

**NATIONAL INSURANCE SCHEME**

**SENIOR MANAGEMENT POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Nursing Officer	<b>AGREED TO BY:</b> _____
<b>REPORTS TO:</b> General Manager	<b>APPROVED BY:</b> _____
<b>DIVISION:</b> -	<b>DATE EFFECTIVE:</b> _____
<b>DEPARTMENT:</b> Medical	<b>March 1990</b>
<b>SECTION:</b> -	

**I. ACCOUNTABILITY OBJECTIVE:**

Responsible for planning, organising and controlling the activities of the Medical Department ensuring that all medical matters are dealt with by the appropriate authorities and that policies, aims, practices and objectives of the Medical Department and the National Insurance Scheme Organisation are adhered to.

**II. NATURE OF THE POSITION:**

**A. CHARACTERISTICS OF THE POSITION**

This position administers the general activities of the Medical Department where personnel are involved in giving advice of a medical nature, visiting claimants at their homes or in hospital to ascertain extent of disabilities; identifying malingerers; referring cases to the Medical Advisor or Medical Referee for further examination and treatment; making arrangements relative to the payment of benefits and for fabricating of orthopedic appliances for persons suffering from body deformities and disorders.

This position is required to attend Medical Board meetings in order to present cases to the Medical Board. The position also has responsibility for the Medical Sections attached to Local Offices and visits these areas on a regular basis to ensure their conformity with the policies, aims, practices and objectives of the Medical Department and National Insurance Scheme.

The incumbent in this position should have a thorough knowledge of Professional Nursing Social Security Policies and of Public Administration for the purpose of examining and advising on what course of action should be taken; holding discussions with Medical Adviser on nature of injuries suffered by claimants and conducting physical examinations of patients. Also for the purpose of furnishing data for articles and lectures and for participating in surveys and research studies.

**B. SCOPE OF THE DIVISION/DEPARTMENT:**

The main functions of the Medical Department directly affects the objectives of the Benefits Section, Pensions Section, the Medical Adviser/Medical Referees and Medical Board. The Nursing Officer represents the Medical Department in giving advice to Unions and Attorneys at Law. In addition the following are also done:

- Analysing cases submitted by the Nursing Staff and Medical Referees and deciding from the recommendations and reports whether such cases should be referred to the Medical Adviser for physical medical examination.
- Evaluating all matters of a medical nature and deciding on the appropriate authority in National Insurance Scheme to refer each matter.
- Deciding on Departmental estimates and programmes, monitoring the expenditure to ensure these are within the Budgetary Allocations.
- Deciding on necessary inputs and logistics support for the Department in order to effect work programmes.

**C. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

This position relates to the following areas for the purposes stated:

- Benefits Section                      To advise personnel on matters of a medical nature when requested and claimants on the kinds of benefits they are entitled to from National Insurance Scheme.
- Pensions Section                      To examine reports on claimants of Survivors and Invalidity Benefits and advise this Section on what course of action to be taken in accordance with the requirements of the Scheme.

- Medical Adviser/  
Medical Referees                      To refer claimants whose physical conditions are questionable for further examination and treatment depending on the condition and nature of complaint. Also to request medical history or diagnosis and compensation where applicable.
- Medical Board                              To attend Medical Board meetings for the purpose of presenting cases.
- Union Representatives                      To give advice and information on NIS Laws and Regulations in order for these representatives to update their members.
- Attorneys at Law                              To give information and advice to Attorneys at Law whose clients may be of the opinion that they were unfairly treated by the Scheme in such cases as awards of compensation or denial of Invalidity Benefit, etcetera.

**D. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:**

This position supervises and monitors the performance and production functions of the following:

**DIRECTLY**

- 3 Assistant Nursing Officers
- 1 Medical Case Worker
- 1 Orthopedic Technician
- 1 Secretary
- 5 Nurse/Sick Visitors (Local-Office)
- 1 Physiotherapist Auxiliary

**INDIRECTLY**

- 13 Nurse/Sick Visitors
- 1 Stenographer

**E. EQUIPMENT CONTROLLED BY THIS POSITION:**

Equipment controlled by this position are used by incumbent as well as subordinates for the purpose of examining claimants as the need arises. These include:

- Stethoscopes                                      Forceps
- Sphygmomanometers                              Sterilizers
- Patella Hammer                                      Thermometer
- Examining room with appropriate equipment.

### III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

**PLANS**, organizes and controls the activities of the Department ensuring that all medical matters are dealt with by the appropriate authorities internally and externally within reasonable time-frames and that policies, aims, practices and objectives of the Department and the Organisation are adhered to.

**REVIEWS** recommendations and medical reports submitted to determine whether cases should be referred to the Medical Adviser for physical examination or opinion.

**INTERVIEWS** and examines claimants whose physical conditions are questionable, studies findings and other supporting reports on illness and refers claimants to the Medical Adviser or Medical Referee for further examination and treatment depending on the condition and nature of complaint.

**ISSUES** letters to Medical Referees relating to claimants' medical history or diagnosis and compensation where applicable.

**EXAMINES** reports on claims for Invalidity and Survivors benefits and advises on course of action to be taken in accordance with the requirements of the Scheme.

**PERFORMS** physical examinations on claimants including taking of blood pressure, temperature and pulse when the need arises.

**SUPERVISES** the Orthopaedic activities of the Department as well as recommends such services as physiotherapy, ensuring objectives and deadlines are accomplished.

**ATTENDS** Medical Board meetings to present cases to the Board.

**VETS** overseas Medical Care Claims in order to determine the amount of reimbursement to be paid to claimants.

**ADVISES** personnel in the Benefits Section on matters of a medical nature when required and claimants on the kinds of benefits they are entitled to from the National Insurance Scheme.

**PREPARES** data for medical articles and lectures for groups in various organizations on the different aspects and procedures for Medical Care Benefits in National Insurance and participates in surveys and research studies.

**MAKES** field trips to Local Offices to interview claimants and to make appointments for them to be examined by the Medical Adviser as well as to hold discussions with staff in these offices in order to identify and resolve problems encountered in their work environment.

**ADVISES** management on staff requirements and prepares Annual Confidential Reports for employees in Department.

**MONITORS** routine personnel matters, recommends leave, prepares rotation roster, analyses reports and recommends strategies for alleviating bottlenecks in the system.

**PREPARES** the annual budget for the Department and monitors the expenditure of operating budget. Also prepares the monthly financial statements.

#### **IV. BACKGROUND**

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

**a) MINIMUM EDUCATION:-**

Degree in Nursing or its equivalent plus State Registered Nurse (SRN) / Midwife (SRM) Certification;

A thorough knowledge of the National Insurance Act.

A high level of Computer Literacy will be an asset.

**b) MINIMUM EXPERIENCE: -**

5 years relevant experience