

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Medical Imaging Assistant (on shift)
- Salary:** Rs 13,530 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175 (09 025 060)
- Effective Date:** 04 April 2019
- Qualifications:** By selection from among female candidates who possess –

- (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- (ii) candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To be responsible to the head of the Diagnostic Radiography Unit through the Principal Medical Imaging Assistant and the Senior Medical Imaging Assistant for –
- (a) welcoming patients at the reception counter and giving appropriate instructions to them;
- (b) giving appointments for X-Ray examinations and relevant instructions to patients for the radiological examination concerned;
- (c) recording relevant particulars of the patients in the Register Book or feeding the relevant data on computer at the reception counter;

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CERTIFIED CORRECT

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D. Gowry
D. Gowry (Mrs)
for Supervising Officer
**Ministry of Civil Service and
Administrative Reforms**

04 April 2019

Date.....



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- (d) answering telephone calls;
- (e) preparing and directing female patients in the X-Ray room and ensuring that female patients are provided with clean gowns;
- (f) chaperoning female patients during X-Ray examinations conducted by officers of the Medical Imaging Technologist Cadre in the X-Ray room, during echography and other special examinations conducted by the Specialist/Senior Specialist of the Diagnostic Radiography Unit;
- (g) directing male patients to the echography room;
- (h) ensuring the collection of case sheets from the Health Records Unit and other units and despatching same to their respective units;
- (i) assisting the Medical Imaging Technologist in the preparation of the Barium enema solution and in giving the Barium enema to female patients and children under the supervision of the Specialist/Senior Specialist of the Diagnostic Radiography Unit performing the Barium enema examination;
- (j) sorting out and filing of X-Ray films;
- (k) writing the relevant particulars of patients on the X-Ray films for identification purpose;
- (l) transcribing of reports from the Specialist/Senior Specialist of the Diagnostic Radiography Unit in the record book;
- (m) preparing name slips of patients for printing on films during and after normal working hours;
- (n) despatching reports from the Specialist/Senior Specialist of the Diagnostic Radiography Unit and X-Ray films to wards, outpatients' unit, Central Records Office, outstations, hospitals, dispensaries and to general practitioners; and
- (o) despatching official letters.

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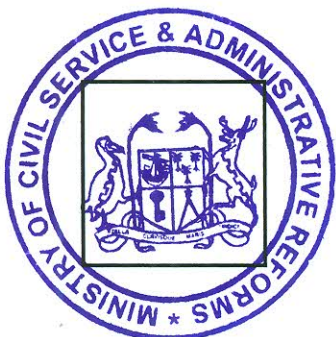
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2. To use ICT in the performance of her duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Medical Imaging Assistant (on shift) in the roles ascribed to her.

Note

Medical Imaging Assistants (on shift) will be required to work on shift covering a 24-hour service including Saturdays, Sundays and Public Holidays and officially declared cyclone days.



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