

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

1. <b>Ministry:</b> Ministry of Health and Medical Services		
2. <b>Position Title:</b> Nurse Aide	3. <b>Salary Level:</b> 19-15	4. <b>Division:</b> Support Services
5. <b>Reports To:</b> Director of Nursing, Deputy Director of Nursing Services, Principal Nursing officer, SAS & AS	6. <b>Direct Reports:</b> Supervisor (ie Office Manager/Assistant Secretary) Senior Nursing Officer, Nursing Officer	
7. <b>Primary Objective of the Position:</b> To collect less skillful works/basic care to patients within the limits of her basic training in order to free qualified staff to attend to duties that demand greater knowledge, skill and expertise		

8. <b>Position Overview</b>	
9. <b>Financial:</b>	10 <b>Legal:</b>
11. Internal Stakeholders: DNS, DDNS, PNO, SNO  To be referred to Manager:	12. External Stakeholders: Patients To be referred to Manager
13. <b>KEY ACCOUNTABILITIES</b> (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA:</b></li> <li>▪ <b>MOP Outcome:</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan:</b></li> </ul>	

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

Approved by:	Date of Issue:
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<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
1. Competence in Basic Nursing Procedures	<ul style="list-style-type: none"> <li>- Render first aid to the best of her ability before the arrival of trained staff</li> </ul>	The holder of the post is required to be aware and attain to all activities throughout the whole duration of the routine shift
2. Basic Nursing Foundation	<ul style="list-style-type: none"> <li>- Carry out basic nursing care e.g. bed bath, mouth back care, feeding of helpless patients, toilet care of ill patients, taking, recording vital signs/fluid charts</li> </ul>	
3. Maternity care	<ul style="list-style-type: none"> <li>- Reporting abnormal readings (vital signs), abnormal patient conditions/complaints</li> <li>- Dressing of minor wounds and routine testing of urine.</li> <li>- Accompanying patients to X-ray, OT transfer of patients</li> <li>- Bringing back patients from minor operations</li> <li>- Assist in pre-operative &amp; post-operative and preparation of patients for diagnostic/treatment/operation</li> </ul>	

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
	<b>11.1 PQR (Position Qualification Requirement):</b> <b>Education: Form 5</b>

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<p><b>Experience:</b> Must at least have working experience related with Nurse aide.</p> <p><b>Job Training:</b> N/A</p> <p><b>Prerequisite:</b> N/A</p>	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"><li><b>1. Knowledge</b></li><li><b>2. Skills:</b> Time management , speaking , active listening , reading comprehension</li><li><b>3. Attributes:</b> Pleasants, independent, committed and compassionate keen to work and to provide good care.</li></ol>
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