

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: Ministry of Health and Medical Services | | |
| 2. Position Title: Principal Nursing Officer | 3. Salary Level: 8-7 | 4. Division: Nursing Services. |
| 5. Reports To: DNS/DDNS | 6. Direct Reports: DDNS | |
| 7. Primary Objective of the Position: <ul style="list-style-type: none"> ○ To ensure that the hospital wards/outer islands are managed and supervised ○ That patients are provided maximum quality cares ○ To ensure that hospital wards/outer islands health centers and clinics and surrounding environment are conducive for health. | | |

| 7. Position Overview | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------|-------------------|-------------------|-------|-----------------|----------------|--------|------------------|-----------------|--------|------------------|-----|----------|-----------------|-----|------|-------------------------|-----|---|--|
| 9. Financial: | 10 Legal: | | | | | | | | | | | | | | | | | | | |
| 11. Internal Stakeholders: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">Post/Title:</th> <th style="text-align: left; width: 30%;">Purpose:</th> <th style="text-align: left; width: 30%;">Frequency:</th> </tr> </thead> <tbody> <tr> <td>○ DNS</td> <td>Inform, consult</td> <td>Numerous times</td> </tr> <tr> <td>○ DDNS</td> <td>Inform , consult</td> <td>per working day</td> </tr> <tr> <td>○ DDNS</td> <td>Inform , consult</td> <td>day</td> </tr> <tr> <td>○ SNO/MA</td> <td>Inform, consult</td> <td>day</td> </tr> <tr> <td>○ NO</td> <td>Instruct diet ,delegate</td> <td>day</td> </tr> </tbody> </table> | Post/Title: | Purpose: | Frequency: | ○ DNS | Inform, consult | Numerous times | ○ DDNS | Inform , consult | per working day | ○ DDNS | Inform , consult | day | ○ SNO/MA | Inform, consult | day | ○ NO | Instruct diet ,delegate | day | 12. External Stakeholders: To be referred to Manager | |
| Post/Title: | Purpose: | Frequency: | | | | | | | | | | | | | | | | | | |
| ○ DNS | Inform, consult | Numerous times | | | | | | | | | | | | | | | | | | |
| ○ DDNS | Inform , consult | per working day | | | | | | | | | | | | | | | | | | |
| ○ DDNS | Inform , consult | day | | | | | | | | | | | | | | | | | | |
| ○ SNO/MA | Inform, consult | day | | | | | | | | | | | | | | | | | | |
| ○ NO | Instruct diet ,delegate | day | | | | | | | | | | | | | | | | | | |
| To be referred to Manager: I. Explain type of decisions which involves commitments of funds: <ul style="list-style-type: none"> ○ Ordering and using of expensive equipment, linens and toiletry requirements for hospital use. | | | | | | | | | | | | | | | | | | | | |

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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II. Describe ways in which the post holder is required to make contributing to decisions, for example, by making proposals or recommendations, by providing advice or briefing etc.

- Regarding training needs
- Number and category of staff required
- Equipment and materials required for ward use.

Without referral to Manager:

III. Identify the types of decisions that the post holder is required to take on his/her own account and explain the extent to which the post holder is required to accept responsibilities for decisions he/she makes. Such decision may vary from elementary through routine and operational up to those of major policy type.

- To recall on and off staff to replace a sick staff (deployment of staff)
 - Posting of staff
- Selection of staff for training, workshop/course and escorting of patients to overseas (curative)

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
|---|--|--|
| Key Area 1. - That patients receive optimal | - Directly responsible for the nursing cares provided to patients in TCH & patients cared at OI. | Principal Nursing Officers' are required to work effectively and efficiently for |

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| cares and treatments | <ul style="list-style-type: none"> - Staff development to ensure a high standard of nursing - To ensure and maintain efficiency and proficiency through guidance teaching and supervising. | Delivering Quality Health Care. |
| Key Area 2 <ul style="list-style-type: none"> - That Nursing personnel are distributed evenly to each ward, according to their specialties | <ul style="list-style-type: none"> - Arranges for nurses, nurse aides and orderlies annual leaves. - To ensure adequate 24 hours nursing and midwifery coverage for the wards. - Conducts antenatal cares - Disseminates confidential reports to DNS/DDNS | |
| Key Area 3 <ul style="list-style-type: none"> - Ensures that both patient and staff needs are sufficiently catered for | <ul style="list-style-type: none"> - Conduct meetings with her staff - Attends relevant meetings such as NAC, TTF, NETC etc <p>To liaise with doctors/paramedics regarding the smooth running of the hospital</p> | |

| 10. Key Challenges | 11. Selection Criteria |
|---|--|
| <p>Special working conditions do the duties of this post involve unusual conditions that may be environmental undesirable, risky, stressful etc. And if so then the officer is challenged to do the following:</p> <ul style="list-style-type: none"> • Risk: <p>Contact infectious (Communicable) diseases such as TB, Hepatitis and possibly HIV</p> <ul style="list-style-type: none"> • Stress: | <p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Degree in Nursing OR Certificate/Diploma in Nursing.</p> <p>Experience: 5 years as a Senior Nursing Officer(SNO) or Medical Assistants</p> <p style="padding-left: 20px;">(MA)</p> <p>Job Training: Explain job related trainings undertaken by the post holder before taking up the job.</p> <ul style="list-style-type: none"> ○ Registered Nurse ○ Registered Midwife |

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Staff conflicts verbal/or physical abuse from demanding patients/or relatives verbal/physical abuse called at odd times regarding staff problems, etc

To be able to apply Problem Solving method to resolve conflicts that may arise between:

- Self and staff
- Staff & Staff
- Self/Staff and patient/relative
- Attitude, knowledge and skills of staff
- To assist in rectifying shortage/repair/maintenance of drugs etc necessary for the smooth running of the wards/hospital
Deployment of staff – to areas requiring more staff.

- Other Nursing Specialty will be an advantage
- Diploma in Nursing Administration

Prerequisite:

11.2 Key Attributes (Personal Qualities):

1. Knowledge

- Leadership
- Counseling skills
- Inter personnel skills
- Communication skills
- Research knowledge

2. Attributes: Trustworthy, creative, role model, Innovative knowledgeable, hardworking, Punctual, co-operative to organization issues, friendly, helpful, etc.

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