

REPUBLIC OF NAURU GOVERNMENT GAZETTE PUBLISHED BY AUTHORITY

No. 28 14th January, 2022 Nauru

G.N.No. 129/2022

APPOINTMENT OF ACTING SECRETARY FOR CLIMATE CHANGE AND NATIONAL RESILIENCE

It is notified for general information that on Thursday 13th January 2022, Cabinet, pursuant to Article 68, clause (1) of the Constitution of Nauru has approved the appointment of Mrs. Berilyn Jeremiah, Secretary for Commerce, Industry and Environment to act as Secretary for Climate Change and National Resilience from Thursday 13th January, 2022 until the return of the substantive Secretary for Climate Change and National Resilience, Mr. Reagan Moses on Thursday 10th February, 2022.

DATED this 14th day of January, 2022.

G.N.No. 130/2022

PUBLIC SERVICE ACT 2016 VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Medical Services)

POSITION: Chief Matron (RON Hospital) **SALARY**: Band 12.1 - \$21,837 per annum

PRIMARY PURPOSE OF ROLE:

The Chief Matron (RONH) is responsible for the overall strategic direction and operational effectiveness of the hospital's nursing care services.

The role is for the overseeing nursing services in the hospital and ensure that patient gets the best care possible by enforcing of nursing policies aspects of clinical care ensuring that standards and outcomes are met and continuous improvement of services promoted.

The Chief Matron at the hospital primary function covers a wide range of responsibilities. The core functions include clinical, administrative, leadership and advisory role as well as being the liaison with Physician.

The Chief Matron based at RONH support the Director of Medical Services for providing leadership to nursing staff within the unit, to ensure high standards of care and is accountable for coordinating safe, high quality care to improve patients' experience and outcomes.

The Chief Matron RONH also has a core function of ensuring public health nursing integration with Chief Matron Public Health based in Naoero Public Health Center.

- Operates towards the mission, vision and values of the Ministry of Health
- Reviews current nursing standards status, identifies gaps and set and enforce nursing goals to achieve and maintain high standards of care that staff in the nurses cadre must follow
- Facilitates and advocates creating the best care environment for patients and patient centered holistic care
- Facilitates and advocates best and safe working environment and conditions for nurses by introducing in consultation with the Director of Medical Services, measures and initiatives aimed at healthcare quality improvements and that also promotes best practices in Nursing
- Keeps a profile of the nurse cadre and review educational qualifications, trainings, certifications, and licenses to ensure they are in compliance with maintaining current nursing licensure standards stipulated by the NHPRB and workplace directives such as AMA and CPD
- Provide professional guidance, leadership and support to the nursing staff
- Maintains high standards and lead by example to inspire other to uphold best practices in their interactions with patients and their families
- Oversee implementation of OHS policy to all nursing staff
- Coordinates or oversee the rollout of new nursing strategies based on up to date knowledge of regional nursing standards with focus on nursing procedures, staff rules and patients policies
- Routinely assesses and evaluates the efficiency of nurses involved point of care in the RON Hospital and institutes prompt corrective actions to address gaps

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- Ensuring patients privacy, confidentiality, rights and dignity are protected; making sure patients are addressed in a respectful manner
- Leads resolution of complaints, problems and incidents reported by patients and their families; and act
 promptly to deal with problems when and where they occur and working closely with the appropriate
 personnel
- Empowers nursing staff through training to meet training needs
- Plans, directs and oversees the roster and daily activities of nurses, and coordinates health services within the
 hospital to ensure everything runs as planned in compliance with applicable nursing standards, operating
 procedures, guidelines and health regulations
- Participates in the recruitment process for nurses include shortlist, interview, evaluation of fit for position, selection, and upon recruitment, orientation and education on protocols and best healthcare practices
- Investigates incidence reports involving nurses and make objective opinions, recommendations and carry out where deemed necessary corrective and disciplinary decisions
- Develops and implements the nursing aspect of MHMS AOP and budget
- Develop and submit periodical nursing status, and clinical performance reports
- Promotes a conducive working relationship between physicians and nurses
- Reviews hospital policies on doctors-nurse interactions to promote building and effectiveness of integrated clinical teams

OUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in nursing
- Desired Masters' degree in Nursing, Public Health or Health services or Business Administration
- Postgraduate nursing qualification
- Current annual license or registration to practice
- Leadership and management certificate
- Training in health policy
- Training in healthcare quality
- Minimum of 5 years' nursing practice
- Minimum of 5 years' in managerial role
- Annual Infection Control
- Annual Manual Handling
- Mandatory annual BLS/ALS/PLS
- Mandatory annual Medication Calculation and Administration assessment
- 20 hours CPD
- Mental health first aid
- COVID training
- Utilization of Hospital Morbidity and Mortality statistics
- Developing and implementing annual operation plans
- Health statistics and reporting
- Knowledge of legal policies and regulations in the healthcare industry
- Demonstrated experience in the development, implementation and evaluation of policy and programs
- Demonstrated experience a nursing leadership role, patient care, and health management not less than the 5 years
- Demonstrated contemporary knowledge of professional issues and trends in the nursing profession with a particular focus regional standards and best practices
- Demonstrated excellent interpersonal, verbal and written communication skills
- Demonstrated outstanding organizational skills, and in-depth knowledge of healthcare industry policies

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Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 21st January 2022.

DATED this 14th day of January, 2022

PETA GADABU ACTING CHIEF SECRETARY

G.N.No. 131/2022

PUBLIC SERVICE ACT 2016 VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Public Health)

POSITION: Mental Health Nurse

SALARY : Band 8.1 - \$16,052 per annum

PRIMARY PURPOSE OF ROLE:

The Mental Health Nurse is licensed to practice nursing without supervision and is accountable for own actions in the care of patients and acts to rectify unsafe nursing practice and unprofessional conduct. To provide care to patients with psychiatric disorder, mental health issues and behavioural problems in a variety of settings.

- Operates towards the mission, vision and values of the Ministry of Health
- Assess, plan, implement and evaluate individualized nursing care to provide optimal mental health outcomes
- Provide support to the attending doctor in emergency cases in regards to mental health patients whether in the emergency room or another non healthcare setting such as police station, prison or a private residence
- Upholds clinical care standards
- Demonstrates sound knowledge of contemporary nursing practice
- Collects relevant data and reports same appropriately
- Participates in performance appraisal and development process
- Documents all patient care according to Documentation Policy
- Acknowledges the team approach to the provision of care services and consults with members of the multidisciplinary team as required
- Utilizes appropriate communication skills and participates as a member of the multidisciplinary team
- Acknowledges the specific competencies and expertise of members of the health team
- Promotes an environment for professional development and lifelong learning
- Promotes a focus and framework for improving the quality of patient care
- Operates within field of expertise, competencies and experience. Performs within the parameters of any relevant legislation
- Promotes personal safety and that of others, and reports hazards and defects to work equipment

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- Plan and conduct community or homevisits to mental health patients and be able to support and build relationships with patients as well as their care givers
- Provide psychotherapy or counselliing for patients and their families per consultation or whenever required
- Provide care to mental health patients in coordination with other nursing staff, medical officers and families as appropriate
- Able to be called in for mental health patients in coordination with other nursing duties, medical officers and families as appropriate
- Able to be called in for mental health emergencies and other nursing duties after hours including evenings, nights and weekends
- Maintain proper control of medications, especially psychotropic medications which are at high risk of causing extrapyramidal side effects (EPS)
- Monitor, evaluate and provide treatment for EPS daily and document findings and interventions
- Ability to cooperate with co-workers and to work as a team member
- Present all times as a professional nurse
- Report to the supervisor on duty any problem or concerns about patients, equipment or any other issues effecting the safety of the hospital property, staff, patients or visitors
- Keep accurate written reports on all care of residents in their individual mental health files
- Maintain confidentiality of patient information

