



GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Senior Health Records Officer
- Salary:** Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 43,850 (09 051 073)
- Effective Date:** 31 May 2017
- Qualifications:**
- A. By selection from among officers of the Health Records Cadre who possess a diploma in Health Records Management or Health Information Management from a recognised institution or a diploma from the Institute of Health Records and Information Management (IHRIM) and who are recognised as an Associate Member or an equivalent qualifications acceptable to the Public Service Commission.
- B. Candidates should possess –
- (i) good organising and leadership skills; and
- (ii) good interpersonal and communication skills.
- Role and Responsibilities:** To be responsible for the administration and management of the Health Records Department and ensuring its proper functioning.
- Duties:**
1. To be responsible to the Chief Health Records Officer or any other officer designated by him for –
- (a) the planning, organisation and supervision of the Health Records Services of a hospital and its satellite Health Centres in accordance with established practice, legislation, policies and guidelines to meet the overall objectives of the public health service;
- (b) the human resource management of the Health Records Department of a hospital and ensuring proper coverage of health service points;
- (c) preparing duty rosters for health records staff;
- (d) planning, organising and conducting training activities;

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-2-

- (e) compiling and analysing of health data and submitting reports;
 - (f) maintaining a surveillance system of selected and notifiable diseases;
 - (g) ensuring adherence to policies and procedures governing the confidentiality, access and release of information from health records;
 - (h) dealing with complaints related to medical records services;
 - (i) dealing with litigation cases and court summons;
 - (j) attending court, as and when required;
 - (k) ensuring adequacy of office equipment and stationery and maintaining a proper work environment for high operational efficiency;
 - (l) organising transport of patients;
 - (m) managing –
 - (i) the Health Information System of the hospital and its satellite health institutions; and
 - (ii) storage space and arranging for the destruction of inactive case-notes and obsolete documents.
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 Health Records Officer in the roles ascribed to him according to his posting.

Note

Senior Health Records Officers may be called upon to work outside normal working hours, including Saturdays, Sundays and Public Holidays, during emergencies and on officially declared cyclone days.



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