

### Nursing services

The following Senior Nursing officers are promoted/transferred/posted and added at AIIMS hospital

SL No	Name	Designation	Area/Centres	Phone numbers
1.	Mrs. S B Samuel	CNO (Actng)	Hospital	(O) 26594717/ 9868397082
2.	Mrs. Gayatri De'souza	Nursing Supdt.	Hospital	(O) 26594705
3.	Mrs. M N Massey	Nursing Supdt.	N.S.C	(O) 26594466/26594935
4.	Mrs. B D Prema H Kumar	Nursing Supdt.	Hospital	(O) 26594718
5.	Mrs. Manshinder Lamba	Dy. Nsg. Supdt	Hospital	(O) 26594718
6.	Mrs. Susannamma Kurian	Dy. Nsg. Supdt	Hospital	(O) 26594718
7.	Mrs. Nancy C Joti	Dy. Nsg. Supdt	C.T.C	(O) 26594688
8.	Mrs. Chand Rani Bharadwaj	Dy. Nsg. Supdt	Hospital	(O) 26594618/9868397088
9.	Mrs. Satinder Kaur	Dy. Nsg. Supdt	Trauma Centre	(O) 26731151/9873059473
10.	Mrs. Pushpa Arya	Dy. Nsg. Supdt	Dr. R.P Centre	(O) 26593026
11.	Mrs. Sarita Mehta	Dy. Nsg. Supdt	Dr. BRA IRCH	(O) 26595040/265954353
12.	Mrs. Nishi Giri (Wadhwa)	Dy. Nsg. Supdt	Hospital	(O) 26594391
13.	Mrs. Krishna Bakshi	Dy. Nsg. Supdt	N.S.C	(O) 26594935/26594466
14.	Mrs. Tarawati	Dy. Nsg. Supdt	Hospital	(O) 26594705
15.	Mrs. Helena Toppo	Dy. Nsg. Supdt	Hospital	(O) 26594705
16.	Mrs. Kamlesh Chandelia	Dy. Nsg. Supdt	Hospital	9868397080
17.	Mrs. Nandeswari A George	Dy. Nsg. Supdt	C.T.C	(O) 26594688
18.	Mrs. Sunita Madan	Dy. Nsg. Supdt	Hospital	(O) 26594639
19.	Mrs. Meena Bensi Panda	Dy. Nsg. Supdt	Dr. R.P Centre	(O) 26593026
20.	Mrs. Monica Samuel	Dy. Nsg. Supdt	Trauma Centre	(O) 26731151
21.	Mrs. Vinay Bhel	Dy. Nsg. Supdt	N.S.C	(O) 26594466
22.	Mrs. Rajinder Sarin	Dy. Nsg. Supdt	N.S.C	(O) 26594466
23.	Mrs. Ansamma Neelakantan	Dy. Nsg. Supdt	Hospital	(O) 26594705
24.	Mrs. Annamma Pappachan	Dy. Nsg. Supdt	Hospital	(O) 26594718
25.	Mrs. Neera Phull	Dy. Nsg. Supdt	Dr. BRA IRCH	(O) 26595040
26.	Mrs. Neema Bakshi	Dy. Nsg. Supdt	Trauma Centre	(O) 26731151
27.	Mrs. Ranjith Kaur Thind	Dy. Nsg. Supdt	N.S.C	(O) 26594466
28.	Mrs. Reshmi Ahmed	Dy. Nsg. Supdt	C.T.C	(O) 26594688
29.	Mrs. Urmil Arora	Dy. Nsg. Supdt	C.T.C	(O) 26594688
30.	Mrs. Meena Kurari	Dy. Nsg. Supdt	Hospital	(O) 26594705
31.	Mrs. Madhu Kohli	Dy. Nsg. Supdt	Dr. R.P Centre	(O) 26593026

## GENERAL INFORMATION ABOUT NURSING

### **RECRUITMENT:-**

**Internal recruitment** - Departmental promotion (based on experience qualification, ACR, medical fitness and DPC meetings.)

