

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 6 OF 2020

Vacancies for Post of Health Records Officer
Ministry of Health and Wellness

Applications are invited from qualified officers who wish to be considered for appointment as Health Records Officer in the Ministry of Health and Wellness.

II. QUALIFICATIONS

- A. By selection from among officers of the Health Records Cadre who possess a Certificate in Health Records Management or Health Information Management from a recognised institution or a Certificate from the Institute of Health Records and Information Management (IHRIM) and who are recognised as a Certificated Member or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidate should possess –
- (i) organising and supervisory skills; and
 - (ii) interpersonal and communication skills.

NOTE

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To be responsible to the Chief Health Records Officer or any other officer designated by him for:-
 - (i) supervising of the health records department and providing appropriate coverage of health service points;
 - (ii) ensuring that health personnel adhere to medical records systems and confidentiality requirements;
 - (iii) processing correspondence;
 - (iv) preparing duty rosters for health records staff;
 - (v) providing on-the-job training to health records staff;
 - (vi) compiling and analysing health data and submitting reports;

- (vii) ensuring the safe custody of patient documentation and related data;
 - (viii) effecting quality control of clinical coding and all registers kept by the health records department;
 - (ix) ensuring adequacy of office equipment and stationery and maintaining a conducive work environment;
 - (x) keeping a register of dormant case-notes, arranging for their transfer to secondary storage areas and their ultimate disposal;
 - (xi) dealing with complaints related to medical records services; and
 - (xii) attending court, as and when required.
2. To assist the Senior Health Records Officer in the management of the Health Information System of the hospital and its satellite health institutions.
 3. To use ICT in the performance of his duties.
 4. 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 Health Records Officer in the roles ascribed to him according to his posting.

Note

Health Records Officers may be called upon to work outside normal working hours, including Saturdays, Sundays and Public Holidays, during emergencies and on officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at the following address:-

<http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx>
2. Candidates are requested to follow the procedures that can be accessed through the **“How To Apply”** option on the above link.

3. Candidates **should** submit a printed copy of their Application Form, **duly signed**, through the Senior Chief Executive, Ministry of Health and Wellness.
4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address: **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address: **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

V. **CLOSING DATE**

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Tuesday 03 March 2020**. Applications received after the specified closing date and time will **not** be considered.

Date: 12 February 2020

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.