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GOVERNMENT OF MAURITIUS

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

Ministry: Health

Post: Senior Charge Nurse (Female) *resigned ward manager (female)*

Salary: Rs 8,750 x 250 - 9,000 x 300 - 9,600 x 400 - 10,400 (HNR 13A)

Effective Date: 6 March 1996

Qualifications: By promotion, on the basis of experience and merit, of female officers in the grade of Charge Nurse, who reckon at least five years' service in a substantive capacity in the grade.

Note:

Possession of the Clinical Nursing Management and Ward Administration Certificate will be essential as and when the course is mounted by the Ministry of Health.

Duties:

1. To be responsible for the efficient and effective administration of a ward which include
  - (i) the maintenance of a high standard of nursing care to patients and clients round the clock; and
  - (ii) the co-ordination and practice of clinical nursing excellence.
2. The functions of the Senior Charge Nurse (Female) shall be:
  - A. Clinical Nursing Management
    - (i) To develop care plans with the collaboration of Charge Nurses and the treating Doctors for each individual patient/client.

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*[Signature]*  
for Permanent Secretary

106 MAR 1996

Date.....



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- (ii) To ensure that nursing care is given through the nursing process - 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.
- (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.



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for Permanent Secretary

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- (iii) To develop values and attitudes of junior 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.

C. Ward Administration

- (i) To disseminate relevant information in relation to rules, regulations and policies of the Ministry.
- (ii) To ensure that procedures are followed in respect of admissions, discharges, transfers, discharge 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 general cleanliness and upkeep of the ward and its annexes.



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- (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.
3. To perform such cognate duties as may be assigned.



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*Albany*  
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for Permanent Secretary

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