERAL DUTIES: -

- a. Escorts special visitors, Nursing Superintendent, Medical Superintendent for hospital rounds.
- b. Arranges and participates in professional and social functions of the staff and students.
- c. Maintains good public relations.
- d. Any other duties assigned to her from time to time.

We encourage person not meeting experience to apply as well. Preference will be given to local and drop-out candidates with grounds-up experience.

PREFERRED SKILLS

1. Master's Degree in Nursing / Equivalent
2. Advanced courses in Nursing and Hospital Administration
3. Basic Computer skills
4. Inter-personal communications skills
5. Written skills in Hindi and English



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ADDITIONAL NOTES

We guarantee a promising career & future if you know your life goals.

RECRUITMENT PROCESS

All our recruitment process is handled and managed by us. If you are through a recruiter or a recruitment agency, please note that we have no authorized or empaneled recruitment agency. You can always reach out to emails above for any clarifications on the position's status and your application. Please note that Health Point Hospitals Ranchi never asks for any payments from any applicants.

The process for Deputy Nursing Superintendent at Health Point Ranchi will have following interview process:

1. Candidates apply to email on the email ID provided
2. Candidates, if shortlisted, will be notified in three days after application. Please note that we don't issue any acknowledgment for the application.
3. Candidates will be scheduled for face-to-face Interviews with team and management
4. Candidates clearing interviews will be given Practical assignments for assessment of their skills and expertise
5. Shortlisted candidates will be issued offer letter

Reviewed By:	Ritesh Gupta	Date:	August 19, 2021
Approved By:	Dr. Ila Binaykia	Date:	August 20, 2021
Last Updated By:	Ritesh Gupta	Date/Time:	August 19, 2021