

GOVERNMENT OF MAURITIUS

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

<u>Ministry:</u>	Health and Wellness
<u>Post:</u>	Nursing Officer
<u>Salary:</u>	Rs 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 41,250 QB 42,200 x 1,300 – 44,800 (09 040 077)
<u>Effective Date:</u>	14 November 2025
<u>Qualifications:</u>	By appointment of Trainee Nurses who have successfully completed their training including the obtention of the National Diploma Level 6 in Nursing and are registered as Nursing Officer with the Nursing Council in accordance with legislation in force in Mauritius.

NOTE 1

In the absence of qualified Trainee Nurses, by selection from among candidates who –

- (i) possess a Cambridge School Certificate with credit in at least five subjects including one Science subject, obtained on one certificate or passes not below Grade C in at least five subjects including one Science subject obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission;
- (ii) possess a National Diploma Level 6 in Nursing from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (iii) are registered as Nursing Officer with the Nursing Council in accordance with legislation in force in Mauritius; and
- (iv) are computer literate.

NOTE 2

Nursing Officers who have obtained the National Diploma Level 6 in Nursing from a recognised institution will be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the post.

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Candidates should produce written evidence of knowledge claimed.

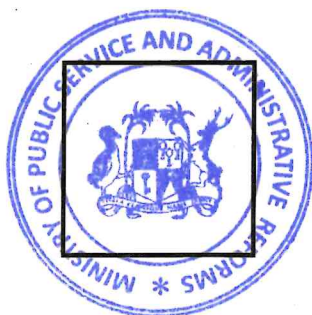
Duties:

1. To be responsible to the Ward Manager (Male) or Ward Manager (Female) and/or Charge Nurse (Male) or Charge Nurse (Female) in the performance of the following duties –

A. PATIENT

- (i) making bed including special beds for patients and positioning of patients suffering from specific diseases or ailments and providing nursing care;
- (ii) providing pre-operative and post-operative care;
- (iii) observing, taking and recording body functions including respiration, pulse, temperature, blood pressure, apex beats and also keeping record of any changes in patients' conditions and reporting same to the Ward Manager (Male) or Ward Manager (Female) and/or Charge Nurse (Male) or Charge Nurse (Female), the Medical and Health Officer/Senior Medical and Health Officer or any senior nursing staff;
- (iv) applying and removing plaster of Paris or strapping under supervision of medical practitioner;
- (v) placing and removing diapers on patients critically ill or being nursed on special appliances or in special position;
- (vi) carrying out tepid sponging and blanket bathing and assisting patients on personal hygiene;
- (vii) feeding helpless patients and children;
- (viii) providing nursing care to patient on ventilators and other biomedical equipment (Cardiac Monitors, Infusion/Syringe Pump, Nebulizer, Pulse Oxymeter, b-pap & c-pap);
- (ix) admitting patients including their orientation towards hospital stay and their discharge including after care and follow-up;

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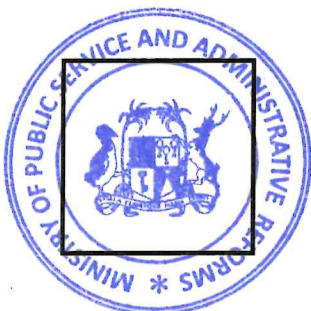
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- (x) listing any valuables or large sums of money on patients during admission and keeping them in safe custody or hand over to relatives or the authorities in accordance with standing regulations;
- (xi) recording on charting any abnormal signs and symptoms observed in or elicited from patients and the results if any examination and procedure performed; and
- (xii) ensuring, as far as possible, the safety of patients.

B. TREATMENT

- (i) performing –
 - (a) dressings and injections; and
 - (b) intravenous injections under medical supervision, whenever required;
- (ii) carrying out simple blood examinations;
- (iii) carrying out simple routine tests of body secretions and excretions using strips and solutions and collecting specimens, as and when required, including sputum, stools, urine, blood for inspection and pathological examinations and classifying them in respective patient file;
- (iv) giving/setting and monitoring blood transfusion or any other intravenous drip to patient and assisting in blood donation campaign, as and when required;
- (v) performing cardio pulmonary resuscitation, whenever necessary;
- (vi) performing, under supervision of the medical practitioner, the following procedures –
 - (a) suturing superficial lacerations/incisions;
 - (b) irrigating, draining and syringing body cavities including eyes, stomach and ears and to catheterise bladder (urinary);

