

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 14 OF 2024

Vacancies for Post of Senior Health Records Officer **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 Senior Health Records Officer in the Ministry.

II. QUALIFICATIONS

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

NOTE

The onus for the submission of equivalence of qualifications (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. ROLE AND RESPONSIBILITIES

To be responsible for the administration and management of the Health Records Department and ensuring its proper functioning.

IV. DUTIES AND SALARY

- 1. To be responsible to the Chief Health Records Officer or any other officer designated by him for –
 - (a) the planning, organisation and supervision of the Health Records Services of a hospital and its satellite Health Centres in accordance with established practice, legislation, policies and guidelines to meet the overall objectives of the public health service;

- (b) the human resource management of the Health Records Department of a hospital and ensuring proper coverage of health service points;
 - (c) preparing duty rosters for health records staff;
 - (d) planning, organising and conducting training activities;
 - (e) compiling and analysing of health data and submitting reports;
 - (f) maintaining a surveillance system of selected and notifiable diseases;
 - (g) ensuring adherence to policies and procedures governing the confidentiality, access and release of information from health records;
 - (h) dealing with complaints related to medical records services;
 - (i) dealing with litigation cases and court summons;
 - (j) attending court, as and when required;
 - (k) ensuring adequacy of office equipment and stationery and maintaining a proper work environment for high operational efficiency;
 - (l) organising transport of patients;
 - (m) managing –
 - (i) the Health Information System of the hospital and its satellite health institutions; and
 - (ii) storage space and arranging for the destruction of inactive case-notes and obsolete documents.
2. To use ICT in the performance of his duties.
3. 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 Senior Health Records Officer in the roles ascribed to him according to his posting.

Note

Senior 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 25,000 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 a month.

V. **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.**

VI. **CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 04 April 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 15 March 2024

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