



آغا خان یونیورسٹی ہسپتال، کراچی

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January 11, 2007

To Whom It May Concern

It gives me pleasure in writing for Ms. Sanober Karim Ali, who worked in Health Information Management Services (HIMS) of AKUH in the capacity of Nurse Reviewer from February to December 2006.

Ms. Sanober's primary task was to ensure proper documentation in patients' records in accordance with Joint Commission International Accreditation (JCIA) standards. She was required to audit patients' charts in wards, identify deficiencies and ensure compliance by the relevant physician and paramedical staff. She also participated in retrospective reviews of these records after the patients were discharged and charts were returned to HIMS.

Sanober established a good rapport on the floor with doctors and staff, as well as, with her colleagues in HIMS. She was good in reporting the outcome and always focused towards improvement. She conducted her duties in a professional manner and obtained positive results.

I wish her the very best for the future.


Amir N. Rajani, RHIT
Manager,
Health Information Management Services

**Personnel Policies Administration and
Compensation Department/ Personnel Division**

JOB DESCRIPTION FORM FOR STAFF

Issue # : _____ Date: January 9, 2006

Note: Please refer to the Guidelines for Writing Job Descriptions (Annexure: HR/PP-20 – II and III) before completing this Form.

1. JOB/ POSITION TITLE Registered Nurse	TO BE COMPLETED BY PERSONNEL GRADE <u>7</u> POSITION # _____	
2. DEPARTMENT AND DIVISION Medical Records (HIMS)	3. STATUS a) <input type="checkbox"/> FULL-TIME b) <input type="checkbox"/> NEW POSITION TO BE CLASSIFIED c) <input checked="" type="checkbox"/> TEMPORARY d) <input type="checkbox"/> POSITION ALREADY EXISTS	
4. REPORTING RELATIONSHIP (State job/ position title of person to whom an employee in this job reports to). Manager, HIMS	5. JOBS DIRECTLY SUPERVISED (by an employee in this position) <div style="display: flex; justify-content: space-between;"> <u>JOB TITLE</u> <u># OF EMPLOYEES</u> </div>	
6. JOB SUMMARY (State briefly the principle purpose of the job i.e. what the job is expected to accomplish). A nurse with clinical nursing experience who functions as a member of JCIA surveillance audit, reviews all patients documentations, identifies the deficiencies as per JCIA documentation standards and get them rectified by the authors. (Physicians/ Nurses/Allied Health).		
7. AUTHORITIES ASSIGNED (State authorities delegated for financial matters or other decisions- if applicable) NONE		
8. JOB SPECIFICATIONS ACADEMIC & PROFESSIONAL QUALIFICATIONS / TRAINING & WORK EXPERIENCE (State the qualifications, nature and duration of work experience, an employee should possess to carry out the job) <ul style="list-style-type: none"> Graduate of an accredited nursing diploma program, AKUSON preferred; Current registration with Pakistan Nursing Council; Minimum one year's of experience as Registered Nurse at AKUH or equivalent. KNOWLEDGE AND COMPETENCIES (State skills, abilities & traits required) <ul style="list-style-type: none"> Ability to work in a team; Ability to work independently Awareness of current clinical documentation and literature; Potentials to assume leadership role; Ability to work under pressure. Good communication skills Good organizational skills Ability to follow instructions. 		

(P.T.O.)

9. DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

a. REGULAR DUTIES/RESPONSIBILITIES

- Conducts rounds to review all patients records of the delegated areas;
- Review all discharged patient records of the delegated areas;
- Makes sure that all appropriate forms are present
- Identifies deficiencies in all physicians, nursing and allied health documentations as per standard of JCIA documentation guidelines.
- Communicates deficiencies to relevant authors.
- Assist in getting the records rectified
- Follow up for pending records to review
 - Provide data of closed record reviews and open records reviews to designated persons.
 - Communicate problems and unresolved issues.

b. PERIODIC DUTIES/RESPONSIBILITIES

- Participate in Closed Patient Reviews conducted on 5% of the total discharges using JCIA Closed Patient Record Review Form.
- Attend meetings of different committees to explain queries if any.
- Assist in cross training staff for review process

10. ANY OTHER FACTORS: (Please identify other aspects of the job that significantly impact upon the employee in this job (if applicable) e.g. specialized equipment used, extraordinary working conditions, internal/external customers, etc. Use another blank sheet, if required).

