

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Health Care Assistant (General)

Salary: Rs 12,675 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 (09 23 56)

Effective Date: 07 May 2014

Qualifications: A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo an in-service training course for a period of at least one year. On successful completion of the training, they will be considered for appointment as Health Care Assistant (General) in a substantive capacity.

Duties: To be responsible to the Charge Nurse/Nursing Officer in charge of a department/centre/unit/ward/point for the following –

1. carrying out any activity in connection with personal hygiene and welfare of patients;
2. making of beds and special beds;
3. shaving of patients before operation;
4. serving meals and feeding patients;
5. caring of pressure areas;
6. giving and removing from patients sanitary utensils;
7. cleaning of pharmacy box, medicine-cupboard, dressing trolleys and helping nursing personnel in ensuring cleanliness and tidiness of wards and units, patients’ lockers, linen, cupboards, etc.;

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

07 May 2014

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8. preparing dressing materials for sterilisation;
9. checking blood pressure and vital signs;
10. reading glucometer;
11. participating in health education/counselling on physical exercises, diet and nutrition, HIV/AIDS;
12. testing of urine.
13. assisting in –
 - (i) vision test of children in schools;
 - (ii) promoting school children health;
 - (iii) preparing patients for electrocardiogram;
 - (iv) giving care to incontinent and unconscious patients;
 - (v) the control of clean and soiled linen;
 - (vi) the Nutritionist in Nutrition Counselling and Direct Therapy;
 - (vii) Blood Bank Officers during mobile blood collection; and
 - (viii) Pharmacy Technicians in dispensing ayurvedic medicine.
14. taking and registering physical measurements of children in schools;
15. observing and reporting to the Nursing Officer any abnormality regarding stools, urine, vomitus, sputum and body excretions;
16. collecting urine, stools and sputum specimens for pathological examinations;
17. accompanying or escorting patients to X-ray, Physiotherapy Section, Laboratory, Operation Theatre and any other department or hospital/health institutions;

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18. changing nappies of infants and bathing, weighing and feeding them;
19. taking physical measurements of persons being attended to by the Health personnel;
20. helping patients during post-operative ambulation;
21. participating in group psychotherapy and health education as well as recreational activities oriented towards patients' welfare;
22. ensuring that patients' belongings are properly kept in appropriate places;
23. helping in the custodial care of patients;
24. taking to or bringing from other departments any document, specimen and drug, etc. as requested by the Nursing Staff;
25. ushering in of patients;
26. helping in last offices and accompanying corpses which are transferred from units/wards to mortuary; and
27. performing such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Health Care Assistant (General) in the roles ascribed to him.

Note

1. Health Care Assistants (General), through their direct and continuing contact, and communication relationship with the patient and other colleagues will be called upon to play an important role in the health team in assisting to create a happy and sane environment, provide health care and service support and solace in the clinical setting;
2. Health Care Assistants (General) will be required to work on a shift system covering 24-hour service during weekends, on Sundays and Public Holidays and officially declared cyclone days.



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