QUALIFICATIONS & EXPERIENCE:

- Diploma or Bachelor of nursing qualification
- Postgraduate certificate in Mental health
- Registration or license to practice in country of origin
- Minimum 3 years' experience in psychiatry setting
- Completion of graduate year program
- Minimum of 1 year postgraduate clinical experience
- Annual Infection Control
- Annual Manual Handling
- Annual BLS/ALS training
- Annual Medication Calculation and Administration of medication
- Annual 20hrs CPD
- Mental Health first aid

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 21st January 2022.

DATED this 14th day of January, 2022

G.N.No. 132/2022

PUBLIC SERVICE ACT 2016 VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Medical Services)

POSITION : Nurse Supervisor

SALARY : Band 9.1 - \$17,336 per annum

PRIMARY PURPOSE OF ROLE:

A Nurse Supervisor is a registered nurse who is accountable at an advanced practice level for the provision of quality nursing services within the nursing SOP. Nurse Supervisor reports directly to the Unit Manager. Supervises nursing staff at every point of care.

- Operates towards the mission, vision and values of the Ministry of Health
- Leads nursing team and is responsible for providing quality nursing care to patients within the specific nursing division
- Liaise with nurses that have reported to duty and allocated assignments to each person. Check and ensure all duties allocated and daily reports are completed prior completion of shift
- Mentor new and all nursing staff to ensure safe quality service delivery
- Is responsible for admission of patients and discharge planning
- Responsible to ensure staff adhere to damp dusting each shift and waste management
- Responds appropriately in crisis and during medical emergency situations
- Always punctual and attentive at work. Report staff lateness and absenteeism and the ability to counsel staff and encourage punctuality
- Adhering with the Nursing Process to provide optimal health outcomes for using a continuum of care approach
- Responsible for undertaking objective and subjective data collection and taking actions for patient's recovery
- Demonstrates knowledge of and the ability to render care based on age appropriateness
- Operates within field of expertise, competencies and experience. Performs duties within the nursing scope of practice
- Demonstrate skills in continual assessment of patients physical and psychological needs
- Adhering with hospital policies and regulations
- Ensure the ward is well stocked and all drug/emergency trolleys are checked and stocked, ready for any emergency cases
- Acknowledges the team approach to the provision of care services and consults with members of the disciplinary team as required
- To participate in clinical rotations for capacity building and mix skill for staffs
- Responsible for ensuring tidiness and cleanliness of units
- Oversees practical training of health trainees and nursing students
- Responsible for the control and audit of dangerous drugs in the ward and safe storage of medications and consumables
- Participation in CMEs and other health in-service trainings
- Participates in performance appraisal and development process
- Utilizes appropriate communication skills and participates as a member of the multidisciplinary team
- Undertakes monthly audit activities for quality improvement

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- Demonstrate willingness and ability to undertake research activities for better patient outcomes and evidence-based practice
- Respond promptly and positively to patients, families, co-workers and all other in a respectful, courteous and confidential manner
- Customer focus approach
- Demonstrates advocacy role of patient and staff safety
- Report incidents appropriately and in an effective manner
- Assist medical officers during the grand rounds making sure all details regarding treatments, medications and care are written up and advise nurses of the same
- Ensures an environment that promotes team work and zero tolerance to workplace bullying, disrespect or unprofessional behavior or dialogue
- Emphasis and ensure proper handover of patients at end of each shift
- Responsible for welcoming new admissions and enforcing patient education for discharged patients and ensuring they have all necessary information and instructions
- Participate in Unit meetings and General Nurse meetings as required
- Maintains confidentiality of patient information

QUALIFICATIONS & EXPERIENCE:

- Minimum qualification Certificate of nursing as a registered nurse
- Certificate in leadership and management
- Current annual license or registration to practice
- Minimum of 5 years' clinical practice
- Effective communication
- Above average computer literacy in MS application (Word, Excel, Powerpoint)
- Annual Infection Control
- Annual Manual Handling
- Mandatory annual BLS/ALS
- Mandatory annual Medication Calculation and Administration assessment
- 20 hours CPD

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 21st January 2022.

