

Ministry of Health,  
Jirapa Hospital,  
P.O.Box 3,  
Jirapa, U/R.

6th July, .....2000

Our Ref. No. JH/..NR.110/8.....

APPOINTMENT AS A STATE REGISTERED NURSE TO JIRAP. HOSPITAL

I have the pleasure to offer you appointment as a State Registered Nurse in the above Hospital with effect from: 1st February, 2000

2. The basic salary attached to this post is Range ..... i.e.  
 £ 2,755,705 ..... 68,872 ..... to £ 3,358,971 ..... per annum.  
 you will enter the ..... 1st ..... point of this Range i.e. £ 2,755,705  
 and will subject to satisfactory work and conduct be entitled to annual  
 increments in your salary. The 1st of ..... February ..... becomes your  
 incremental date.

3. You will in addition draw \$.....<sup>285,000</sup>p.a. as your professional allowance.

4. This appointment is of probation subject to confirmation after one year.

5. You will be subject to directives that are from time to time issued by this Hospital and the Diocesan Health Committee on behalf of which this appointment is offered to you. Other directives may also be issued by the Matron, Doctors and your Ward in-charge of which you will be expected to follow.

6. Your duties include inter alia:-

- general nursing duties
- assisting your ward in-charge to ensure effective patient care
- help in the training of junior nurses and ward assistants under you in the ward
- taking care of Hospital equipment and property
- making of quarterly report on your junior staff including the maintenance of discipline in the ward when you are put in-charge.

7. For purposes of disciplinary control you would be subject to the provisions of the Ghana Health Service and Teaching Hospitals Act 1996 Act 525 and any regulations provided thereunder, CHMG Collective Agreements and to other general, Departmental instructions for the time being in force.

8. If you retire in pensionable circumstances, you may be paid your Social Security Benefits in accordance with the provisions of the Social Security Act 1965 and the Nat. Pension Scheme, 1987.

9. You may be deployed at any time to any of the Health Units/Clinics in the ward Diocese where your services will be needed.

10. The appointment commences with it a 5 years bond in this Hospital or any Mission Hospital within the Diocese of Wa. Failing to service the whole of this period commits you to pay a year's salary to this Hospital.

11. You are to indicate your acceptance in writing before the..... 12th July, 2000 when you are expected to report to this Hospital for assignment of your duties.

12. In accordance with the Government, the Catholic Church shall be responsible for the employment, transfers, promotion, discipline and termination of such staff employed by the church.

13. Employees of the Catholic Church with such qualifications and promotions shall be deemed as valid in the event of the employee joining the government.

*Margaret*

for: EXECUTIVE SECRETARY-DHC  
(MATRON)  
(MARY DOGZUOR)

XXXXXXXXXX REV. SR. CLOTHILDA NEN-NOME, J  
WA/MS/MISS:.....  
JIRAPA HOSPITAL,  
.....  
P.O. BOX 3,  
.....  
JIRAPA, UW/R.  
.....

cc:-

The Chairman,  
Public Services Commission,  
Accra.

The Executive Secretary,  
Diocesan Health Committee,  
Wa, UW/R.

The Reg. Director of Health Services,  
P.O. Box 298,  
Wa, UW/R.

The Controller & Account General,  
P.O. Box M-49,  
Accra.

The Auditor General,  
Accra.