

## Government of Tuvalu – Job Description



<b>Position Title:</b>	Senior Staff Nurse	
<b>Band and Salary:</b>	H1 – H3	\$16,448 - \$33,287
<b>Ministry and Department:</b>	Ministry of Health and Social Welfare	Curative
<b>Location:</b>	Funafuti – Princess Margret Hospital and Outer Island	
<b>Reports to:</b>	Chief Nursing Officer	

### **JOB PURPOSE:**

Support Hospital Sisters in providing a good quality nursing care to patients through administration of medications, proper usage of equipment and assisting doctors.

### **KEY RESPONSIBILITIES:**

1. Support nursing staff in providing nursing care.
2. Maintain a high level of patient care and ward cleanliness
3. Manage the distribution and ordering of drugs
4. Assist with the deliveries, emergencies and operations

### **MAIN DUTIES AND OUTCOMES:**

- 1.1 Work with nursing staff to ensure a high level of patient care is delivered appropriately and in a timely manner.
- 1.2 Ensure that nurses respond to patients' needs and requests accordingly and in a timely manner
- 1.3 Ensure patients are treated with respect.
- 2.1. Work with other departments to ensure good coordination for patients care.
- 2.2 Manage the cleanliness of wards or clinics on a daily basis
- 2.3. Ensure that all medical equipment's are in order and available
  - 3.1 Ensure that all drugs are in stock and available
  - 3.2 Ensure that clinics do not run out of drugs
- 4.1 Support staff with deliveries, emergencies and operations.
- 4.2 Ensure to refer necessary cases.

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### MANDATORY REQUIREMENTS:

Diploma or Bachelor in Nursing

Midwife Certificate

At least 5 years' working experience in nursing field

### DESIRABLE REQUIREMENTS:

Ability to manage confidential matters and show discretion.

High level written and oral communication in English and Tuvaluan.

Attention to detail and accuracy.

Ability to liaise with the medical team

Good time management skills.

**Note: - This post will be required to be called in at any deliveries and operations**

### IMPORTANT NOTICE

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*