

# TLC NURSING SERVICES



## Duties for Private Nurses in Hospital Situations

Once designated a patient by TLC Nursing Services you shall follow these procedures without exception.

1. It is the policy of TLC Nursing Services to inform all Clients requesting a Supplementary Nurse. They inform the Nursing Office and/or Ward Sister/Nurse Manager/Senior Nurse/Nurse-in-Charge that they have hired a Supplementary Nurse for their family member.
2. On arrival at the location of your patient, identify yourself to the Ward Sister/Nurses Manager and staff of the area.
3. Once assigned, your duties will consist of looking after the welfare and needs of your patient and those special requirements requested by our Client.
4. You will provide supplementary Nursing to your patient. Your duties will not impinge on those of the Nurses employed by the hospital authority.
5. If the occasion arises where your patient requires medication/medical attention normally administered by the Nurses/Doctors of the hospital authority you are to alert the ward sister / Nurse Manager / senior Nurse to the needs and medical requirements of your patient.
6. You will not, under any circumstances administer drugs or medication to your patient.
7. Although you may consider you could assist Nurses employed by the hospital authority without compromising the health and welfare of your patient (even although you may consider that they require assistance). **You are specifically ordered not to do so.**
8. You shall avail yourself to the employing family members and if requested to do so give them an update of the health and condition of your patient. You shall also give TLC Nursing Services a situation report on your patient.
9. Should you have any difficulty obtaining medical/medication assistance once requested you are required to submit a complaint in writing to TLC Nursing Services as soon as you complete your tour of duty.
10. You are required to do a complete handover to the relieving Supplementary Nurse at the end/beginning of your shift. You are to inform the Ward Sister/Nurse Manager/Ward Staff of any changes in your patients' condition.

It must be in the best interests of our Clients/Patients to adhere to these procedures.

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