

## MAURITIUS FAMILY PLANNING AND WELFARE ASSOCIATION

### JOB DESCRIPTION

|                           |   |   |
|---------------------------|---|---|
| <b>Job Title</b>          | : | Nurse Practitioner  |
| <b>Department/Section</b> | : | Programme & Clinic  |
| <b>Reports To</b>         | : | Executive Director  |
| <b>Responsible for</b>    | : | Nursing Assistant<br>Clinic Secretary/Receptionist<br>Paramedical staff |

### Purpose of the Job

To be responsible for delivery of FP services; managing clinical activities: and motivate people, especially adolescents, married, unmarried and men on family planning, Sexual and Reproductive Health.

### MAIN ACTIVITIES

#### Administration of the Clinic

- a) Plan and organize activities of the Clinic and alternative services for a quality service
- b) Ensure effective clinical flow and verify the cleanliness of the Clinic
- c) Ensure that the Clinic is properly staffed during open hours and that clients are satisfactorily served
- d) Ensure that the medical equipment are in good condition and administration papers are correctly laid out for surgery
- e) Prepare monthly management reports on the Clinic (number of clients and types of services provided, visits, cash report, supplies report, staff performance report)
- f) Regularly monitor clinic laundry and commodities

#### Carry out Medical examination and Routine check-ups

- a) Prepare patients for examination by the doctor by recording their medical background and other information such as weight, size, blood pressure, etc
- b) Assist doctors during consultation and medical examination
- c) In absence of doctor examine patients and provide counseling
- d) Carry out specific laboratory tests
- e) Provide direct family planning services under the doctor's guidance

### **Supervise clinic staff**

- Monitor the issue and sale of contraceptives and medicines and services to clients
- Provide medical backstopping to clients in factories or other places of work and in the community
- Monitor clients visit
- Verify clinic statistics and report
- Conduct performance appraisal of clinic staff

### **Provide information/counseling all areas of Health Education**

- a) If called upon by Senior Programme Officer, deliver talks and participate in seminars, radio and TV programmes on such topics as women's reproductive health, contraception, etc
- b) Provide counseling service to users and non-users on sexuality, contraception, problem pregnancies, HIV/AIDS/STIs, etc

### **Prepare and conduct training/education courses**

- a) Prepare and conduct training courses as and when required for service providers
- b) Assist in conducting family life education, nutrition and sexuality courses in youth clubs, schools, community centres, factories, etc
- c) Assist in developing promotional materials
- d) Participate in research activities on SRH

### **Perform any other cognate duties as and when required**

### **REQUIRED QUALIFICATIONS AND COMPETENCIES**

- Good communication, counselling and interpersonal skills
- IT skills would be an added advantage

Salary: Rs 19,525- Rs 44,800

## **Educational Qualifications**

- Diploma /Degree in Nursing or alternative recognized by the Nursing Council
- Certificate in counseling would be an added advantage

## **Experience and Competencies**

- At least three years experience as a community nurse
- Very good communication, negotiation, counseling and interpersonal skills
- Due diligence in regard to the medical profession integrity
- Objectivity in offering solutions through uncompromised recommendations
- Hospitable, humbly and pleasant personality

## **LEVEL OF AUTHORITY**

- Has the discretion of determining what type of info is confidential and who can access it
- May provide guidance on logistics, constitution and content of meetings and events
- Management of the Clinic

## **RESOURCE RESPONSIBILITY**

### **Financial**

- Revenue from the clinic and expenditure
- Medical equipment

### **Other**

- Confidential information such as intellectual property
- Accountability for all Clinic associated activity expenditures

## **KEY CONTACTS**

### **Internal**

- All Staff
- Medical Advisor
- Executive Director

### **External**

- Suppliers
- Clients and donors
- Service providers
- Health professionals
- Ministry of Health and Wellness and other related ministries

## **WORKING CONDITIONS**

- The position communicates widely both internally and externally
- The position handles very sensitive client issues contacts that are key in the image of MFPWA
- The position is liable to handling a diversity of clients and associated issues

