

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- Ministry:** Health and Quality of Life
- Post:** Nursing Supervisor (Male)
- Salary:** Rs 13,470 x 500 - 15,470 x 600 - 17,270 (HNR 17)
- Effective Date:** 19 November 1998
- Qualifications:** By selection, on the basis of experience and merit, from among officers in the grade of Senior Charge Nurse (Male) who:
- (a) reckon at least an aggregate of four years' service in a substantive capacity in the grade and in the grade of Charge Nurse/Charge Nurse (Male); and
  - (b) have successfully completed the local Hospital Nursing Administration Course.

**Note**

Officers holding only the Mental Nursing Certificate or an equivalent qualification in mental nursing acceptable to the Public Service Commission will be considered for appointment against vacancies on the establishment of a psychiatric hospital only.

- Duties:** The Nursing Supervisor (Male) shall:
- (i) be responsible to the Nursing Administrator (Male)/Nursing Administrator (Female) for the smooth running of the nursing and ancillary services in a group of wards/points or in a district hospital; and
  - (ii) generally assist the Nursing Administrator (Male)/Nursing Administrator (Female).

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for Permanent Secretary

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The functions/duties of the Nursing Supervisor (Male) shall be:

**PART 1**

**(A) PROFESSIONAL**

1. To inform the Nursing Administrator (Male)/Nursing Administrator (Female) or other senior officers of and advise on matters affecting nursing policy and those necessary to implement approved policy.
2. To study, set and review standards and procedures of nursing care in wards, units or nursing annexes.
3. To participate actively in staff meetings.
4. To participate in the running of in-service training, supervise the training of nursing and ancillary staff and assist in the conduct of examinations.
5. To investigate serious mishaps and complaints and report to the Nursing Administrator (Male)/Nursing Administrator (Female).
6. To advise on accomodation problems, new buildings, extension to buildings, equipment and furniture.
7. To ensure that the attitude and behaviour of the nursing and ancillary staff do not interfere with the good name of the institution.
8. To initiate and develop new ideas and methods and encourage junior staff to adopt the same progressive attitude.

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9. To ensure that nursing procedures, activities or decisions do not contravene standing regulations and existing laws.
10. To cooperate and participate actively, whenever required, with medical and other staff in the general care of patients and in research work.
11. To ensure the safety of patients during the testing of new equipment and advise on the merit of such equipment.
12. To advise the teaching staff on the organisation and supervision of the training programme for students (Nurse) and students (Midwife).
13. To communicate with patients' relatives as may be required.
14. To perform such cognate duties as may be assigned.

**(B). ADMINISTRATIVE**

15. To control staff or wards/nursing points.
16. To ensure that wards/points are adequately staffed and equipped and submit staffing and equipment requirements.
17. To liaise with heads of other sections.

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18. To check by inspection and through reports that work is carried out in accordance with approved policy and that a satisfactory service is provided.
19. To ensure that a high standard of hygiene is maintained in wards/points.
20. To report to the Nursing Administrator (Male)/Nursing Administrator (Female) on the work in the wards/points.
21. To promote good relations among staff and between the hospital and the community.
22. To coordinate the work of Charge Nurses (Male)/Charge Nurses (Female) and allocate staff between wards/points.
23. To report to the Nursing Administrator (Male)/Nursing Administrator (Female) on the possible effects of nursing policy and the results of its implementation.
24. To take/hand over in between shifts.
25. To intervene, when circumstances so warrant, in respect of the transportation of patients.
26. To take all possible steps to safeguard the welfare and safety of patients and staff.
27. To perform such cognate duties as may be assigned.

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(C) **PERSONNEL**

28. To introduce Charge Nurses (Male)/Charge Nurses (Female) to their duties and counsel them whenever necessary.
29. To report to the Nursing Administrator (Male)/Nursing Administrator (Female) on nursing and ancillary staff and endorse or amend, as appropriate, reports on them.
30. To develop the management skills of subordinate staff.
31. To coordinate leave for subordinate nursing staff.
32. To perform such cognate duties as may be assigned.

**PART II**

When performing duties at night, during weekends, on public holidays and during short absences of the Nursing Administrator (Male)/Nursing Administrator (Female) to perform also the following duties:

1. To program, supervise and assume responsibility for the work of the nursing and ancillary staff at all nursing points in a hospital and/or its annexes.
2. To deploy available nursing and ancillary personnel so as to ensure the smooth running of each and every nursing unit in the hospital or annexes.
3. To ensure that attendances of nursing staff are properly recorded and that the attendance books are safely kept.

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4. To ensure adequate supervision of the training of students (Nurse) and students (Midwife).
5. To collaborate and liaise with other hospitals or institutions at the top level.
6. To notify patient's death to relatives by telephone, whenever possible.
7. To perform such cognate duties as may be assigned.

**NOTE**

- (a) The Nursing Supervisor (Male) will be required to work on shift on a roster basis, on weekdays, during week-ends, at night and on public holidays.
- (b) The Nursing Supervisor (Male) is first and foremost a nurse by profession and through his mature personality, developed critical sense and good judgment, should inspire confidence around him 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 his charge.

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*M. Q.*

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*for Permanent Secretary*

Date..... 19 NOV 1998

