



VACANCY FOR 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: Nursing Superintendent

No. of vacancies: 01

Qualification & Experience:

Essential:

1. M.Sc./B.Sc./GNM, Desirable: M.Sc./B.Sc.
2. A minimum of 15 - 20 years' Experience with Healthcare Sector is preferred.

Duties/Responsibilities:

Administrative:-

- Implementing Hospital rules and regulations applicable to nursing staff, in accordance with the quality policy which includes, nursing care, working hours, code of conduct, uniform, reporting system, appraisal, increment, promotion, salary etc.
- Projections of requirement of nursing personnel
- Interviews, recruits and allocates nursing staff as per Hospital norms
- Organizes OJT s, CME and orientation programs
- Maintains registers and records as required by the regulatory bodies
- Attends to general correspondence
- Approving & Monitoring duty roster, attendance and leave of nursing dept
- Prepares duty roster for supervisors

Improving Nursing Care and Maintaining Nursing Standards:-

- Hospital rounds
- Ensures that all the protocols are followed
- Directs and supervises administrative & clinical activities of the ward
- Receives reports and acts accordingly
- Co-ordinates activities of various nursing units
- Deals with professional and personal problems of nurses
- Investigates and resolves various issues
- Recommends material or equipment requirement
- Establishes standard inventory
- Continuous evaluation of quality nursing care
- Ensure high level of discipline and work ethics
- Supervises and evaluates personal performance of staff



Other Responsibilities:-

- Daily reporting about the staff performance/any special information
- Establish and maintain excellent relationship within the department, inter-departmental and with and HOD's, Dean.
- Function as a member of different Hospital Committees
- Participate in Hospital meetings and conferences
- Assist in the preparation of budget for nursing dept.
- Preparation for inspection and participating in the same
- Innovation & Suggestion to improve quality of Nursing Care

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.