



**VACANCY FOR ASSISTANT
NURSING SUPERINTENDENT
(HOSPITAL)**

SGT University, in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. Shri Guru Gobind Singh Tricentenary Hospital located in Village Budhera, Gurugram is an 810+bedded hospital, a constituent hospital of SGT University. It is a well-equipped, multispecialty hospital with the most advanced facilities in this area catering to the needs of rural and urban population around Gurugram.

Name of the Post: Assistant Nursing Superintendent
No. of vacancies: 01

Qualification & Experience:

Essential:

1. M.Sc./B.Sc./GNM, Desirable: M.Sc./B.Sc.
2. A minimum of 10 - 15 years' Experience with Healthcare Sector is preferred.

Duties/Responsibilities:

1. NURSING CARE OF THE PATIENT AND WARD MANAGEMENT OF THE DEPARTMENT:-

- General Supervision of the nursing care given to the patients and all nursing activities within the nursing unit.
- Cleanliness and order in her department and environment.
- Regular rounds in her department including outpatient clinics and night rounds.
- Receiving reports from the night staffs regarding the nursing care of the patient at night.
- Analysing/Evaluating the kind and amount of nursing services required in her unit.
- Rotation of the nursing staff in her department to ensure good nursing care.
- Staff meeting with the department staff.
- Planning in co-operation with the sisters of each unit for effective administration.
- Interpreting the principles of good management to ward sister, especially to these who are inexperienced and orientating them to apply these principles to their daily work.
- Helping the ward sister to ensure supplies and equipment and rechecking their use and care.
- Acting as the public relations officers for the unit and deal with problems if any specially with the DASS IV staff and patient attendants.
- Keeping the Nursing Superintendent/Matron informed of the needs of the nursing units and of any special problems.

2. EDUCATION NURSING:-

- Organizing the training programme in this particular specialty in consultation with the doctor Incharge and the Nursing Superintendent/Matron.
- Responsible for arranging the classes and clinical teaching in this specialty for nursing student. Implementing the ward-teaching programme with the help of doctors and ward sister
- Arranging for proper clinical experience of students.



- Counseling and guidance of nursing staff and students.
- Assisting in planning for and participation in the training of auxiliary personnel.

3. General

- To plan and implement a proper orientation for all new personnel posted to her department.
- Taking the Medical and Nursing Supd. Or Matron and Special visitors round the department.
- Helping the Nursing Supd. /Matron in the office work if necessary.
- Participation in staff education, staff meeting and other professional activities.
- Any other duty delegated by the Nursing Supd./Matron.

How to apply:

Candidates are required to send their resume along with supporting documents by E-mail to Pooja_hr@sgtuniversity.org, sschauhan@sgtuniversity.org or by Registered Post to the following Address:

HR Department (Hospital)
SGT University
(Shree Guru Gobind Singh Tricentenary
University)Gurgaon-Badli Road, Budhera,
Gurugram, Haryana 122505

The last date of submission of online applications is 30th October'23.

No TA/DA will be paid by the SGT University for attending the interview/test.