

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Specialised Health Care Assistant
- Salary:** Rs 16,175 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 31,475 (09 35 59)
- Effective Date:** 02 June 2014
- Qualifications:** By selection from among officers in the grade of Health Care Assistant (General) who reckon at least five years’ service in a substantive capacity in the grade including at least one year’s working experience in the relevant field of speciality and who –
 - (i) possess good communication and interpersonal skills;
 - (ii) are able to interact with people of different backgrounds; and
 - (iii) have the ability to work in a team.
- Duties:**
 1. To be responsible to the officer in charge of the Unit of the relevant field of speciality or any other officer designated by him for –
 - (i) giving assistance in activities related to the Unit;
 - (ii) performing the duties of Health Care Assistants (General), as and when required;
 - (iii) scheduling appointments of patients at respective centres;
 - (iv) preparing patients’ folders for medical assessment and Outpatient Department;
 - (v) collecting statistical data, making data entry and keeping proper records of patients attending mobile clinics, health points and maintaining patients files;
 - (vi) participating in surveys and other health research projects;
 - (vii) ensuring the cleanliness and proper keeping of medicine boxes and equipment;

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 for Senior Chief Executive
 Ministry of Civil Service and
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- (viii) assisting in group and individual counselling of patients;
 - (ix) assisting in the conduct of screening programmes;
 - (x) participating in awareness and sensitisation campaigns;
 - (xi) keeping and maintaining equipment properly in mobile caravans;
 - (xii) preparing and distributing equipment including needles and syringes where necessary;
 - (xiii) despatching blood samples to laboratories as well as collecting and recording results in full confidentiality;
 - (xiv) performing motivational duties at all levels in his relevant field of speciality;
 - (xv) liaising with patients to ensure follow up for management of their regular cases; and
 - (xvi) participating in regular meetings with the Community Health Leaders and other stakeholders in connection with activities in his field of speciality.
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 Specialised Health Care Assistant in the roles ascribed to him.

Note

Specialised Health Care Assistants will be required to work at staggered hours including Sundays and Public Holidays.



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