DATED this 14th day of January, 2022

PETA GADABU ACTING CHIEF SECRETARY

G.N.No. 133/2022

PUBLIC SERVICE ACT 2016 VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Nursing Policy & Standards)

POSITION: Nursing Standards (Guidelines & SOPs) Manager

SALARY : Band 10.1 - \$18,722 per annum

PRIMARY PURPOSE OF ROLE:

The Nursing Standards Manager is responsible for ensuring Nursing Standards Operating Procedures, policies and guidelines are accessible to nursing staff. The role provides monitoring and evaluation inputs throughout nursing staff education and training, compliance with Nursing SOPs, policies and guidelines. Supports and advises nursing staff in addressing issues with implementation of nursing procedures and compliance to policies at point of care.

DUTIES/RESPONSIBILITIES:

- Operates towards the mission, vision and values of the Ministry of Health
- Contribute to the development of the Nauru Health Strategic Plan and the Annual Operational Plan
- Identify and address gaps in nursing care planning in relation to nursing policies and nursing standards
- Ensure nursing SOPs, guidelines and protocols are accurate and up-to-date
- Monitor and evaluate nursing staff for compliance with guidelines, SOPs, protocols and regulations
- Provide quality inputs to the Nursing Standards Committee for initiating, coordinating and enforcing nursing compliance with policies and procedures
- Support the education, training, supervision and mentoring of nursing staff to promote professional growth
- Inform SOPs for admissions, discharges and transfer processes that are appropriate for varying patients' level of acuity, and the clinical facility capacity and staff
- Respond to nursing policies and standards related issues in a timely manner
- Undertake monitoring, evaluation and quality assurance activities
- Provide reports on activities and other matters on a regular or monthly basis as required by the Director of Nursing Policy and Standards
- Perform the duties of the Assistant Director of Nursing Policy and standards in the absence of the substantive holder
- Perform other duties that are relevant within your capacity, as assigned to you by the Director of Nursing as they arise

QUALIFICATIONS & EXPERIENCE:

- Diploma in nursing
- Certificate in Leadership and Management
- Training in health policy
- Training in healthcare quality
- Current annual license or registration to practice
- Minimum of 3 years' nursing experience
- Member of Nursing Professional Committee
- Familiar with the Health organizational structure
- Familiar and compliant with the Public Service Act
- Computer skills with use of spreadsheets, database, word processing and email
- Excellent interpersonal, verbal and written communication skills
- Outstanding organizational skill

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• Knowledge of healthcare industry policies

- Mandatory Annual Manual Handling assessment
- Mandatory annual IPC assessment
- Mandatory annual BLS/ALS/PLS
- Mandatory annual Medication Calculation and Administration assessment
- 20 hours CPD
- COVID training
- Mental Health first aid

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 21st January 2022.

DATED this 14th day of January, 2022

PETA GADABU ACTING CHIEF SECRETARY

G.N.No. 134/2022

PUBLIC SERVICE ACT 2016 VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Public Health)

POSITION: Public Health Nurse

SALARY : Band 8.1 - \$16,052 per annum

PRIMARY PURPOSE OF ROLE:

Public Health Nurse who is accountable at an advanced practice level for the coordination of clinical practice and the provision of nursing leadership in the specific nursing division.

