



CIRCULAR MEMORANDUM NO. 20 OF 2024

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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 – TWO (2) POSITIONS OF NURSING ASSISTANT II, PLACENCIA POLYCLINIC, SOUTHERN HEALTH REGION, MINISTRY OF HEALTH AND WELLNESS

DATE: 15th April 2024

Applications are invited from suitably qualified persons to fill **Two (2) positions of Nursing Assistant II, Placencia Polyclinic, Southern Health Region.**

1. ACCOUNTABILITY OBJECTIVE:

The Nursing Assistant II performs nursing procedures and personal care duties in accordance with the unit philosophy, competency, guidelines, and policies. The Nursing Assistant II receives guidance and direction from the Staff Nurse III while maintaining confidentiality of patient care and unit activities.

2. ANALYSIS OF POSITION

II . Essential Duties and Responsibilities

- 1. UPHOLDS** established hospitals and section policies and procedures, objectives, quality assurance programs, safety, environmental and infection control standards.
- 2. ASSISTS** with patient assessment by observing, reporting and recording the holistic needs of the patient and changes in patient's condition.
- 3. CONTRIBUTES** to the development and modification of the nursing care plan.
- 4. PERFORMS** nursing procedures such as: routine inspection, cleansing and maintenance of urinary catheters and drainage systems, applying and changing sterile dressings, taking/recording blood pressure, body weight, fluid intake and output, oral and/ or rectal temperature, pulse, and respiration.
- 5. ASSISTS** patients in and out of bed.
- 6. DOCUMENTS** patients' related information in electronic and hard copy records as per required policies.
- 7. ANSWERS** patients call for assistance and assists patients at mealtimes by serving and/or feeding patients in dining areas or at bedside.

8. **PROVIDES** and removes bedpans, collects urine and stool specimens, administers enemas and suppositories for bowel cleansing purposes and applies external catheters as directed.
9. **ASSISTS** and encourages patient bed mobility, maintenance of body alignment and comfort as per established care plan.
10. **ENCOURAGES** and assist patient with self-care and all activities of daily living.
11. **DOCUMENTS** nursing care on approved clinical forms and enters real time patient's health data using the BHIS or other forms of documentation.
12. **ASSISTS** with safeguarding of patient's personal items and valuables in accordance with hospital policies.
13. **ATTENDS** unit meetings to evaluate activities to improve patient care services.
14. **MAINTAINS** confidentiality of patient and unit care data.
15. **PERFORMS** other relevant duties or tasks assigned.

II. QUALIFICATION AND EXPERIENCE

Recognized Nursing Assistant Certificate 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 Nursing Assistant II will report to the Staff Nurse III.

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 10 of \$20,407 x 976 - \$38,951.

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