

## Government of Tuvalu – Job Description



Position and Title:	Assistant Nurse	
Band and Salary:	S1-S3	\$10,447-15,447
Ministry and Department:	Ministry of Health	Nursing Department
Location:	Funafuti-Princess Margaret Hospital	
Reports to:	Chief Nursing Officer	

### JOB PURPOSE:

Assist Nurses to provide good basic nursing care to patients.

### KEY RESPONSIBILITIES:

1. Provide basic nursing care to patients and maintain cleanliness of ward.
2. Assist the staff nurse in taking vital signs
3. Assist in collecting and transfer of specimens to the laboratory
4. Assist in the staff nurse in the delivery and operating rooms

### 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 a daily basis.
- 3.1 Ensure that all specimens are collected and taken to the laboratory.
- 3.2 Ensure that all results are received and shown to the doctor concern.
- 4.1 Assist senior the staff nurse in preparation of the delivery room.
- 4.2 Assist the staff nurse in the preparation of patients for operations

4.3 Assist the staff nurse with minor procedures eg: incision, drainage and setting up of intravenous drips.

**MANDATORY REQUIREMENTS:**

Form 6.

**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:**

*It is expected that officers recognise 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.*