11.(a) PREPARED BY

NAME / SIGNATURE / DATE

POSITION TITLE

(b). APPROVED BY DEPT./DIVISION HEAD

NAME / SIGNATURE / DATE

POSITION TITLE

(c) REVIEWED BY PPAC DEPT

NAME / SIGNATURE / DATE

POSITION TITLE

(d) ISSUED TO EMPLOYEE

NAME / SIGNATURE / DATE

EMPLOYEE #

March 30, 2005



آغا خان یونیورسٹی ہسپتال، کراچی

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January 17, 2007

To Whom It May Concern

This letter is in support of **Miss Sanober Karim Ali (employee # 03100893)** who was working in C1 Surgical Unit and left the unit in August 2005.

I have known Ms. Sanober for almost 2 years as she has been working in my area as a Registered Nurse. As a professional Nurse, she had independently taken care of patients with Neurosurgery, Orthopedic, General surgery, and other related diseases.

In her professional life, Ms. Sanober was one of the hard working, and competent employee and was considered as a 'caring' nurse while dealing with the client. She was also very cooperative and contributive towards her nursing sub-ordinates. She was the team leader and as a team leader, I have seen her assisting her team to the best of her abilities. Moreover, she also worked for the critical patients. Throughout her practice, she was able to maintain good interpersonal relationships with other health care teams including physicians, her nursing colleagues and other paramedical staff.

Besides her professional commitments, she was also involved in unit related educational activities and conducted various teaching sessions for patients and staff in her unit.

I wish her best of luck for her future and hope that she would continue the same.

Amina Malik

Senior Assistant Manager, Nursing Services

Personnel Policies, Administration and Compensation Department/ Personnel Division

Annexure: HR/PP-20 - I

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JOB DESCRIPTION FORM

Issue # : <u>02</u>	Effective Date : <u>01/04/2006</u>
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Note: Please refer to the Guidelines for Writing Job Descriptions (Annexure: HR/PP-20-11 and 111) before completing this Form.

1. JOB/ POSITION TITLE Registered Nurse.	TO BE COMPLETED BY PERSONNEL GRADE <u>08</u> POSITION #	
2. DEPARTMENT AND DIVISION All Inpatient & Ambulatory Areas Excluding CC/CHC	3. STATUS a) <input checked="" type="checkbox"/> FULL-TIME b) <input checked="" type="checkbox"/> NEW POSITION TO BE CLASSIFIED <input type="checkbox"/> PART TIME <input type="checkbox"/> POSITION ALREADY EXISTS	
4. REPORTING RELATIONSHIP (State job/ position title of person to whom an employee in this job reports to). HEAD NURSE	5. JOBS DIRECTLY SUPERVISED (by an employee in this position) JOB TITLE # OF EMPLOYEES None	
6. JOB SUMMARY (State briefly the principle purpose of the job i.e. what the job is expected to accomplish) Provides safe, competent, individualized nursing care to patients with care needs ranging from basic to complex, including impacting patients family education and support		
7. AUTHORITY & ASSIGNMENT (State authorities delegated for financial matters or other decisions, if applicable) None		
8. JOB SPECIFICATIONS <ul style="list-style-type: none"> • Current registration with the Pakistan Nursing Council (Provisional registration for fresh graduates till they receive permanent registration) • Graduate of an accredited nursing diploma program • Certification in: <ul style="list-style-type: none"> - Cardiopulmonary Resuscitation (CPR) - Safe Medication Administration - Aseptic Technique <p>Recent experience – at least 6 months in oncology care setting preferred.</p> <p>KNOWLEDGE AND COMPETENCIES (State skills, abilities & traits required)</p> <ul style="list-style-type: none"> • Familiar with unit policies, procedures protocols. • Expresses commitment and excellence in nursing practice • Readiness for new learning and challenges • A good team player and contributes to team building good interpersonal skills. • Positive attitude towards authority accepts constructive criticism and tries to modify behavior as indicated. • Ability to organize work load and identify priorities appropriately • Ability to take prompt and appropriate action in emergency situations • Ensure tact, empathy and a caring attitude when offering criticism to junior staff. • Ability to communicate effectively and concisely both verbally and in writing 		

