

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Medical and Health)
- Post:** Health Care Assistant (General)
- Salary:** Rs 9,800 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 21,400 (09 19 48)
- Effective Date:** 7 May 2010
- Qualifications:** A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

Note

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of at least six months. On successful completion of the training, they will be considered for appointment as Health Care Assistant (General) in a substantive capacity.

- Duties:**
 1. To carry out any activity in connection with personal hygiene and welfare of patients.
 2. To make beds and special beds.
 3. To shave patients before operation.
 4. To serve meals to and feed patients.
 5. To assist in giving care to incontinent and unconscious patients.
 6. To care pressure areas of patients.
 7. To give to and remove from patients sanitary utensils.
 8. To clean and sterilise syringes, needles and dressing equipment.

/2...



CERTIFIED CORRECT

Ateerasy

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 07 MAY 2010

GOVERNMENT OF MAURITIUS

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

-2-

9. To clean pharmacy box, medicine cupboard, dressing trolleys, and help nursing personnel in ensuring cleanliness and tidiness of wards and units, patients' lockers, linen cupboard, etc.
10. To prepare dressing materials for sterilisation.
11. To assist nursing personnel in nursing procedures.
12. To observe and report to the Nursing Officer any abnormality regarding stools, urine, vomitus, sputum and body excretion.
13. To collect urine, stools and sputum specimens for pathological examinations.
14. To accompany or escort patients to X-ray, Physiotherapy Section, Laboratory, Operation Theatre and any other department or hospital/health institutions.
15. To change nappies of infants and bathe, weigh and feed them.
16. To prepare umbilical cord ligatures.
17. To take physical measurements of persons being attended to by the health personnel.
18. To assist in the control of clean and soiled linen.
19. To help patients during post-operative ambulation.
20. To participate in group psychotherapy and health education as well as recreational activities oriented towards patients' welfare.
21. To ensure that patients' belongings are properly kept in appropriate places.
22. To help in the custodial care of patients.
23. To take to or bring from other departments any documents, specimens, drugs, etc., as requested by the Nursing Staff.

/3...



CERTIFIED CORRECT

Alecasing

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

Date.....07 MAY 2010.....

GOVERNMENT OF MAURITIUS

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

-3-

24. To usher in patients.
25. To help in last offices and accompanying corpses which are transferred from units/wards to mortuary.
26. To assist Nursing Officers in –
 - (i) checking blood pressure and vital signs; and
 - (ii) glucometer reading.
27. To participate in health education/counselling on physical exercise, HIV/AIDS, Diet and Nutrition.
28. To assist Blood Bank Officers in mobile blood collection.
29. To assist Dispensers in the dispensing of Ayurvedic medicine.
30. 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 Health Care Assistants (General) in the roles ascribed to them.

Note

1. The Health Care Assistant (General), through his/her direct, and continuing contact and communication relationship with the patient and other colleagues, will be called upon to play an important role in the health team in assisting to create a happy and sane environment, provide health care and service support and solace in the clinical setting.
2. The Health Care Assistant (General) will be required to work on a shift system covering a 24-hour service during week-ends, on Public Holidays and officially declared cyclone days.



CERTIFIED CORRECT

Aleesing

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

Date.....07 MAY 2010.....