

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Charge Nurse (Psychiatric) (Female)

Salary: Rs 18,400 x 600 – 23,200 x 800 – 28,000 (09 43 57)

Effective Date: 11 June 2010

Qualifications: By promotion, on the basis of experience and merit, of female officers in the grade of Nursing Officer (Psychiatric) who reckon at least eight years' service in a substantive capacity in the grade.

NOTE

For the first intake, by promotion, on the basis of experience and merit, of female officers in the grade of Nursing Officer (Psychiatric) who reckon an aggregate of at least eight years' service in a substantive capacity in the grades of Nursing Officer and Nursing Officer (Psychiatric) including at least three years' service in a substantive capacity in the grade of Nursing Officer (Psychiatric).

- Duties:**
1. To be responsible for the efficient and effective administration of a ward which includes -
 - (i) the maintenance of a high standard of nursing care to patients round the clock; and
 - (ii) the co-ordination and practice of clinical nursing excellence.
 2. To ensure that the duties are performed in accordance with procedures, practices, rules, regulations, laws and by-laws governing mental health institutions.
 3. The functions of the Charge Nurse (Psychiatric) (Female) include -
 - A. Clinical Practice
 - (i) To assess patients' general and psychiatric nursing needs.
 - (ii) To help in the planning of individual and group care.

/2...



CERTIFIED CORRECT

[Handwritten Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

11 JUN 2010

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

- (iii) To implement, in collaboration with the ward team, prescribed pharmacological, psychological and rehabilitative therapies and cause physical and psychological investigations to be effected.
- (iv) To evaluate patients' response to treatment.
- (v) To record and report individual patient's abnormal behaviour.
- (vi) To handle and manage high-risk patients with suicidal tendencies and acute psychiatric manifestations.
- (vii) To initiate psychiatric intervention in psychiatric emergencies.
- (viii) To monitor and train subordinate staff in the care and management of patients.
- (ix) To act as mentor/preceptor to Student Nurses.
- (x) To be herself responsible for the administration of medicines including injectables or through delegation.
- (xi) To plan and carry out all aspects of nursing care of patients undergoing electro-convulsive therapy including carrying out recovery procedures after treatment.
- (xii) To participate in behavioural and rehabilitative therapies of both acute and chronic patients and observing the rights of the latter at all times.

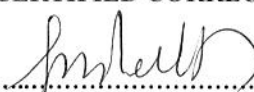
B. Administrative

- (i) To ensure that the laws relating to admissions/management of care, leaves and discharge of individuals suffering from psychiatric conditions are adhered to.
- (ii) To organise reception of and interview of patients and relatives in accordance with standing regulations.

/3...



CERTIFIED CORRECT


.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

11 JUN 2010

Date.....

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

-3-

- (iii) To organise the transfer of patients from one ward to another and from one health institution to another.
- (iv) To organise and participate in recreational and therapeutic activities.
- (v) To arrange for patients' meals and to help with and supervise the meal service.
- (vi) To ensure that all wards'/points' records are properly kept.
- (vii) To organise the work of nursing and lay staff and prepare appropriate rosters with a view to ensuring that the ward/point is adequately staffed at all times.
- (viii) To collectively take charge of and control drugs (including dangerous and psychotropic), dressing, instruments and equipment in ward/point.
- (ix) To maintain and keep an inventory of stores, linen, equipment and requisition provision and other supplies.
- (x) To ensure a high standard of hygiene and cleanliness and the safety of patients and staff.
- (xi) To detect and report any structural and infrastructural weakness in high security wards, and take action as appropriate.
- (xii) To maintain discipline among patients and staff.
- (xiii) To effect systematic handing and taking over charge of ward/point and patients' property which have been kept in custody.
- (xiv) To arrange for the placement, control and appraisal of Student Nurses.

/4...



CERTIFIED CORRECT


.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... 11 JUN 2010

GOVERNMENT OF MAURITIUS

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

-4-

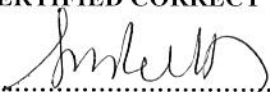
- (xv) To supervise and motivate team members including ancillary staff.
 - (xvi) To liaise with heads of units/departments/hospitals in relation to patients' immediate and continued care and rehabilitation.
4. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Charge Nurses (Psychiatric) (Female) in the roles ascribed to them.

Note

1. Charge Nurses (Psychiatric) (Female) may exceptionally be required to take charge of more than one ward.
2. Charge Nurses (Psychiatric) (Female) shall in the performance of their duties ensure that -
 - (i) the well-being and interests of patients are promoted and safeguarded;
 - (ii) the customs, values, social heritage and spiritual belief of patients are respected;
 - (iii) confidential information obtained in the course of professional practice are respected; and
 - (iv) information related to patients are not disclosed except where disclosure is required by law or by order of court or is necessary in public interest.
3. Charge Nurses (Psychiatric) (Female) shall be required to cover a 24-hour service including weekends, public holidays and officially declared cyclone days on a shift system.



CERTIFIED CORRECT


.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... 11 JUN 2010