

GUYMINE ENGINEERING & TECHNICAL SERVICES LTD.
A Subsidiary of Guyana Mining Enterprise Ltd.

NATIONAL INSURANCE SCHEME
PROFESSIONAL JOB DESCRIPTION

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SECT/DEPT
NUMBER

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JOB CODE
NUMBER

JOB TITLE:	Nurse/Sick Visitor	AGREED TO BY:	
REPORTS TO:	Nursing Officer/Assistant Nursing Officer	APPROVED BY:	<i>L. A. Sampson</i>
DIVISION:	-	DATE EFFECTIVE:	
DEPARTMENT:	Medical		
SECTION:	-		March 1990

DESCRIPTION

POSITION SUMMARY:

Provides specialized professional nursing services within the National Insurance Scheme as well as performs nursing tasks associated with the provision of health services and the assessment of information relating to the medical condition of claimants.

MAJOR DUTIES:

Visits claimants in their homes and in hospitals to ascertain the validity of claims and to advise claimants on the benefits to which they are entitled and the procedures to be followed.

Examines details on claims submitted by claimants to ensure that medical certificates and receipts submitted are in order.

Visits Government and Estate Medical Officers, Hospitals, Health Centres and Dispensaries to discuss matters relating to claimants and to make appropriate recommendations to the Medical Advisor for further treatment or rehabilitation.

Examines, interviews and recommends the referral of claimants to Medical Referees or Specialists through the Medical Case Worker for opinions on fitness for work and the degree of incapacity related to the illness as well as makes recommendations for treatment at home, attendance at physiotherapy or other Clinics and monitors the progress of such treatments.

Identifies cases for presentation to Medical Boards or the Medical Advisor, through the Nursing Officer or Assistant Nursing Officer, and collates all relevant documents to be used in the preparation of such reports on claimants. Maintains a filing system of such documents.

The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Interviews Invalidity and Old-Age Pensioners at their homes to advise on and observe their general state of health and to give advise and guidance as well as to ascertain the receipt of payment of National Insurance Benefits.

Assists the Medical Advisor in the examination of claimants by performing tasks such as urine analysis, checking of blood pressure, and preparing dressings for sterilization.

Renders first aid assistance to employees of the National Insurance Scheme or refers them to Specialists for appropriate treatment.

The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work elements that may be inherent in the job.