Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		NURSE I				
2. ITEM NUMBER			3. SALARY GRADE			
			alus muh, arandards of professional bit. Aransasia orang	15		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS						
☐ Province ☑ City ☐ Municipality		1st 2nd 3rd 4th	Class I Class Class Class	☐ 5th Class ☐ 6th Class ☐ Special		
DEPARTMENT, CORPOR LOCAL GOVERNMENT	ATION OR AGENCY		6. BUREAU OR OFFICE			
VISAYAS STA	ATE UNIVERSITY		UNIVERSITY SERVICES FOR HEALTH, EMERGENCY AND RESCUE			
7. DEPARTMENT / BRANCH	I / DIVISION		8. WORKSTATION / PLACE OF WORK			
OFFICE OF THE PRESIDENT			VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT			11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
	2		P1,526.14	ACA/PE	RA P2,000.00	
13. POSITION TITLE OF IMM	MEDIATE SUPERVIS	SOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
	RSE III		CHIEF OF HOSPITAL I			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED						
(if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER						
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK						
Sphygmomanometer, Ste	thoscope, Thermom Automa	eter / Therma	al Scanner, Pulse Oximeter, Aut Defibrillator, Surgical Instrumen	toclave, Nebulizing I	Kit, Suction Machine,	
17. CONTACTS / CLIENTS / 17a. Internal	Occasional Occasional	Frequent	Top Green			
Executive / Managerial	Occasional	Frequent	17b. External General Public	Occasional	Frequent	
Supervisors		V	Other Agencies		makes the contract of the cont	
Non-Supervisors	✓		Others (Please Specify):			
Staff	✓					
18. WORKING CONDITION						
Office Work	✓		Other/s (Please Specify)	Englished Street Lines		
Field Work						
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provide preventive, therapeutic, rehabilitative, emergency and rescue services.						

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20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Gives total nursing care and ensures the emergency and rescue unit is in order. 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility Bachelor's degree relevant none required none required RA 1080 to the job 21e. Core Competencies Competency Level 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to 2 ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer 2 satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 2 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and 2 clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, 2 behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-1 related problems 21f. Functional Competencies Competency Level Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular 2. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, 2 acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. 4. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate 2 strategies and methodology to arrive at sound decisions in a learning environment 5. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop 2 plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of 6. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in 2 the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related 7. Health and Wellness Management- Implements sustainable preventive health and wellness programs through 3 information dissemination, preventive health measures and provision of therapeutic services resulting to healthy and productive employees. 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) **Competency Level** Percentage of Working (State the duties and responsibilities here:) Time 1. Management and transportation of critical and emergent patients including basic, 40% noninvasive interventions to reduce the morbidity and mortality associated with acute-outof-hospital medical and traumatic emergencies. Monitor Emergency and Rescue Unit vehicles, equipment and supplies 2. Administer prescribed medicines to patients and gives emergency and therapeutic 20% 4 measures based on the VSU Hospital Operating Procedure. 3. Handles communication between and among the crew and Central, clients / patients, 20% 3 the base hospitals and physicians 4. Assist during medical examination. 10% 4 5. Help in the implementation of health programs and preparing of hospital reports. 10% 3 6. Prepares beds and sterilizes medical supplies/instruments. 5% 4 23. ACKNOWLEDGMENT AND ACCEPTANCE: I have received a copy of this position description. It has been discussed with me and have freely chosen to comply with the performance and behavior/conduct expectations contained herein. port p. Bra GAUZ G-16-21

LADY MAY CHOPAELWAR

Employee's Name, Date and Signature

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Supervisor's Name, Date and Signature