- Identify and implement strategies, taking into account National Sustainable Development Strategy, the Nauru Ministry of Health Budget, Department policies, regional and international strategies and recommendations and other relevant reports and documents, which provide for the effective and efficient delivery of quality environmental health services to the people of the Republic of Nauru
- Assist in the development of the department operational plan to implement the health sector strategies relevant to Environmental health services
- Work with Ministry of Health department heads, Government of Nauru department heads and other identified organisations national, regional and international in the implementation of plans and delivery of services to assist in ensuring achievement of service targets and health sector goals

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 Manage, coordinate, monitor and evaluate all environmental health services. These services would include but are not restricted to management of CD/NCD program, implementation of CD/NCD strategy and other activities as identified

- Assist in providing leadership, supervision, training and support to public health staff in relation to the implementation of environmental health programs which will ensure improved healthy environment
- Provide assistance, support and orientation to all technical advisers, visiting consultants and volunteers contracted to provide services to the Department when relevant to environmental health services
- Assist with the formulation of the annual Health department budget
- Procure monitor and evaluate equipment, which are applicable and necessary for the successful delivery of environmental health services
- Ensure healthy environment focusing on physical, biological and social components which include but not restricted to environmental factors such as water, air, noise, housing, food, wastes, radiation, animals, insects, rodents control etc
- Undertake quality assurance activities
- Provide monthly reports to the Director of Public Health on the activity, service provision, achievements and pending issues with identified strategies to address these
- Perform duties deemed necessary and as directed by the Minister of Health, Secretary of Health & Medical Services or the Director of Public Health

QUALIFICATIONS & EXPERIENCE:

- Certificate, Diploma or Bachelor of nursing qualification
- Registration under Nauru Health Practitioners' Registration Board
- Completion of graduate year program
- Minimum of 1 year postgraduate clinical experience
- Annual Infection Control
- Annual Manual Handling
- Annual BLS/ALS training
- Annual Medication Calculation and Administration of medication
- Annual 20hrs CPD

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 21st January 2022.

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G.N.No. 135/2022

PUBLIC SERVICE ACT 2016 VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Medical Services)

POSITION: Staff Nurse Midwife

SALARY : Band 8.4 - \$17,335 per annum

PRIMARY PURPOSE OF ROLE:

A registered Nurse/Midwife working in the Maternity Unit is responsible for carrying out safe and quality obstetric and neonatal nursing care in all shifts, and ensuring the availability of drugs, consumables, equipment and other resources at all times.

DUTIES/RESPONSIBILITIES:

- Operates towards the mission, vision and values of the Ministry of Health
- Assess, plan, implement and evaluate nursing care for optimal health outcomes
- Ensure adherence to quality clinical care standards of nursing practice
- Participate in staff appraisal and development process
- Document all patient care activities according to the Hospital Documentation Policy
- Acknowledge multidisciplinary team approach to patient care
- Promote an environment for professional development and lifelong learning
- Promote clinical quality improvement in nursing practice
- Operate within own scope of practice and other relevant legislations
- Ability to work as a team player
- Portray professionalism at all times
- Adhere to all hospital policies
- Supervise nurse aides and health trainees
- Report any clinical incidence of unusual occurrence during the shift to the Supervisor Midwife /Unit Manager
- Maintains confidentiality of patient information
- Ensure cleanliness of work environment and adherence to infection prevention and control practice
- Ensure to maximize safety and minimize hazards
- Attend and participate in ward meetings and general nurses meeting
- Responsible for welcoming new admissions and enforcing patient education for discharged patients and ensuring they have all necessary information and instructions
- Participate in Unit meetings and General Nurse meetings as required
- Maintains confidentiality of patient information

QUALIFICATIONS & EXPERIENCE:

- Minimum Certificate of Nursing as registered nurse
- Postgraduate certificate in midwifery
- Current annual license or registration to practice
- Minimum of 3 years' post registration experience in general, obstetric and pediatric nursing
- EMNOC
- IMCI
- Mandatory Annual Manual Handling assessment
- Mandatory annual IPC assessment

G.N.No. 135/2022 (Cont'd)

- Mandatory annual BLS/ALS/PLS
- Mandatory annual Medication Calculation and Administration assessment
- 20 hours CPD
- COVID training
- Mental Health first aid

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than 5:00pm, Friday 21st January 2022.

