

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 63 OF 2023

Vacancies for Post of Nursing Supervisor (Female) **Ministry of Health and Wellness**

Applications are invited from qualified officers of the Ministry of Health and Wellness who wish to be considered for appointment as Nursing Supervisor (Female) in the Ministry.

II. QUALIFICATIONS

By selection, on the basis of experience and merit, from among officers in the grade of Ward Manager (Female) who:

- (a) reckon at least an aggregate of four years' service in a substantive capacity in the grade and in the grade of Charge Nurse/Charge Nurse (Female); and
- (b) have successfully completed the local Hospital Nursing Administration Course.

Note

1. Officers holding only the Mental Nursing Certificate or an equivalent qualification in mental nursing acceptable to the Public Service Commission will be considered for appointment against vacancies on the establishment of a psychiatric hospital only.
2. **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

The duties attached to the post of Nursing Supervisor (Female) are listed in the **Annex** to this Circular Note.

The permanent and pensionable post carries salary in scale Rs 34,825 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 59,300 QB 61,000 x 1,700 – 62,700 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:

<https://psc.govmu.org>

2. Candidates are requested to follow the procedures that can be accessed through the "**How to Apply**" option on the above address.

3. Candidates **should** also 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 and 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 15 00 hrs (local time) on Thursday 17 August 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 28 July 2023

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

Annex to Public Service Commission Circular Note No. 63 of 2023

Duties attached to the Post of Nursing Supervisor (Female)
Ministry of Health and Wellness

The Nursing Supervisor (Female) shall:

- (i) be responsible to the Nursing Administrator (Female)/Nursing Administrator (Male) for the smooth running of the nursing and ancillary services in a group of wards/points or in a district hospital; and
- (ii) generally assist the Nursing Administrator (Female)/Nursing Administrator (Male).

The functions/duties of the Nursing Supervisor (Female) shall be:

PART I

(A) PROFESSIONAL

1. To inform the Nursing Administrator (Female)/Nursing Administrator (Male) or other senior officers of and advise on matters affecting nursing policy and those necessary to implement approved policy.
2. To study, set and review standards and procedures of nursing care in wards, units or nursing annexes.
3. To participate actively in staff meetings.
4. To participate in the running of in-service training, supervise the training of nursing and ancillary staff and assist in the conduct of examinations.
5. To investigate serious mishaps and complaints and report to the Nursing Administrator (Female)/Nursing Administrator (Male).
6. To advise on accommodation problems, new buildings, extension to buildings, equipment and furniture.
7. To ensure that the attitude and behaviour of the nursing and ancillary staff do not interfere with the good name of the institution.
8. To initiate and develop new ideas and methods and encourage junior staff to adopt the same progressive attitude.
9. To ensure that nursing procedures, activities or decisions do not contravene standing regulations and existing laws.
10. To cooperate and participate actively, whenever required, with medical and other staff in the general care of patients and in research work.
11. To ensure the safety of patients during the testing of new equipment and advise on the merit of such equipment.

12. To advise the teaching staff on the organisation and supervision of the training programme for trainees (Nurse) and trainees (Midwife).
13. To communicate with patients' relatives as may be required.
14. To perform such cognate duties as may be assigned.

(B) ADMINISTRATIVE

15. To control staff or wards/nursing points.
16. To ensure that wards/points are adequately staffed and equipped and submit staffing and equipment requirements.
17. To liaise with heads of other sections.
18. To check by inspection and through reports that work is carried out in accordance with approved policy and that a satisfactory service is provided.
19. To ensure that a high standard of hygiene is maintained in wards/points.
20. To report to the Nursing Administrator (Female)/Nursing Administrator (Male) on the work in the wards/points.
21. To promote good relations among staff and between the hospital and the community.
22. To coordinate the work of Charge Nurses (Female)/Charge Nurses (Male) and allocate staff between wards/points.
23. To report to the Nursing Administrator (Female)/Nursing Administrator (Male) on the possible effects of nursing policy and the results of its implementation.
24. To take/hand over in between shifts.
25. To intervene, when circumstances so warrant, in respect of the transportation of patients.
26. To take all possible steps to safeguard the welfare and safety of patients and staff.
27. To perform such cognate duties as may be assigned.

(C) PERSONNEL

28. To introduce Charge Nurses (Female)/Charge Nurses (Male) to their duties and counsel them whenever necessary.

29. To report to the Nursing Administrator (Female)/Nursing Administrator (Male) on nursing and ancillary staff and endorse or amend, as appropriate, reports on them.
30. To develop the management skills of subordinate staff.
31. To coordinate leave for subordinate nursing staff.
32. To perform such cognate duties as may be assigned.

PART II

When performing duties at night, during weekends, on public holidays and during short absence of the Nursing Administrator (Female)/Nursing Administrator (Male) to perform also the following duties:

1. To program, supervise and assume responsibility for the work of the nursing and ancillary staff at all nursing points in a hospital and/or its annexes.
2. To deploy available nursing and ancillary personnel so as to ensure the smooth running of each and every nursing unit in the hospital or annexes.
3. To ensure that attendances of nursing staff are properly recorded and that the attendance books are safely kept.
4. To ensure adequate supervision of the training of trainees (Nurse) and trainees (Midwife).
5. To collaborate and liaise with other hospitals or institutions at the top level.
6. To notify patient's death to relatives by telephone, whenever possible.
7. To perform such cognate duties as may be assigned.

NOTE

- (a) The Nursing Supervisor (Female) will be required to work on shift on a roster basis, on weekdays, during week-ends, at night and on public holidays.
- (b) The Nursing Supervisor (Female) is first and foremost a nurse by profession and through her mature personality, developed critical sense and good judgment, should inspire confidence around her and, with that end in view, should perform and assume any other duties or responsibilities not listed above but that will be conducive to the smooth running of the service under her charge.