

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

Organisation: Rodrigues Regional Assembly (Medical and Health)

Post: Nursing Officer

Salary: Rs 8,800 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 15,000 x 500 – 16,500 (09 27 48)

Effective Date: 17 April 2007

Qualifications:

A. By appointment of Student Nurses who are fully registered as Nurse in accordance with legislation in force in Mauritius.

OR

B. By selection from among candidates who are fully registered as Nurse in accordance with legislation in force in Mauritius.

Note

Female officers in the grade of Nursing Officer will be required to follow a local course and obtain the Certificate of Competency in Midwifery, as and when the course is run.

Duties: To be responsible to the Charge Nurse (Male)/Charge Nurse (Female) or any other senior nursing staff for the performance of the following duties:-

A. **Basic**

1. To provide or ensure that is provided, any care relating to the personal hygiene and comfort of the patient including bed making.
2. To help with and/or supervise the meal service.
3. To feed helpless patients and children.
4. To perform such cognate duties as may be assigned.

B. **Technical**

5. To administer/dispense medicines and drugs.
6. To do dressings and injections including intravenous injections.

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7. To order from pharmacy in the prescribed book, all medicines and drugs for use in the ward/point, and to control and store them, as appropriate, as soon as they are received.
8. To collect specimens including sputum, stools, urine, blood, for inspection and pathological examinations, and labelling them immediately for the laboratory.
9. To carry out routine tests of body secretions and excretions.
10. To accompany doctors during ward rounds, whenever required.
11. To prepare the necessary instruments/equipment for and/or assist the physician with diagnostic procedures and therapeutic measures.
12. To see that all forms of prescribed treatment are carried out and, in cases of emergency where a medical officer or a Charge Nurse (Male)/Charge Nurse (Female) is not immediately available or in the absence of a medical prescription, initiate first aid measures.
13. To prepare and keep records on patients and submit reports on their condition.
14. To observe, take and record body functions including respiration, pulse, temperature, blood pressure and apex beats.
15. To order or help the Charge Nurse (Male)/Charge Nurse (Female) in ordering patients' food and special diet.
16. To ensure, in the absence of the Charge Nurse (Male)/Charge Nurse (Female), that the ward/point is at all times adequately staffed.
17. To assist the Charge Nurse (Male)/Charge Nurse (Female) in the practical training of students, pupils, ancillary staff and supervise subordinate staff.
18. To give/set and monitor blood transfusion or any other intravenous drip.

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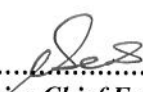
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19. To suture superficial lacerations/incisions.
20. To irrigate, drain, syringe and catheterise certain organs and body cavities including eyes, stomach, bladder, ears.
21. To open and drain simple/superficial abscesses.
22. To assist surgeons and doctors in the operating theatre.
23. To remove foreign bodies when superficially located.
24. To dilute medicines and drugs and compound them, whenever required.
25. To do external cardiac massage and artificial respiration, whenever necessary.
26. To assist the medical officer in ventilating patients after tracheostomy.
27. To survey, screen and, if necessary, refer to relevant officers, members of the community, treat minor ailments and give necessary advice after careful observation and examination.
28. To take care of and sterilise medical instruments and equipment as appropriate.
29. To apply and remove Plaster of Paris or strapping.
30. To assist in the admission of patients including their orientation towards hospital stay and their discharge including after care and follow-up.
31. To interview patients or patients' relatives, whenever required, and record relevant facts.
32. To accompany critically ill patients from one institution to another.
33. To make proper use of or apply any current splints or appliances.

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34. To record or chart any abnormal signs and symptoms observed in or elicited from patients and the results of any examination and procedure performed.
35. To position patients suffering from specific diseases or ailments.
36. To make special beds for patients with specific diseases or conditions.
37. To provide pre-operative and post-operative care.
38. To report any changes in patients' conditions to the Charge Nurse (Male)/Charge Nurse (Female), the medical officer or any other senior nursing staff.
39. To place bedpans beneath and remove them from patients critically ill or being nursed on special appliances or in special position.
40. To carry out tepid sponging and blanket bathing.
41. To ensure, as far as possible, the safety of patients.
42. To perform last offices before dead bodies are moved to the mortuary.
43. To carry out any immunisation or vaccination programme and nursing care inside or outside the health institution.
44. To participate in committees, whenever required.
45. To bleed blood donors, as and when required.
46. To perform such cognate duties as may be assigned.

C. Administrative

47. To assist the Charge Nurse (Male)/Charge Nurse (Female) generally and replace the Charge Nurse (Male)/Charge Nurse (Female) during short absences.

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48. To ensure that the ward/point and equipment are kept clean and in good order.
49. To ensure that foodstuffs are received from the kitchen at the correct time and in adequate quantity and quality and report any discrepancies to the Charge Nurse (Male)/Charge Nurse (Female) or any other senior nursing staff.
50. To supervise the work of and report on the conduct and efficiency of junior staff.
51. To ensure or help to maintain discipline among junior staff and patients.
52. To list any valuables or large sums of money on patients' admission and keep them in safe custody or dispose of them in accordance with standing regulations.
53. To help the Charge Nurse (Male)/Charge Nurse (Female) to keep the inventory up-to-date, and, if so required, requisition, receive, check and keep safely any stores required for the ward/point and the ledgers up-to-date.
54. To perform such cognate duties as may be assigned.

Note

1. Nursing Officers will be required to work on shift on weekdays, at night, during weekends, on public holidays and on officially declared cyclone days and to practise their profession in any approved institution. They may also be required to do home visiting and home nursing. Nursing Officers possessing a Midwifery Certificate may be called upon to do antenatal and post-natal clinics and visits and to perform institutional or home deliveries.
2. Nursing Officers will not allow their personal interests or any other considerations to interfere with humanistic and scientific aspects of their profession on which depends largely the physical, mental and social well-being of patients.



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