



CIRCULAR MEMORANDUM NO. 22 OF 2024

MY REF: STAFF/GEN/13/09/24 (37) Vol. IV

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – THREE (3) POSITIONS OF STAFF NURSE III, PLACENCIA POLYCLINIC, SOUTHERN HEALTH REGION, MINISTRY OF HEALTH AND WELLNESS

DATE: 15th April 2024

Applications are invited from suitably qualified persons to fill **Three (3) positions of Staff Nurse III, Placencia Polyclinic, Southern Health Region.**

1. ACCOUNTABILITY OBJECTIVE:

The Staff Nurse is required to support the day-to-day activities of the Nursing Unit that provides professional and effective nursing services to all patients.

The Staff Nurse is required to implement the policies, standards and strategies relating to nursing care that guides the overall effective and efficient operations of the unit. Additionally, the incumbent contributes to performing an individualized patient assessment, renders nursing care for the biological, social and psychological treatment of patients in collaboration with other health professionals, cleans wounds and applies surgical dressings and bandages, to name a few.

The Staff Nurse is expected to foster teamwork and display the communication skills required to interact with stakeholders, colleagues and subordinates and is conducive to motivation towards productivity and success in the achievement of set goals and objectives.

2. ANALYSIS OF POSITION

II . Essential Duties and Responsibilities

1. **CONTRIBUTES** to performing an individualized patient assessment, prioritizing the data collection based on the patient's immediate condition or needs within timeframe specified by the hospital's policies, procedures, or protocols.
2. **PLANS**, provides and evaluates nursing care for patients according to the practice and standards of modern nursing.
3. **RENDERS** nursing care for the biological, social and psychological treatment of patients in collaboration with other health professionals, and in adherence with agreed individualized plan of care.
4. **OFFERS** personal care treatments and therapies including administer medications and monitors response to treatment or care plan.

5. **CLEANS** wounds and applies surgical dressings and bandages, in order to ensure wounds are kept hygienic and heal as promptly as possible.
6. **MONITORS** pain and discomfort experienced by patients and alleviating pain using a variety of therapies, including the use of painkilling drugs.
7. **DOCUMENTS** patient assessment findings, physical/psychosocial responses to nursing intervention and progress towards problem resolution.
8. **PARTICIPATES** in health education programmes, health promotion and nurse education activities in clinical and community settings.
9. **UPHOLDS** established regulations, policies and procedures, objectives, quality assurance programs, safety, environmental and infection control standards, in order to provide the best nursing care possible.
10. **ASSISTS** with emergency resuscitative measures according to adult resuscitation and advanced life support protocols.
11. **RECORDS** in patient medical records nursing observations and actions taken, such as medications and treatments given, reactions, tests, intake and emission of liquids and solids, and vital signs.
12. **DOCUMENTS** nursing care on approved clinical forms and enters real time patient's health data using the BHIS or other forms of documentation.
13. **PREPARES** patient-care equipment to ensure safe delivery of patient care and assists physicians during treatments and examinations of patients.
14. **MAINTAINS** current competency in nursing by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
15. **PERFORMS** other relevant duties or tasks assigned.

II. QUALIFICATION AND EXPERIENCE

Recognized Bachelor's Degree in Nursing and a Valid Nursing License from the Nurses and Midwives Council of Belize.

III. COMPETENCIES/SKILLS

Behavioral

- Practices in a manner consistent with the ethical code for nurses
- Demonstrate personal behaviors consistent with the value system of nursing
- Uses evidence and critical thinking to challenge, change and support the practice of nursing
- Ability to exercise mature and sound judgement
- Ability to communicate clearly, concisely, and accurately with all levels of staff and patients both verbally and in writing.
- Self-starter

Technical

- Knowledge, competence and skills in clinical nursing
- Demonstrates continuing self-development in management skills, leadership and nursing administration.
- Computer literate
- Team motivator
- Ability to resolve conflict effectively.
- Conducts and participates in research.

3. REPORTING RESPONSIBILITY

The Staff Nurse III will report to the Medical Chief of Staff.

4. CONDITIONS OF SERVICE

The conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

5. SALARY

Government of Belize pay scale 16 of \$30,171 x 1310- \$55,061 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Monday, 29th April 2024.



**ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER**

c: *Director, CITO,
President, Public Service Union of Belize President,
Association of Public Service Senior Managers*