DATED this 14th day of January, 2022

PETA GADABU ACTING CHIEF SECRETARY

G.N.No. 136/2022

PUBLIC SERVICE ACT 2016 VACANCY: SECTION 22

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

DEPARTMENT OF HEALTH & MEDICAL SERVICES

(Medical Services)

POSITION: Unit Manager

SALARY : Band 10.1 - \$18,722 per annum

PRIMARY PURPOSE OF ROLE:

The Unit Manager's primary role is to ensure consistent and safe practice for patient care is rendered and maintained throughout each specific unit. To manage relevant and required resources, processes and systems that supports patient safety and quality improvement. Supervises subordinates in the provision of care delivery and is accountable at an advanced practice level for management, monitoring and evaluation provision of quality nursing services within the nursing scope of practice.

- Operates towards the mission, vision and values of the Ministry of Health
- Leads the nursing team and is responsible for implementing and upholding nursing care standards
- Demonstrates sound knowledge of contemporary nursing practices
- Collects relevant data and reports appropriately
- Rosters nursing staff within specific units in collaboration with Chief Matron
- Documents all patient care according to Documentation Policy and ensure policy is followed throughout the Unit with different cadres
- Acknowledges the team approach to the provision of care services and consults with members of the multidisciplinary team during the Grand Round and as required
- Utilizes appropriate communication skills and participates as a member of the multidisciplinary team

G.N.No. 136/2022 (Cont'd)

- Responsible to ensure safe and effective patient care and ensuring a clean and conducive environment for patients
- Responsible for the control of Dangerous drugs in the ward and the safe storage of medications and consumables
- Promotes a focus and framework for improving the quality of patient care
- Performs duties within field of expertise, competencies and experience and operates with the parameters of any relevant legislations
- Monitoring and implementation of nursing scope of practice
- Supervision and monitoring of trainee nurses and interns on clinical attachment within their respective units
- Coordinate health education programs that is relevant for patients within specific units
- Coordinate and manage administration and discharge planning for patients
- Implement succession planning within the specific unit
- Identify training needs for nursing staff within the specific unit and arrange training requirements with Training & Development Unit
- Undertake quarterly performance appraisal for staff and unit assessment
- Ensure all staff within the unit are registered to practice and compliant to any standards and regulation requirement
- Enforce hospital policies and relevant regulations
- Maintain equipment and inventory management of the unit
- Conduct daily rounds of the unit, communicating with patients and staff to establish any special requirements for the day
- Liaise with nurses on shift to all allocated/assign duties for the shift
- Identify and mitigate any gaps within the unit with recommended action plans
- Undertake quality assurance activities and conduct regular audits on activities/reports such as, Infection Control, Documentation, Dangerous Drugs, Clinical Audit and Incidents on quarterly report submission
- Demonstrates skills in continual assessment of patients' physical and psychological needs
- Performs nursing interventions and procedures in accordance with established standards of care, policies and procedures
- Responds appropriately in crisis and emergency situations
- Conduct Unit meetings monthly and as necessary. Participates in General Nurses meetings as called by the Chief Matron
- Maintains confidentiality of patient information, written and verbal

OUALIFICATIONS & EXPERIENCE:

- Minimum of Certificate of Nursing qualification as a registered nurse
- Current annual license or registration to practice
- Postgraduate nursing qualification and minimum of 1 year postgraduate clinical experience
- Minimum 3 years' in clinical nursing managerial role
- Certificate IV in Leadership and Management
- Effective communication skills
- Excellent computer literacy
- Must be able to operate MS Office applications (Excel, Word, Powerpoint, etc) or other similar applications, including email and internet
- Annual infection control training
- Annual manual handling training
- Annual BLS/ALS training
- Annual Medication Calculation and Administration of medication
- Annual 20hrs CPD
- Mental health first aid training
- COVID training

G.N.No. 136/2022 (Cont'd)

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