**External recruitment** - All the activities are under the control of the recruitment cell, A.I.I.M.S.

### **STEPS:-**

- Post creation.
- Advertisement.
- Scrutinizing (qualification and set standards).
- Preparing list of candidates
- Written exam
- Fixing interview date.
- Forming interview board.
- Informing candidates.
- Holding interviews.
- Compiling and declaring result.
- Issuing appointment letter.

### **INDUCTION/ORIENTATION PROGRAMME:-**

#### **Type of duties:-**

- Shift duties.
- Straight duties.
- Split/break duty.

#### **Duty timings:-**

- 7:30 am to 2:00 pm with no lunch break.
- 1:30 pm to 8:00 pm
- 8:00 pm to 8:00 am

Half an hour overlap for handing and taking over.

Straight duty/split duty is according to the need of that particular area.

#### **Leave:-**

- D/Offs 8 days a month (3 extra offs for national holidays)
- Casual leave : 8 + 2 = 10
- Medical leave : 20 half pay
- Earned leave : 30 days
- M.T.P : 45 days
- Maternity leave : 180 days  
(One year extension thereafter for baby care with loss of seniority and increment)
- Child Care Leave
- Study leave (as per rule) up to 5 yrs of regular service.

#### **Uniform:-**

May 2000 onwards, A.I.I.M.S. nurses have their own uniform decided by the A.I.I.M.S. authorities.

#### **Sr.Gr.I, Sr.Gr.II, Sr.Gr.II HR & ANS (Male Nurses):**

- Half sleeves sky-blue shirt
- Formal pair for dark blue trousers/pants
- Half sleeves white coat (3/4<sup>th</sup> sleeves length coat for ANS and above)
- Black shoes
- Name plate
- Winter : Black sweater  
: Maroon sweater For ANS.

**Sr.Gr.I & Sr.Gr.II (Female Nurses):**

- Salwar kameez-blue color (dark)
- Name plate
- Half sleeves white coat
- Black sandals
- Winter : Black sweater

**Sr.Gr.I HR & ANS (Female Nurses):**

- Dark blue saree and blouse
- Name plate
- 3/4<sup>th</sup> sleeves length coat
- Black sandals
- Winter : Black sweater for sister in charge  
: Maroon sweater for ANS.

**DNS and above till CNO:**

- Light blue saree full
- Sleeves coat
- Name plate
- Black sandals

**STAFF DEVELOPMENT:-**

Refers to the continuing improvement of the nursing personnel

**Components:-**

- Orientation
- In-service training and continuous education.

There are the educational activities planned and organized for the nurses to assist them in furthering the knowledge and skills required for the improvement of patient care services.

**WAGES AND ALLOWANCES (IN Rs.):-**

- CNO : 15,600 – 39,100 GP 7600
- Nsg. Supdt. : 15600 – 39100 GP 6500
- DNS : 15600 – 39100 GP 5400
- ANS : 15600 – 39,100 GP 5400
- Sr. Gr. I : 9300 – 34,800 GP 4800
- Sr. Gr. II : 9300 – 34,800 GP 4600 (Direct recruitment)

New Recruits : Basic Pay-12500

Besides this they are getting following allowances per month:

- Nursing allowance : Rs.2200/-
- Uniform allowance : Rs.500/-
- Washing allowance : Rs.200/-
- ICU/OT allowance : Rs.120/-

**JOB DESCRIPTION:-**

Contains particulars of the activities to be performed and the characteristics of employees required.

- Prevent duplication of functions.
- Facilitates recruitment, selection and placement of the personnel.

**DISCIPLINE AND DISCIPLINARY ACTION:-**

Discipline refers to working in accordance with certain recognized rules and regulation.

