

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

Ministry: Health and Quality of Life

Post: Regional Nursing Administrator

Salary: Rs 25,600 x 800 – 28,000 x 1,000 – 32,000 (09 61 68)

Effective Date: 5 June 2007

- Qualifications:**
- A. By selection from among officers in the grades of –
 - (a) Nursing Administrator (Male);
 - (b) Nursing Administrator (Female); and
 - (c) Nursing Supervisor (Male) and Nursing Supervisor (Female) who have served for at least three years in a substantive capacity in that grade.

 - B. Candidates should:
 - (i) be good administrators and be able to co-ordinate and monitor regularly nursing and midwifery activities within their region so as to achieve the best possible results; and
 - (ii) possess a strong personality, capable of exacting discipline and maintaining proper professional standards.

- Duties:**
- I. To be responsible to the Regional Health Director for administrative purposes and to the Chief Nursing Officer for technical purposes for:
 - (i) the management of the nursing/midwifery services within his/her region;
 - (ii) establishing an organisational framework within the region whereby the nursing/midwifery care of the community can be provided effectively and efficiently;
 - (iii) co-ordinating the activities of the nursing and midwifery staff and ensuring that optimum use of the human resources is made within the region, a high standard of discipline is maintained and the standing regulations are complied with;
 - (iv) establishing and maintaining an effective system of records and reports on nursing and midwifery staff;

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for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

05 JUN 2007

Date.....

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- (v) formulating policies regarding the philosophy, objectives and standards of nursing/midwifery care for patients and ensuring that such policies are implemented, reviewed and evaluated;
- (vi) participating in programming health education activities leading to self care of the community and improving its health status and evaluating regularly such activities;
- (vii) promoting and maintaining the general welfare of the nursing/midwifery staff working in the region and ensuring that a high morale is maintained;
- (viii) promoting and maintaining good relationship, team spirit, respect and harmony among the personnel and also ensuring effective communication to enhance good public relations;
- (ix) participating in professional, technical and administrative committees/boards, as and when required, with a view to keeping the nursing and midwifery personnel aware of developments in the field of nursing/midwifery;
- (x) collaborating with the Central School of Nursing or any other educational institution for the furtherance of post-basic courses, in-service education and training and continuing education for both the nursing/midwifery personnel;
- (xi) initiating, promoting and participating in training and research activities;
- (xii) reviewing and monitoring clinical practice in the health institutions of the region, keeping abreast of the special requirements for patients and providing at all times a customer-oriented service to the community; and
- (xiii) effecting surprise visits within/after normal office hours at health centres/hospitals and submitting reports thereon.

2. To perform such cognate duties as may be assigned.



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