



(PNG UNIVERSITY OF NATURAL RESOURESE & ENVIRONMENT)
JOB DESCRIPTION

		POS. NO UNREMED 005
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION Nursing Officer	
OFFICE/AGENCY	LOCAL DESIGNATION	
DIVISION	HIGHEST SUBORDINATE Senior Nursing Officer	POS.NO. UNREMED 004
BRANCH	IMMEDIATE SUPERVISOR HEO	POS.NO. UNREMED 001
SECTION	LOCATION VUDAL, EAST NEW BRITAIN	

PURPOSE

The Nursing Officer is responsible to the Senior Nursing Officer and is responsible for providing medical treatment to all staff, students and surrounding communities.

ACCOUNTABILITIES (for improvement, provide a given service on time)

1. Ensure correct treatment and diagnose is given to sick patients from the University and surrounding communities.
2. Ensure patients feel comfortable and are treated well.
3. Report to Senior Nursing Officer on all Health matters.

RESPONSIBILITIES

- To ensure that the appropriate care is given to in-patients and provide a confidential counseling and health advice service as appropriate.
- Conduct and individualized patient assessment, prioritizing the data collection based on the patient's immediate condition or needs within timeframe specified by the policies, procedures or protocols.
- Provide medical treatment and correct diagnosis to the University clinic's patients and ensure priority is given to students.
- Must be on stand-by for 24 hours on-call service
- Carry out other duties directed by HEO.

QUALIFICATIONS

- Certificate in General Nursing from a recognized Nursing Institution. (A Diploma would be an advantage).
- Minimum of three years of work experience in patient care services management.
- Critical care nursing experience preferred.
- Must have a certificate of registration as a Nurse under the Medical Service Act.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate administrative and management capabilities
- Strong organizational and interpersonal skills
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to maintain confidentiality of all medical, financial and legal information.
- Ability to communicate effectively, both orally and in writing.
- Must be computer literate
- Ability to handle difficult situations involving patients.
- Able to withstand work pressure and work afterhours.
- Well versed and up-dated with requirements of the World Health Organization (WHO)
- Familiar with the PNG Medical Services Act