

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

- Ministry:** Health and Quality of Life
- Post:** Nursing Administrator (Female)
- Salary:** Rs 22,400 x 800 – 28,000 (09 57 64)
- Effective Date:** 13 November 2007
- Qualifications:** By selection from among officers in the grade of Nursing Supervisor (Female) who –
- (a) reckon at least one year's service in a substantive capacity in the grade; and
 - (b) possess proven administrative and organisational abilities.

Note

Officers holding only the Mental Nursing Certificate or an equivalent qualification in mental nursing acceptable to the Public Service Commission will be considered for promotion against vacancies on the establishment of a psychiatric hospital only.

Duties: To be responsible to the head of the hospital concerned and ultimately to the Chief Nursing Officer for the administration and management of the nursing services in the hospital, its annexes and satellite dispensaries. She may be required to help the Chief Nursing Officer or organise any post basic nursing course. The functions of the Nursing Administrator (Female) shall be:

A. **PROFESSIONAL**

1. To assume full responsibility for the nursing care and administration of the nursing services.
2. To plan and make projections on professional and personnel needs of the nursing and ancillary services.
3. To plan the training of the nursing and ancillary staff and implement approved programmes of training.
4. To plan, allocate and coordinate the work of the Nursing Supervisors (Female)/Nursing Supervisors (Male).
5. To maintain high nursing and hygienic norms.

/2..



CERTIFIED CORRECT

Sanchez

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

13 NOV 2007

Date.....

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

-2-

6. To advise the head of the hospital and the Chief Nursing Officer on all nursing matters.
7. To promote/carry out research and studies relating to nursing practice.
8. To participate, whenever required, in any nurse educational committee or in the Examinations Board.
9. To ensure coordination with Nursing School authorities for the practical training and the placing of Student Nurses and Student Midwives in accordance with the approved programmes of training.
10. To collaborate and coordinate with medical and para-medical staff for the smooth running of the institution and its annexes and the prompt and effective management of patients.
11. To perform such cognate duties as may be assigned.

B. ADMINISTRATIVE

12. To ensure that all records concerning nursing care and nursing personnel are properly kept as well as the confidentiality of the personal file of each and every member of the nursing staff.
13. To ensure the coordination and collaboration of the nursing staff with other units or department personnel and ensure that all wards/points are properly staffed, equipped and maintained.
14. To conduct enquiries into complaints concerning the nursing and ancillary staff and make appropriate recommendations.
15. To pay surprise visits after normal office hours and submit reports thereon.
16. To participate, whenever required, in any committee that may be set up.
17. To prepare estimates of the establishments and equipment required for the nursing services and subsequently contain expenditure within approved financial allocations.

/3..



CERTIFIED CORRECT

J. Sanchez

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

Date..... **13 NOV 2007**.....

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

-3-

18. To compile information on the nursing services and submit reports whenever required.
19. To propagate policy changes amongst the nursing staff.
20. To ensure in collaboration with medical and supporting staff the safety of patients.
21. To perform such cognate duties as may be assigned.

C. PERSONNEL

22. To act, whenever required, as member of the selection panels in connection with the appointment of junior staff.
23. To introduce the Nursing Supervisors (Female)/Nursing Supervisors (Male) to their duties and coordinate their leave.
24. To complete annual confidential reports on Charge Nurses (Female)/Charge Nurses (Male), endorse or amend reports on Nursing Officers, Midwives, Student Nurses, Student Midwives, etc., and assist in reporting on Nursing Supervisors (Female)/Nursing Supervisors (Male) in the context of their annual confidential reports.
25. To submit ad-hoc confidential report on nursing and ancillary staff, whenever requested.
26. To be responsible for the welfare of the nursing staff and represent nursing interests at meetings and committees.
27. To exercise leadership in the Hospital Nursing Service and to develop management skills of subordinate staff.
28. To perform such cognate duties as may be assigned.

NOTE

The Nursing Administrator (Female) is first and foremost a nurse by profession and through her mature personality, developed critical sense and good judgment, should inspire confidence around her, and with that end in view should perform and assume any other duties or responsibilities not listed above but that will be conducive to the smooth running of the service under her charge and for the good name of the institution.



CERTIFIED CORRECT

Stuncheo

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

Date..... **13 NOV 2007**