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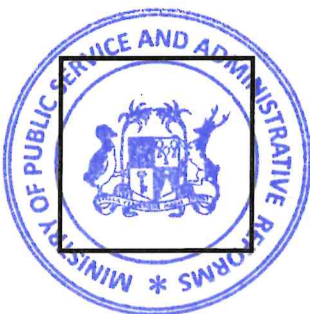
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- (c) opening and draining simple/superficial abscesses;
and
- (d) removing foreign bodies when superficially located;
- (vii) administering medicines and drugs;
- (viii) defibrillating patients in the Accident and Emergency
Department, Operating Theatre and Intensive Care Units
under supervision of the medical practitioner;
- (ix) participating in bag-squeezing on patients after tracheostomy
(intubation) under medical supervision;
- (x) surveying, screening and if necessary, referring to relevant
officers, members of the community, also treating minor
ailments and giving necessary advice after careful
observation and examination;
- (xi) assisting the Public Health Nursing Officer in carrying out
any immunisation or vaccination programmes and nursing
care inside or outside the health institution;
- (xii) seeing that all forms of prescribed treatment are carried out
and, in cases of emergency where a Medical and Health
Officer/Senior Medical and Health Officer or a Ward
Manager (Male) or Ward Manager (Female) and/or a Charge
Nurse (Male) or Charge Nurse (Female) is not immediately
available or in the absence of a medical prescription,
initiating First Aid treatment; and
- (xiii) ordering from Pharmacy in the prescribed book all medicines
and drugs for use in the ward/point, controlling and storing
them, as appropriate, as soon as they are received.

C. ASSISTING/PROVIDING SUPPORT

- (i) assisting the Charge Nurse (Male) or Charge Nurse (Female)
in practical training to trainees and supervising subordinate
staff;

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- (ii) ensuring, in the absence of the Ward Manager (Male) or Ward Manager (Female) and/or Charge Nurse (Male) or Charge Nurse (Female) that the ward or nursing point is at all times adequately staffed;
- (iii) preparing the necessary instruments/equipment for and/or assisting the physicians with diagnostic procedures and therapeutic measures;
- (iv) assisting surgeons and doctors in the operating theatre;
- (v) accompanying doctors during ward rounds, whenever required by the Ward Manager (Male) or Ward Manager (Female) and/or Charge Nurse (Male) or Charge Nurse (Female); and
- (vi) accompanying patients from one health institution to another departmental transfer.

D. ADMINISTRATIVE

- (i) interviewing patients or patients' relatives, whenever required, and recording relevant facts;
- (ii) ensuring that meals are received from the kitchen at the correct time and in adequate quantity and quality are served to patients and reporting any discrepancies to the Ward Manager (Male) or Ward Manager (Female) and/or Charge Nurse (Male) or Charge Nurse (Female) or any other senior officer;
- (iii) helping newly posted officers in the wards/units in the performance of their duties;
- (iv) ensuring that the ward or nursing point and equipment are kept clean and in good order;
- (v) performing last offices before dead bodies are moved to the mortuary;
- (vi) participating in any professional committees, whenever required;

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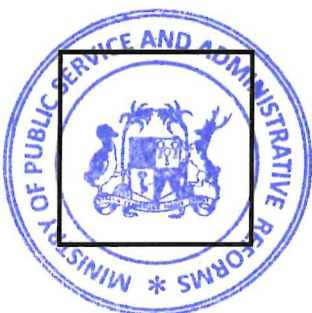
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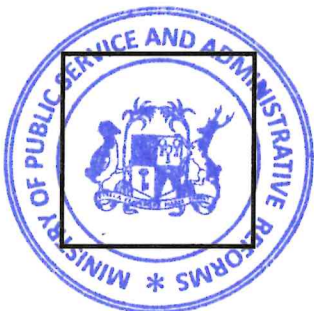
- (vii) assisting the Charge Nurse (Male) or Charge Nurse (Female) generally and replacing him during short absences;
- (viii) supervising the work of and reporting on the conduct and efficiency of junior staff; and
- (ix) ensuring or assisting to maintain discipline among junior staff.

E. EQUIPMENT

- (i) taking care of and sterilising medical instruments and equipment, as appropriate;
 - (ii) making proper use of or applying any current splints or appliances; and
 - (iii) assisting the Charge Nurse (Male) or Charge Nurse (Female) to keep his inventory up-to-date and, if so required, requisitioning, receiving, checking and keeping safely any stores required for the ward or nursing point and the ledgers up-to-date.
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 Nursing Officer in the roles ascribed to him.

Note

Nursing Officers will be required to work on shift covering a 24-hour service including Saturdays, Sundays and Public Holidays and during cyclonic periods and natural calamities and to practice their profession in any approved institution of the Ministry of Health and Wellness.



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