

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

- Ministry:** Health and Wellness
- Post:** Principal Nurse Educator
- Salary:** Rs 44,800 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800 (09 077 094)
- Effective Date:** 13 October 2022
- Qualifications:** By selection from among officers in the grade of Senior Nurse Educator who reckon at least four years' service in a substantive capacity in the grade and who possess –
- (i) good organising skills; and
 - (ii) good interpersonal and communication skills.
- Role and Responsibilities:** To be responsible for maintaining a high standard of quality nursing education that prepares the nursing workforce for a diverse and ever-changing health care environment.
- Duties:**
1. To be responsible to the Director, Nursing through the Head, School of Nursing for the performance of the following duties –
 - (A) **PROFESSIONAL**
 - (i) to organise and monitor any training programme in the field of nursing education, as and when requested by the Ministry of Health and Wellness;
 - (ii) to participate in in-service training programmes;
 - (iii) to represent the Ministry in Committees/Boards/Meetings;
 - (iv) to analyse and review the implications of developments in educational methods and, in the context of nurse training programmes, to submit to appropriate authorities, proposals in connection with the introduction of new methods and of changes in course contents;
 - (v) to liaise with the Nursing Administrators and/or the Heads of allied services as regards the implementation of training policies;

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S. Nundloll
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- (vi) to promote application of research in nursing education field;
and
- (vii) to promote technology and e-learning in the teaching and learning process.

(B) ADMINISTRATIVE

- (i) to carry out the general administration of the School;
- (ii) to prepare annual school programmes;
- (iii) to organise the preparation of detailed training programmes;
- (iv) to prepare annual estimates for the School and subsequently incur expenditure within approved financial allocations;
- (v) to supervise and monitor the work of the staff of the teaching department and ensure that work is done efficiently;
- (vi) to prepare and submit a list of annual requirements for the School of Nursing and report requirements of staff and teaching equipment;
- (vii) to arrange the participation of visiting lecturers in the educational programme;
- (viii) to convene regular meetings of teaching staff;
- (ix) to liaise and coordinate with officers of respective Awarding Body and other departments for the smooth running of the School;
- (x) to report on the work of the School and on subordinate staff;
- (xi) to allocate new trainees to different institutions for their clinical and practical training and liaise with Nursing Administrators of the hospitals or the officer concerned in other institutions with a view to ensuring that the requirements and objectives of the training are met;

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- (xii) to conform with policies and existing law related to nursing;
- (xiii) to participate in the preparation of examinations; and
- (xiv) to advise on the physical facilities to be provided for the School of Nursing as well as on the personnel, equipment and furniture.

(C) HUMAN RESOURCE

- (i) to participate as members of selection panels, as and when required;
 - (ii) to provide guidance to subordinate staff;
 - (iii) to introduce subordinate staff to their duties;
 - (iv) to counsel Nurse Educators, Midwife Educators, clinical instructors, trainees and other appropriate members of the staff;
 - (v) to coordinate grant of leave to all staff members;
 - (vi) to recommend appropriate courses for members of the staff with a view to developing their skills;
 - (vii) to assess through regular tests, the progress of trainees and certify whether they have complied with the approved training requirements;
 - (viii) to develop management skills of subordinate staff; and
 - (ix) to ensure the general safety and welfare of staff and trainees posted to the School.
2. To use ICT in the performance of his 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 Principal Nurse Educator in the roles ascribed to him.

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