

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

**Organisation:** Rodrigues Regional Assembly (Medical and Health)

**Post:** Nursing Administrator (Female)

**Salary:** Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (09 64 79)

**Effective Date:** 14 March 2014

**Qualifications:** By selection from among officers in the grade of Nursing Supervisor (Female) who –

- (a) reckon at least one year's service in a substantive capacity in the grade; and
- (b) possess administrative and organisational abilities.

**Role and Responsibilities:** To help in the effective and efficient administration and management of continuing and sustainable nursing services.

- Duties:**
- 1. To be responsible to the head of the hospital for the administration and management of the nursing services in the hospital and its annexed health institutions.
  - 2. The Nursing Administrator (Female) will be required to perform the following duties –

**A. PROFESSIONAL**

- (i) To assume full responsibility for the nursing care and administration of the nursing services.
- (ii) To plan and make projections on professional and personnel needs of the nursing and ancillary services.
- (iii) To plan the training of the nursing and ancillary staff and implement approved programmes of training.
- (iv) To organise post basic nursing courses for the staff.
- (v) To plan, allocate and co-ordinate the work of the Nursing Supervisors (Female) and Nursing Supervisors (Male).

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.....  
*for Senior Chief Executive  
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- (vi) To maintain high nursing and hygienic norms.
- (vii) To advise the head of the hospital on all nursing matters.
- (viii) To promote/carry out research and studies relating to nursing practice.
- (ix) To participate, whenever required, in any nurse educational committee or in the Examinations Board.
- (x) To ensure co-ordination with Nursing School authorities for the practical training and the placing of Student Nurses and Student Midwives in accordance with the approved programmes of training.
- (xi) To collaborate and co-ordinate with medical and para-medical staff for the smooth running of the institution and its annexed Health Institutions and the prompt and effective management of patients.

**B. ADMINISTRATIVE**

- (i) To ensure that all records concerning nursing care and nursing personnel are properly kept and also ensure the confidentiality of the personal file of each and every member of the nursing staff.
- (ii) To ensure the co-ordination and collaboration of the nursing staff with other units or department personnel and that all wards/points are properly staffed, equipped and maintained.
- (iii) To conduct enquiries into complaints concerning the nursing and ancillary staff and make appropriate recommendations.

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- (iv) To pay surprise visits after normal office hours and submit reports thereon.
- (v) To participate, whenever required, in any committee that may be set up.
- (vi) To prepare estimates of the establishments and equipment required for the nursing services and subsequently contain expenditure within approved financial allocations.
- (vii) To compile information on the nursing services and submit reports, whenever required.
- (viii) To propagate policy changes amongst the nursing staff.
- (ix) To ensure in collaboration with medical and supporting staff, the safety of patients.

**C. HUMAN RESOURCE**

- (i) To act, whenever required, as member of the selection panels in connection with the appointment of subordinate staff.
- (ii) To introduce Nursing Supervisors (Female) and Nursing Supervisors (Male) to their duties and co-ordinate their leave.
- (iii) To submit ad-hoc confidential report on nursing and ancillary staff, whenever requested.
- (iv) To be responsible for the welfare of the nursing staff and represent nursing interests at meetings and committees.
- (v) To exercise leadership in the Hospital Nursing Service and to develop management skills of subordinate staff.

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*[Signature]*  
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3. To assist in the implementation of the Performance Management System.
4. To use ICT in the performance of her duties.
5. 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 Administrator (Female) in the roles ascribed to her.

**Note**

The Nursing Administrator (Female) is first and foremost a nurse by profession and through her mature personality, developed critical sense and good judgment, should inspire confidence around her, and with that end in view, should perform and assume any other duties or responsibilities not listed above but that will be conducive to the smooth running of the service under her charge and for the good name of the institution.



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