**Nursing Services**

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

<table>
<thead>
<tr>
<th>SL No</th>
<th>Name</th>
<th>Designation</th>
<th>Area/Centres</th>
<th>Phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mrs. S B Samuel</td>
<td>CNO (Acting)</td>
<td>Hospital</td>
<td>(O) 26594717/986397082</td>
</tr>
<tr>
<td>2.</td>
<td>Mrs. Gayatri De'souza</td>
<td>Nursing Supdt.</td>
<td>Hospital</td>
<td>(O) 26594705</td>
</tr>
<tr>
<td>3.</td>
<td>Mrs. M N Massey</td>
<td>Nursing Supdt.</td>
<td>N.S.C</td>
<td>(O) 26594935, 26594718</td>
</tr>
<tr>
<td>4.</td>
<td>Mrs. B D Prema H Kumar</td>
<td>Nursing Supdt.</td>
<td>Hospital</td>
<td>(O) 26594718</td>
</tr>
<tr>
<td>5.</td>
<td>Mrs. Manshinder Lamba</td>
<td>Dy. Nsg. Supdt.</td>
<td>Hospital</td>
<td>(O) 26594718</td>
</tr>
<tr>
<td>9.</td>
<td>Mrs. Satinder Kaur</td>
<td>Dy. Nsg. Supdt.</td>
<td>Trauma Centre</td>
<td>(O) 26731151/9873059743</td>
</tr>
<tr>
<td>10.</td>
<td>Mrs. Pushpa Arya</td>
<td>Dy. Nsg. Supdt.</td>
<td>Dr. R.P Centre</td>
<td>(O) 26593026</td>
</tr>
<tr>
<td>11.</td>
<td>Mrs. Surita Mehta</td>
<td>Dy. Nsg. Supdt.</td>
<td>Dr. BRA IRCH</td>
<td>(O) 26595040/265954353</td>
</tr>
<tr>
<td>15.</td>
<td>Mrs. Helena Topoo</td>
<td>Dy. Nsg. Supdt.</td>
<td>Hospital</td>
<td>(O) 26594705</td>
</tr>
<tr>
<td>18.</td>
<td>Mrs. Sunitra Madan</td>
<td>Dy. Nsg. Supdt.</td>
<td>Hospital</td>
<td>(O) 26594639</td>
</tr>
<tr>
<td>19.</td>
<td>Mrs. Mecna Bensi Panda</td>
<td>Dy. Nsg. Supdt.</td>
<td>Dr. R.P Centre</td>
<td>(O) 26593076</td>
</tr>
<tr>
<td>20.</td>
<td>Mrs. Monica Samuel</td>
<td>Dy. Nsg. Supdt.</td>
<td>Trauma Centre</td>
<td>(O) 26731151</td>
</tr>
<tr>
<td>22.</td>
<td>Mrs. Rajinder Sarin</td>
<td>Dy. Nsg. Supdt.</td>
<td>N.S.C</td>
<td>(O) 2659466</td>
</tr>
<tr>
<td>23.</td>
<td>Mrs. Annapurna Neelekanthan</td>
<td>Dy. Nsg. Supdt.</td>
<td>Hospital</td>
<td>(O) 26594705</td>
</tr>
<tr>
<td>25.</td>
<td>Mrs. Neena Phull</td>
<td>Dy. Nsg. Supdt.</td>
<td>Dr. BRA IRCH</td>
<td>(O) 26595040</td>
</tr>
<tr>
<td>27.</td>
<td>Mrs. Ranjit Kaur Thind</td>
<td>Dy. Nsg. Supdt.</td>
<td>N.S.C</td>
<td>(O) 26594466</td>
</tr>
<tr>
<td>31.</td>
<td>Mrs. Madhu Kohli</td>
<td>Dy. Nsg. Supdt.</td>
<td>Dr. R.P Centre</td>
<td>(O) 26593026</td>
</tr>
</tbody>
</table>
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:-
- 7:00 am to 2:00 pm with no lunch break.
- 1:30 pm to 8:00 pm
- 8:00 pm to 1:00 am

Half an hour overlap for handing and taking over.
Straight duty/shift duty is according to the need of that particular area.

