GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Health and Quality of Life

Post: Principal Nurse Educator

Salary: Rs 33,750 x 1,250 – 47,500 (09 62 73)

Effective Date: 07 August 2012

Qualifications: By selection from among officers in the grade of Senior Nurse Educator who reckon at least four years’ service in a substantive capacity in the grade and who possess good organising and interpersonal skills.

Role and Responsibilities: To be responsible for maintaining a high standard of quality nursing education that prepares the nursing workforce for a diverse and ever-changing health care environment.

Duties: 1. To be responsible to the Director, Nursing through the Head, School of Nursing for the following duties –

(A) PROFESSIONAL

(i) organising and carrying out all basic and post-basic teaching courses in nursing and allied subjects;
(ii) participating in in-service training;
(iii) providing guidance to subordinate staff;
(iv) acting as examiner in statutory or non-statutory examinations or assessments, whenever required;
(v) participating in the Nurse Education Committee, Examination Board and in meetings;
(vi) analysing and reviewing the implications of developments in educational methods and, in the context of nurse training programmes, submitting to appropriate authorities proposals in connection with the introduction of new methods and of changes in course contents;

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date.............07 August 2012......................
(vii) liaising with the Nursing Administrators and/or the heads of allied services as regards the implementation of training policies; and

(viii) advising on the physical facilities to be provided for the School of Nursing as well as on the personnel, equipment and furniture.

(B) ADMINISTRATIVE

(i) carrying out the general administration of the School;

(ii) preparing annual school programmes;

(iii) organising the preparation of detailed training programmes;

(iv) preparing annual estimates for the School and subsequently incurring expenditure within approved financial allocations;

(v) supervising and monitoring the work of the staff of the teaching department and ensuring that work is done efficiently;

(vi) preparing and submitting a list of annual requirements for the School of Nursing and reporting requirements of staff and teaching equipment;

(vii) arranging the participation of visiting lecturers in the educational programme;

(viii) convening regular meetings of teaching staff;

(ix) liaising and co-ordinating with officers of other departments for the smooth running of the School;

(x) reporting on the work of the School and on subordinate staff;

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date..............07 August 2012..................
(xi) allocating specific duties to members of the staff either at the School or hospitals or in the annexed health institutions;

(xii) convening and chairing the Nurse Education Committee on a regular basis;

(xiii) being responsible for the medical examination and immunisation of all new trainees;

(xiv) allocating new trainees to different institutions for their clinical and practical training and liaising with the Nursing Administrators of the hospitals or the officer concerned in other institutions with a view to ensuring that the requirements and objectives of the training are met; and

(xv) visiting training sites and guiding teachers.

(C) **HUMAN RESOURCE**

(i) participating as members of selection panels, whenever required;

(ii) introducing subordinate staff to their duties;

(iii) counselling Nurse Educators, Midwife Educators, clinical instructors, trainees and other appropriate members of the staff;

(iv) co-ordinating grant of leave to all staff members;

(v) recommending appropriate courses for members of the staff with a view to developing their skills;

(vi) assessing through regular tests, the progress of trainees and certifying whether they have complied with the approved training requirements;

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date............07 August 2012.................
(vii) developing management skills of subordinate staff; and
(viii) ensuring the general safety and welfare of staff and trainees posted to the School.

2. To use ICT in the performance of his duties.

3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Principal Nurse Educator in the roles ascribed to him.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date..................07 August 2012..........................