

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

- Organisation:** Rodrigues Regional Assembly (Medical and Health)
- Post:** Ward Manager (Female)
- Salary:** Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 32,500 (09 48 61)
- Effective Date:** 13 October 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Charge Nurse (Female) who –
- (a) reckon at least five years' service in a substantive capacity in the grade; and
 - (b) possess the Clinical Nursing Management and Ward Administration Certificate issued by the Ministry of Health and Quality of Life.
- Role and Responsibilities:** To ensure the efficient and effective administration of a ward, including the maintenance of a high standard of nursing care to patients and clients round the clock and the co-ordination and practice of clinical nursing excellence.
- Duties:**
1. To be responsible to the Health Director through the Nursing Administrator (Male) for performing the following duties –
 - A. Clinical Nursing Management**
 - (i) To develop care plans with the collaboration of Charge Nurses and the treating doctors for each individual patient/client.
 - (ii) To ensure that nursing care is given through the nursing process which involves setting goals, nursing actions, evaluations and reassessment.
 - (iii) To collaborate with other health care professionals in developing improvements in patients' care and to ensure effective and efficient joint planning for continuity of medical and nursing care with emphasis on holistic approach.
 - (iv) To encourage pro-active clinical management of patients with emphasis on communication and quality assurance.

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- (v) To advise staff on principles of infection control and to facilitate nursing research.
- (vi) To monitor, control and evaluate the health status of patients/clients.
- (vii) To participate in clinical teaching and curriculum development.

B. Human Resource Management

- (i) To evolve a skill mix and allocate persons to decision taking roles on the basis of assured competence both functionally and administratively.
- (ii) To forecast manpower planning for both day and night coverage and to provide for sufficient flexibility to permit the system to be adaptable to changes, as dictated by the imperatives of patients' needs.
- (iii) To develop values and attitudes of subordinate staff including Student Nurses and Midwives, where applicable.
- (iv) To foster clinical area identity in order to maintain and improve staff morale and application of personnel policies.
- (v) To lead the team to secure corporate approach and to encourage team members to contribute towards objectives of the ward.
- (vi) To participate in and promote performance review systems and staff development.
- (vii) To ensure proper monitoring of reception of relatives and visitors.
- (viii) To ensure an adequate level of staffing for safe level of care.

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C. Ward Administration

- (i) To disseminate relevant information in relation to rules, regulations and policies of the Ministry of Health and Quality of Life/Commission responsible for Medical and Health (Rodrigues Regional Assembly).
 - (ii) To ensure that procedures are followed in respect of admissions, discharges, transfers, discharges against medical advice and deaths.
 - (iii) To control supplies, stock and preventive maintenance of equipment and be in charge of the inventory.
 - (iv) To be responsible for the general cleanliness and upkeep of the ward and its annexes.
 - (v) To plan off duty and vacation leave of staff.
 - (vi) To ensure the optimum use of resources including better time management.
 - (vii) To ensure that the health, safety and well-being of patients/clients and staff are safeguarded.
 - (viii) To handle complaints and grievances.
2. To use ICT in the performance of her 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 Ward Manager (Female) in the roles ascribed to her.



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