**DEALING WITH DISCIPLINARY PROBLEMS:****Disciplinary problems:**

- Misconduct
- Rude behavior
- Absenteeism
- Late coming, early going.
- Negligence, carelessness, disobedience.

- Leaving the work place during working hours.
- Failure to wear uniform.
- Refusal to receive letters, communication from the management.
- Borrowing, taking bribes from patients.
- Failure to observe safety instructions.
- Giving false information.
- Failure to report to supervisors.
- Using hospital facilities for personal gain.
- Tempering with records etc.

**DISCIPLINARY ACTION:-**

- Warning or censure, memorandum
- Fine
- Inquiry.
- Suspension.
- Stoppage to increment
- Demotion.
- Discharge.
- Dismissal.

An opportunity is always given to the employee to explain his/her stand.



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
NURSING IN-SERVICE EDUCATION**

**Need:**

A need was felt by the nursing administrators that a planned nursing in-service education needs to be started so as to increase the knowledge base of practicing nurses in order to improve & maintain high standard of nursing care at the AIIMS Hospital.

**Aims / Objectives:**

1. To increase the existing knowledge base of nurses practicing clinical nursing.
2. To improve and maintain high standard of nursing care to patients at the AIIMS Hospital, which would increase the satisfaction level of patients / relatives.
3. To improve communication skills among nursing personnel at AIIMS.
4. To update knowledge regarding handling / upkeep of latest & sophisticated instruments and gadgets.
5. To enable nurses to secure credit points for renewing their nursing license by the DNC.

**The Program:-**

Nursing in-service education is one of the cornerstones in professional development of nursing personnel working in AIIMS. A need based nursing in-service program has been started w.e.f. January 2011. This is started with the aim of updating clinical nursing knowledge on the premise of continuing nursing education. The program is well structured, initially having biweekly classes of one hour duration each, with the plan to increase classes up to 4 hours a week.

This is done for practicing nurses to increase their knowledge base in order to improve the standard of nursing care at the AIIMS. In the month of January 2011, a well organized induction & orientation program was conducted for 135 newly recruited nurses at the main hospital by the In-service nursing educator.

In 2012, a total of 297 newly recruited nurses got oriented by designated nursing personnel in two sessions, regarding various aspects viz. hospital layout, various departments, OPD schedules and their professional duties and responsibilities.

As a part of continuing nursing education (CNE) in February 2012, a well structured Nursing In-service education program has been started with a view of teaching about the benefits of this program to all clinical nurses. Initially it was started with twice in a week classes of one hour duration each for clinical nurses. Later separate classes for other nursing personnel of one hour scheduled once in a week.

**The Personnel Involved:-**

- Facilitator** : Mrs. Sushruti B. Saneel, Chief Nursing Officer (acting)  
[RN, RM & R.S. (PC)]
- Officer In-charge & Mentor** : Mrs. Anurima Neelakantan, Deputy Nursing Superintendent  
[RN, RM & B.Sc (PC)]
- Educator/ Co-ordinator** : Mrs. Rebecca J. Herald, Grade I Nursing staff  
[B.Sc, RM, P.Sc.(N), Master in Nursing (Gold Medalist)]  
: Mr. Dilip K. T. Grade II Nursing staff  
[B.Sc, RM & B.Sc (N), M.Sc (N)]

**C.N.E. Schedule:-**

The following is the C.N.E. Schedule for the year 2011 for the Hospital:-

Sr.No.	Topic	Period
1.	Induction & Orientation Programme	January – 2011
2.	Health Care Asso. Infection & Infection Control	Feb.- Mid March – 2011
3.	Pre / Post Operative Nursing Care	Mid March – April 2011
4.	Safe nursing practices in health care setting	May – Mid June 2011
5.	Mechanics of Education	Mid June – July 2011
6.	C.P.R.	August - Mid September 2011
7.	Emergency Nursing	Mid Sept – October 2011
8.	Admission & Discharge of Patients	Nov. – Mid December 2011