

Government of Tuvalu – Job Description



Position and Title:	Nurse Aide	
Level and Salary:	S1 - S3	\$10,887 - \$15,447
Ministry and Department:	Ministry of Health, Social Welfare	Health
Location:	Niutao Clinic	
Reports to:	Chief Nursing Officer	

JOB PURPOSE:

Assist Nurses to provide good nursing services in the Maternal Child Health Care Clinic

KEY RESPONSIBILITIES:

1. Assist nurse in the ante-natal and post natal clinics
2. Assist the staff nurse in the deliveries
3. Assist staff nurse in follow up cases of family planning and immunizations.
4. Assist in the preparation in sterilization and setting up of equipment.
5. Responsible for the cleanliness and tidiness of the clinic.

MAIN DUTIES AND OUTCOMES:

- 1.1 Ensure that all pregnant mothers attend ante-natal and post-natal clinics.
- 1.2 Ensure that all mothers are healthy at ante-natal and post-natal.
- 2.1 Ensure that all equipment and other necessities for a delivery are all ready in time of need.
- 3.1 Ensure that there are no default cases on family planning and immunizations.
- 3.2 Ensure to have a high coverage in Family Planning and Immunization.
- 4.1 Ensure that all equipment are clean and safe to use.
- 4.2 Ensure that there is infection control.
- 5.1 Ensure that the clinic is clean at all time

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11/07

MANDATORY REQUIREMENTS:

Must be a Form 7 School leaver

DESIRABLE REQUIREMENTS:

Ability to manage confidential matters and show discretion.
A good standard of written and oral communication in English
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.