

Government of Tuvalu – Job Description



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

JOB PURPOSE:

Provide good quality nursing care to patients through administration of medications, proper usage of equipment and assisting doctors.

KEY RESPONSIBILITIES:

1. Provide quality nursing care to patients
2. Maintain a high level of patient care and ward cleanliness
3. Administer medications to patients.
4. Assist with the deliveries, emergencies and operations

MAIN DUTIES AND OUTCOMES:

- 1.1 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 daily basis
- 2.3. Ensure that all medical equipment's are in order and available
- 3.1 Ensure that drugs are given accordingly
- 3.2 Ensure that drugs are within their expiry dates, remove any out of dates from stock.
- 4.1 Assist senior the staff nurse with deliveries, emergencies and operations.

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MANDATORY REQUIREMENTS:

Diploma in Nursing.

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.

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.