

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life
Post: Ward Manager (Psychiatric) (Female)
Salary: Rs 15,500 x 500 – 17,000 x 600 – 20,000 x 800 – 21,600 (09 46 56)
Effective Date: 25 November 2005

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

Note

The Ward Manager (Psychiatric) (Female) will be required to follow the in-service training course in Clinical Nursing Management and Ward Administration, as and when mounted by the Ministry of Health and Quality of Life.

Duties:

- 1. To be responsible to the Nursing Administrator (Female) for the efficient and effective administration of a ward which includes the -
(i) maintenance of a high standard of nursing care to patients and clients;
(ii) effective communication within the unit; and
(iii) therapeutic environment conducive to practical centred care.
2. The functions of the Ward Manager (Psychiatric) (Female) shall be:
A. Clinical Nursing Management
(i) To develop care plans with the collaboration of Charge Nurses (Psychiatric) and the treating doctors for each individual patient/client.
(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.

2/...



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Signature line for Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

Date: 25 NOV 2005

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

-2-

- (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.
- (viii) To ensure that after care at the appropriate level is arranged for each patient on discharge, depending on the individual needs, in conjunction with other disciplines.
- (ix) To ensure that prescribed pharmacological, psychological and rehabilitative therapies and physical and psychological investigations are carried out.
- (x) To ensure that psychiatric intervention in psychiatric emergencies are initiated.

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.
- (iii) To develop values and attitudes of junior staff.
- (iv) To participate in and promote performance review systems and staff development and to identify training needs, as and when required.
- (v) To ensure proper monitoring of reception of relatives and visitors.
- (vi) To ensure that all staff work in a confidential manner in all aspects of their work.

3/...



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

-3-

C. Ward Administration

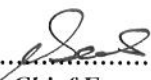
- (i) To disseminate relevant information in relation to rules, regulations and policies of the Ministry.
 - (ii) To monitor the admissions/management of care, leave and discharge of individuals suffering from psychiatric conditions and ensure that it is done according to existing laws.
 - (iii) To control 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.
 - (v) To plan off duty and vacation leave of staff.
 - (vi) To ensure that the health, safety and well-being of patients/clients and staff are safeguarded and patients' property are kept in safe custody.
 - (vii) To handle complaints and grievances.
 - (viii) To maintain effective communication systems within the nursing team and between other disciplines.
3. To perform such cognate duties as may be assigned.

Note

The Ward Manager (Psychiatric) (Female) may be required to take charge of more than one ward.



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