



# JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

**VA #: BPSS-2016-116R1**

**OPENING DATE: 03/06/2017**

**CLOSING DATE: Continuous**

**POSITION TITLE:**

LICENSED PRACTICAL NURSE I

**SALARY:**

GL-8/1-5, \$ 396.73 B/W - \$ 440.23 B/W + 15%

**LOCATION:**

BUREAU OF NURSING SERVICES  
MINISTRY OF HEALTH  
KOROR, REPUBLIC OF PALAU

**SOURCE OF FUND:**

LOCAL

**DUTIES AND RESPONSIBILITIES:**

**Deliver of high quality direct patient care.....75%**

- Work effectively with all patients/ clients and provide a professional service, which meets the needs of the patients/ clients.
- Treats patients in a fair, equitable and dignified manner, and understands and complies with confidentiality regulations.
- Administers prescribed treatment, medication and emergency care as needed, and documents patients' information on individual medical charts.
- Maintain safe and well equipped working environments conducive to patients' safety and communicates, collaborates and supports other health care team members to ensure that patients receive the best care possible.
- Assists the Registered Nurses with individualized patients care plans, patient treatments and medications, emergency cases, patients' admissions, discharge and referral orders.
- Demonstrates ability to remain calm and professional in stressful environment.
- Assists with routine tasks for daily operation including the maintenance of safe working environments, inventory and ordering of supplies and medications and patient transportation to other areas.
- Compliance with health and standard nursing policies and procedures and assists with other duties as directed.
- Assist with other duties as directed.

**Contribution to the work of other teams / units to achieve Ministry goals.....10%**

- Actively participates in committees and working groups within the Ministry as required
- Demonstrates willingness to support colleagues to achieve MOH goals
- A **level 2** nurse is be expected to use their knowledge and experience (a minimum of 4 years) to provide support and guidance to level one nurse and PCA's as required.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

Email: [bpss@palaugov.org](mailto:bpss@palaugov.org) Website: <http://palaugov.pw/bpss>

**Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.**

**Management of the Clinical Environment / Hazard management.....10%**

- Applies current infection control standards and ensures that the sterilization of equipments is performed in accordance with current best practice
- Ensures cleanliness of the treatment rooms, wards and consulting areas area maintained.
- Reports accidents, injuries, hazards, and near missed in a timely manner.
- Seeks advice and assistance before undertaking unfamiliar work practices.

**Engagement in ongoing professional development.....5%**

- Attends in-service trainings, cross-training programs and engage in other continuing education to upgrade knowledge and skills in order to enhance and promote quality patient care.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

- High School graduate or (GED test relate) plus some training with three (3) years of work related experience. Has successfully complete recognized LPN training program and is licensed to work as a nurse in Palau