

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Senior Public Health Nursing Officer

Salary: Rs 25,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 42,275 (09 52 68)

Effective Date: 25 February 2015

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Public Health Nursing Officer who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) have successfully followed the course in Hospital Nursing Administration, as approved and arranged by the Ministry of Health and Quality of Life;
- (ii) possess good communication and interpersonal skills; and
- (iii) have organising and supervisory skills.

Duties: 1. To be responsible to the Director, Nursing through the Principal Public Health Nursing Officer for –

- (i) assisting in planning, implementing and evaluating the Community Health Nursing programmes in the region, including Home Nursing Care and the Immunisation services;
- (ii) carrying out Acute Flaccid Paralysis Surveillance programme to eradicate Poliomyelitis in Mauritius;
- (iii) co-ordinating and supervising the work of all members of the team working in his region, monitoring their performance and submitting Performance Appraisal Reports;
- (iv) ensuring –
 - (a) the timely submission of health statistics and other relevant reports to the Principal Public Health Nursing Officer or other authorities, as and when required;

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

25 February 2015

Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

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- (b) that well-baby clinics and clinics for children of different age groups for weight and growth monitoring, elementary vision and hearing tests are organised at regular intervals; and
 - (c) that equipment and other supplies for intramural or extramural activities are requisitioned and made available in the Community Health Centres/Area Health Centres.
- (v) participating and facilitating all educational programmes which include students' exposure in Community Health Nursing Care.
 - (vi) organising preventive and promotive health programmes in schools, colleges, working areas of health institutions, factories and village halls, upon request, so as to develop awareness of health related problems in the community and advising on the preventive and promotive measures;
 - (vii) fostering and maintaining good public relations between the health care team and the community;
 - (viii) counselling and providing guidance to staff as well as students in their training needs;
 - (ix) storing and providing vaccines and maintaining cold chain system;
 - (x) maintaining discipline among the staff under his responsibility and reporting any shortcomings or mishaps after enquiry; and
 - (xi) conducting meetings with the personnel of the region to discuss their problems and taking timely remedial measures, whenever required.
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 Senior Public Health Nursing Officer in the roles ascribed to him.

Note

Senior Public Health Nursing Officers may be required to work outside normal working hours including Sundays and Public Holidays.



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S. Meera
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
25 February 2015

Date.....