TRUST FUND FOR SPECIALISED MEDICAL CARE
CARDIAC CENTRE
Filling of Vacancy

The Trust Fund for Specialised Medical Care is inviting applications from suitably qualified candidates who wish to be considered for appointment as:

1) Trainee Specialised Nursing Officer (Ref: TFSMC/2020/02)

I. Age Limit

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

II. Qualifications:

General Certificate of Nursing awarded by the Ministry of Health & Quality of Life,

OR

Any Nursing Diploma recognised by the Nursing Council of Mauritius.

Be computer literate.

III. Duties:

While under training, Trainee Specialised Nursing Officers will be required:

1. To ensure that:

   (i) The highest standard of nursing care is maintained at all times under supervision;
   (ii) All relevant information regarding the patients’ care is communicated to the Head Nurse and other disciplines as necessary and is correctly documented.
   (iii) The patient confidentiality is maintained at all time;
   (iv) Safe custody and administration of all drugs in accordance with the Trust Fund’s procedure and the requirements of the Dangerous Drug Act are exercised.
   (v) Economic use of all resources is made.
   (vi) All equipment are kept in good working order.

2. To assist and cooperate with other disciplines and other wards/units in the total care of patients.

3. To assist in the admission of new patients and transfer of patients to other wards in the unit.

4. To report all accidents and untoward incidents to the Head Nurse.

5. To perform such cognate duties as may be assigned.

IV. Salary: Rs 18450 X 375 – 19575 X 475 – 21950 X 625 X 23200 X 775 – 32500 X 925 – 36200 QB 37125 x 1225 – 38350
2) Nursing Aid/General Worker (Ref: TFSMC/2020/03)

I. Age Limit
Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

II. Qualifications:

A. The Certificate of Primary Education or an equivalent qualification acceptable to the Board.
B. Proof of having read up to Form II.
C. Pleasant manners with good communication skills.
D. Proof of having worked in a health institution for at least 4 years.

III. Duties:

1. To assist medical/paramedical staff and nurses in providing care to patients.
2. To clean wards, bathrooms, sluice rooms, toilets, verandas, corridors, staircases and all utensils used in wards and to keep these clean and ready for use.
3. To remove from units all soiled linen and utensils.
4. To carry all soiled linen to linen room and to return clean linen in exchange.
5. To wash all soiled linen before dispatching to Dry Cleaners.
6. To carry stretches, wheelchairs, trolleys with or without patients from one unit to another, to and from the operating theatre, outpatient clinics and X-Ray departments, laboratory or to any other department of the Cardiac Centre.
7. To remove dead bodies from wards to mortuary.
8. To carry all foodstuffs and stores from kitchens and store rooms to the wards and to hand them over to the Specialised Head Nurse or delegated person in charge.
9. To carry drugs and medicines from pharmacy to wards and vice-versa, whenever required.
10. To carry specimens, whenever required.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Nursing Aid in the roles ascribed to him.

Note:

Nursing Aid will be required to work on a shift system covering a 24-hours service including Sundays, Public Holidays and officially declared cyclone days.

IV. Salary: Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 - 23200
Mode of Application

Candidates should submit their applications on the Prescribed Form available along with relevant copies of Professional Certificates/relevant certificates to the under-mentioned address in hard copy **by registered post not later than 1500 hours on 02 March 2020.** Applications should bear the corresponding reference number in the top left hand corner of the envelope.

The Trust Fund for Specialised Medical Care, Cardiac Centre reserves the right to convene only the best qualified candidates for interview.

Note:

(i) The Trust Fund for Specialised Medical Care reserves its rights not to make any appointment as a result of this exercise.
(ii) Only the best qualified candidates will be considered for interview.
(iii) Late/incomplete applications or applications not made on the prescribed application form will not be considered.
(iv) Inaccurate or incomplete filling of the application form or non-submission of photocopies of required certificates may entail elimination of the applicant.

Trust Fund for Specialised Medical Care
Cardiac Centre
Pamplemousses
Mauritius
Phone No: (230) 2438220/2438110

Date: 11 February 2020