Leave:-
- 10 Holidays per year (3 extra off for national holidays)
- Casual leave: 5 per annum
- Medical leave: 20 half pay
- Earned leave: 30 days
- Maternity leave: 90 days
- (One year extension thereafter for baby care with loss of seniority and increment)
- Child Care leave
- Study leave for students after 2 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. III HK & ANS (Male Nurses):
- Half sleeves sky blue shirt
- Formal pant for dark blue or black trousers
- Half sleeve white coat (3/4 length coat for ANS and above)
- Black shoes
- Name plate
- Winter - Black sweater
  2. 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
- 3/4th 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
- Bindi

STAFF DEVELOPMENT:
Refers to the continuous 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:
- CNO: 55,600 - 39,000, GP 7600
- Nsg. Supdt.: 55,600 - 39,000, GP 6900
- DNS: 55,600 - 39,000, GP 5400
- ANS: 55,600 - 39,100, GP 5000
- Sr. Gr. I: 55,600 - 48,000, GP 4900
- Sr. Gr. II: 55,600 - 48,000, GP 4600 (Direct recruitment)
- New Recruits: Basic Pay 12,500

Besides this, they are entitled to the following per month:
- Nursing allowance: Rs. 2750
- Uniform allowance: Rs. 2000
- Washing allowance: Rs. 3200
- ICU/OT allowances: Rs. 1200

JOB DESCRIPTION:
Contains particulars of the work to be performed and the characteristics of employees required.
- Prevent duplication of function
- Intensifies recruitment, selection, and placement of the personnel

DISCIPLINE AND DISCIPLINARY ACTIONS:
Discipline refers to working in accordance with certain recognized rules and regulations.

DEALING WITH DISCIPLINARY PROBLEMS:
Disciplinary problems:
- Misconduct
- Rude behavior
- Absenteeism
- Late coming, early going
- Negligence, carelessness, disobedience
- Leaving the workplace 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
- Prohibition
- 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 D.N.C.

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 the newly recruited nurses at the main hospital by the In-service nursing educator.

In 2012, a total of 297 new born 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 (C.N.E) in February 2012, a well structured Nursing In-service education program has been started which is a way of achieving the benefits of this program to all clinical nurses. Initially it was started with 2 classes of one hour duration each for clinical nurses later separate classes for departmental personnel of one hour scheduled once in a week.

The Personnel Involved:-
Facilitator :
Mrs. Susana D. Samuel, Chief Nursing Officer (acting)
[BN, RM & B.Sc (PC)]

Officer In-charge & Mentor:
Mrs. A. S. Narzary, Deputy Nursing Superintendent
[DN, RM & B.Sc (PC)]

Educator/ Co-ordinator:
Mrs. Deepak P. Herli, Grade I Nursing Staff
[BN, RM, B.Sc (N), Master in Nursing (Gold Medalist)]

Mrs. Dipa S. G. Grade II Nursing Staff
[BN, 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:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Topic</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Induction &amp; Orientation Program</td>
<td>January – 2011</td>
</tr>
<tr>
<td></td>
<td>Central</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pre/ Post Operative Nursing</td>
<td>Mid March - April 2011</td>
</tr>
<tr>
<td>4</td>
<td>Self nursing practices in health care setting</td>
<td>May - Mid June 2011</td>
</tr>
<tr>
<td>5</td>
<td>Major Injuries &amp; Trauma</td>
<td>Mid June - July 2011</td>
</tr>
<tr>
<td>6</td>
<td>C.P.R.</td>
<td>August - Mid September 2011</td>
</tr>
<tr>
<td>7</td>
<td>Emergency Nursing</td>
<td>Mid Sept. – October 2011</td>
</tr>
<tr>
<td>8</td>
<td>Administration &amp; Travel</td>
<td>Sept. - Mid December 2011</td>
</tr>
</tbody>
</table>