



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-2018-016

OPENING DATE: 11/10/2017

CLOSING DATE: 11/24/2017

POSITION TITLE: REGISTERED NURSE 1A-1B

SALARY: GL-11/1-5, \$543.65-\$605.62 B/W + 15% ND

LOCATION: BUREAU OF NURSING
MINISTRY OF HEALTH
KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- 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.
- Demonstrate ability to remain calm and professional in stressful environments.
- Undertake other duties as assigned by the supervisor.
- Applies current infection control standard. Ensure cleanliness of the treatment room the wards and consulting room is maintained. Reports accidents, injuries and hazards and near misses in a timely manner. Seeks advice and assistance before undertaking unfamiliar work practices.
- Actively participates in committees and working groups within the Ministry. Contributes to work undertaken by other teams/ department in order to achieve the Ministry's stated goals. Engages in quality assurance and quality improvement process.

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

Email: 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.

- Maintains updates and expands professional knowledge and enhance skills by attending relevant in-service meetings, training courses, seminars and by reading appropriate reports, journal, etc.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have a two or three years Diploma/Associate of Science Degree or an equivalent from an approved School of Nursing or Nursing program. Currently/eligible to be licensed to practice as RN in the Republic of Palau with three years of related work experience.

Bureau of Public Service System (BPSS)

PO Box 6011; Koror, Palau 96940

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Email: bpss@palaugov.org / bpss@gmail.com

Website: <http://www.palaugov.org/executive-branch/ministries/finance/bureau-of-public-service-system>

Application forms may be picked up and submitted to the Bureau of Public Service System office(s) located in the Ministry of Finance Office in Koror or the Capitol Building, Melekeok.