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NTMH/ADM/Ward boy/girl/15	SOP on Ward Boy and Girl	01	03

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REVISION SUMMARY			
Version No.	**Effective Date**	**Reason for Change**	**Details of the change**
01	01/07/2026		

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1. Scope

This SOP describes the process for Ward Boy and Girl functions.

2. Objective

2.1 To provide support services in the daily functions of the ward.

3. Responsibilities of Ward Boy/Girl

3.1. Patient Assistance: Assist in lifting patients, help patients with mobility, bathing, feeding, toileting, and repositioning. Help and prepare patients for procedures, and carrying medical equipment.

4.2. Nursing Support: Aid in conducting the procedures, administering medicines and dressing wounds.

3.2. Bedside Care: Provide comfort, help with personal hygiene, and assist patients who are bedridden.

3.3. Transport Duties: Assist and escort the patient to the designated procedure/treatment room, safely on stretchers/wheelchairs to diagnostic areas. Assist in unloading, loading and transporting the medical equipment and related materials.

3.4. Ward Organization: Keep the ward tidy, arrange supplies, and ensure proper disposal of medical waste. Clean patient rooms, change bed sheets, disinfect surfaces, maintain hygiene standards, prepare equipment and materials.

3.5. Monitoring & Reporting: Observe patient and report changes in condition to medical staff.

3.7. Emergency Help: Respond quickly during emergencies, such as shifting patients or arranging other necessary equipment.

3.8. Logistics: Help distribute meals and assist patients who cannot feed themselves, and medical supplies as directed.

3.9. QA and IPC Measures: Implements 5S-CQI, QA and IPC measures.

3.10. Communication: Liaise between patients and medical staff, conveying patient needs. Offer reassurance and care, especially for children and elderly patients.

4. Comparison Table

Role	Core Duties	Focus Area
Ward Boy	Patient transport, lifting, cleaning, emergency support	Physical assistance & logistics
Ward Girl	Bedside care, nursing assistance, hygiene, emotional support	Patient comfort & nursing support