Form# AKU 0131/PC001

February 01, 2000

Revision # 01

9. DESCRIPTION OF DUTIES/RESPONSIBILITIES

List duties under two separate headings: REGULAR DUTIES AND PERIODIC DUTIES. Use a numbered statement for each duty. Make each statement as detailed as necessary to show clearly what is entailed. (Use another blank sheet, if required).

a. REGULAR DUTIES/RESPONSIBILITIES

a. Assessment

1. Conducts comprehensive head to toe assessment and documents in the patient assessment form.
 - Nutritional patient for skin integrity
 - Bed ridden patient for skin integrity
 - Cardiac system
 - Elementary system
 - Respiratory system
 - Neurological system
2. Assesses patient/family holistically e.g. patients' health status, support system, financial background, availability of resources, social, psychological, and spiritual needs etc.
3. Assesses patient's level of pain (subjective/objective) by utilizing standardized pain scales
4. Assesses patient's and family's grieving stage and provides support accordingly

b. Planning

1. Plans day-to-day activity
2. Plans and prioritizes his / her work to provide best quality care according to patient's need assessment
3. Plans break timings for her/ his shift staff.
4. Plans health-teaching sessions for patients/ families according to their learning need assessment.

c. Implementation

1. Explains & delivers care to patients as per doctor's order and as per identified needs during assessment.
2. Coordinates palliative home care services with other departments. E.g. Pharmacy, PBSB etc. to meet client's needs.
3. Conducts follow-ups of referred home health care patients for current health status, invites queries & provides clarifications & additional information to patients/ families whenever required.
4. Teaches different types of relaxation and divertional therapies to patient and family members
5. Helps family members to deal with patient's end of life
6. Listens to patient's needs and responds in a courteous and tactful manner.
7. Sets appointment with the psychologist / social worker for the social and psychological support of the patient and family and explains patient the same.
8. Provides patients with contact # of Palliative Home Health care service before discharge.

d. Patient/ Family Education

1. Conducts comprehensive discharge teaching for patient/family as required in the units and at home on subsequent visits
2. Ensures patient and family compliance with treatment and health education.

e. Evaluation

1. Reports and contacts concern doctor / HN / home health doctor / on call team, in case of emergency or for any adverse outcome of treatment provided to patients
2. Evaluates outcome of care provided to patients

f. Professional Attributes

1. Must be regular and punctual on work with - 96% attendance.
2. Keeps him/her self well groomed and observes the uniform code at all times
3. Ensures that information about patient will remain confidential.
4. Presents a positive image of AKUH via professional appearance and behavior
5. Knows, understands and abides by the policies of AKUH
6. Demonstrate ability to manage unit on a single shift basis.
7. Collaborates with co-workers to enhance teamwork.
8. Shows willingness to work long hours & accepts on call duties when needed

PSYCH UNIT (Under supervision of Senior SN/TL)

1. Assists in procedure such as ECT and Occupational therapy.

ICU UNIT (Under supervision of Senior SN/TL)

1. Monitors and records PA catheter parameters in the patient's chart and informs to physician / Team Leader immediately.
2. Monitors patients with invasive monitoring for example arterial line / CVP, swan guaze catheter.

RECOVERY ROOM (Under supervision of Senior SN/TL)

1. Familiar with OR procedures, RR routines, taking assignment e.g. narcotic cupboard.
2. Takes preoperative over of the patients.
3. Participates in operating room/ recovery room unit based presentation/ grand rounds.
4. Participates in operating room/ Recovery room unit based presentations/ grand product
5. Does CVP site care and re-dressing
6. Ensures transfer out of patient as soon as they are signed out by anesthetist
7. Assists Sr. RN in transferring out of patients as soon as anesthetist signs them out.
8. Writes shifts report and submits to shifts supervisor on time.
9. Assists in OR for minor procedures for example catheterization of patient.
10. Able to monitor patients with invasive monitoring for example arterial line / CVP, swan guaze catheter.
11. Able to monitor patients with invasive monitoring for example arterial line/ CVP, swan guaze catheter.