

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Nursing Officer (Psychiatric)
- Salary:** Rs 12,000 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,800 (09 28 53)
- Effective Date:** 29 October 2009
- Qualifications:** Candidates should be fully registered as Mental Nurse in accordance with section 23 of the Nursing Council Act.
- Duties:**
 1. To plan, organise and carry out all nursing duties and activities in the care and treatment of patients which include all nursing procedures/interventions in connection with -
 - (a) cleanliness, hygiene, comfort and safety of patients;
 - (b) arrangements for the meals, food and/or feeding of patients which include responsibility for ensuring that the proper diet and accurate quantities of foodstuff are delivered from the kitchen to the ward and issued to the patients at the correct time;
 - (c) dressing, ordering and administration of drugs and injections, as per medical prescription;
 - (d) collection of different blood specimens for inspection, testing and pathological examinations;
 - (e) vene punctures for blood collection, injection and setting up of intravenous infusion/transfusion, etc.;
 - (f) intravenous drip and injection;
 - (g) irrigation (lavage) of certain body cavities, e.g. ear, bladder, stomach, etc.;
 - (h) taking and accurate recording of the temperature, pulse, blood pressure and respiration of patients and reporting their conditions;
 - (i) treatment of pressure parts;

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- (j) suture of superficial skin lacerations; and
 - (k) preparing the necessary equipment for and assisting the physician with diagnostic tests and therapeutic measure.
2. To counsel and provide supportive and behaviour psychotherapy to patients in ward and diversional therapy to patients through outdoor activities.
 3. To liaise with other members of the medical team in the organisation for care and support to the patients.
 4. To plan, organise and deliver special care to patients with suicidal tendencies or aggressive behaviour and to criminal mental patients.
 5. To undertake all activities related to the rehabilitation of long stay patients and provide appropriate care to patients with alcohol and substance abuse problems and undergoing detoxification therapy.
 6. To be responsible for the safekeeping of diet sheets and the ordering and proper delivery of food to the patients.
 7. To take part in all methods of treatment in use at the hospital e.g. Electro Convulsive Therapy drugs, individual and group psychotherapy (viz:- all group activities of patients e.g. social, cultural, recreative, educational and occupational, etc.) inside and outside the hospital.
 8. To clean the medicine cupboard including labelling of containers and ensure that the ward, ward kitchen, verandah and premises of the Department are kept clean.
 9. To control and eliminate all sources of hazards in the ward, including anything in the possession of the patients, which may cause harm or injury.
 10. To ensure that all orders issued and all forms of treatment as directed by the Medical and Health Officer/Senior Medical and Health Officer or the Nursing Administrator are carried out.

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11. To report to the Medical and Health Officer/Senior Medical and Health Officer any change in the mental and physical conditions of patients and psychiatric emergencies and take prompt and appropriate measures as may be required.
12. To be responsible for -
 - (a) the daily counting of patients in the ward and reporting immediately to the Medical Superintendent any missing patients;
 - (b) searching the hospital grounds and outside the grounds, if necessary, for missing patients and reporting cases of missing patients to the police; and
 - (c) taking and implementing measures to prevent escape of patients.
13. To undertake all procedures and make necessary arrangements for admission which include -
 - (a) inspecting all patients to note any injury or abnormality present and informing the Medical and Health Officer/Senior Medical and Health Officer accordingly;
 - (b) removing any articles of value from all patients, to record the articles removed and to return them to next of kin; and
 - (c) interviewing the next of kin of all patients admitted and to record from them all data of psychiatric importance.
14. To assist the Ward Manager (Psychiatric) and the Charge Nurse (Psychiatric) in ward duties including -
 - (a) supervision and discipline of subordinate staff;
 - (b) practical training of Student Nurses and Health Care Assistants (General); and

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- (c) ensuring, in the absence of the Ward Manager (Psychiatric) or the Charge Nurse (Psychiatric), that the ward is at all times suitably staffed.
15. To keep ward's records and reports on the conditions of patients and to be responsible for the drafting of all annual psychiatric and physical records.
16. To be responsible for the preparation of a list for physical and psychiatric examination of every patient at least once a year and to prepare the patients for such examination.
17. To comply with the laws, by-laws, rules and regulations of the Brown Sequad Mental Health Care Centre.
18. To prepare the patients to appear before the Mental Health Board and for the Mental Health Commission.
19. To undertake all procedures and make necessary arrangements for discharge of patients.
20. **In case of death** -
- (a) to obtain confirmation of death from a doctor who will enter time and particulars of death in patient's records;
- (b) to ensure that notification is sent to the Head of the Nursing and the Administrative divisions of the Hospital;
- (c) to be responsible for informing relatives of a patient's death. In cases of tracing difficulties, to refer the matter to the Head of the Nursing and the Administrative divisions of the Hospital; and
- (d) to perform last offices before moving body to the Mortuary.
21. 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 Nursing Officers (Psychiatric) in the roles ascribed to them.

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Note

1. Nursing Officers (Psychiatric) will be required to cover a 24-hour service including week-ends, public holidays and officially declared cyclone days on a shift system.
2. Where Student Nurses are attached to wards for training, the above duties should, as far as possible, be performed with them to enable them to gain on-the-job practical experience.



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