

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Nurse Aide	3. Salary Level: 19-15	4. Division: Support Services
5. Reports To: Director of Nursing, Deputy Director of Nursing Services, Principal Nursing officer, SAS & AS	6. Direct Reports: Supervisor (i.e Office Manager/Assistant Secretary) Senior Nursing Officer, Nursing Officer	
7. Primary Objective of the Position: 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. Position Overview	
9. Financial:	10 Legal:
11. Internal Stakeholders: DNS, DDNS, PNO,SNO To be referred to Manager:	12. External Stakeholders: Patients To be referred to Manager
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 	

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

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Competence in Basic Nursing Procedures	- Render first aid to the best of her ability before the arrival of trained staff	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	- 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	
3. Maternity care	- Reporting abnormal readings (vital signs), abnormal patient conditions/complaints	
	- Dressing of minor wounds and routine testing of urine. - Accompanying patients to X-ray, OT transfer of patients	
	- Bringing back patients from minor operations - Assist in pre-operative & post-operative and preparation of patients for diagnostic/treatment/operation	

10. Key Challenges	11. Selection Criteria
	11.1 PQR (Position Qualification Requirement): Education: Form 3

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	<p>Experience: Must at least have working experience related with Nurse aide.</p> <p>Job Training: N/A</p> <p>Prerequisite: N/A</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none">1. Knowledge2. Skills: Time management , speaking , active listening , reading comprehension3. Attributes: Pleasants, independent, committed and compassionate keen to work and to provide good care.

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