



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

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| 1. JOB TITLE HEAD NURSE | 2. DIVISION SANGRE GRANDE HOSPITAL | 3. DEPARTMENT OBSTETRICS AND GYNAECOLOGY |
| 4. ORGANISATIONAL RELATIONSHIP The Head Nurse will report to the Nursing Supervisor. | | 5. NATURE & SCOPE The Head Nurse is responsible for performing nursing duties requiring more advanced skills and supervises subordinate professionals and sub-professional personnel performing less direct and routine nursing functions. |
| 6. SPECIFIC ACCOUNTABILITIES The Head Nurse: <ul style="list-style-type: none"> □ Utilizes approved nursing techniques and interprets their purpose to nursing personnel in the Unit. □ Assists in the clinical teaching of nursing students and trainees, providing them with adequate learning experiences. □ Cooperates with members of the health care team and personnel of other departments in providing patient's total needs. □ Assists in the acquisition of medical supplies, medicines and equipment necessary in the unit. □ Assigns duties to professional and non-professional personnel in the unit. □ Supervises nursing activities in a variety of settings, especially where patient care is required. □ Prepares unit report on matters pertaining to nursing. □ Orients new personnel to the unit and provides them with continuous guidance. □ Identifies nursing services needs and problems and assists in their solutions. □ Takes inventory of supplies and equipment and maintains proper records. □ Performs nursing duties requiring more advanced skills. □ Identifies patients with social needs and refers them to the relevant department. □ Participates as part of the health care team in policy planning for the Authority. □ Interprets audit deficiencies and provides corrective measures to capture improved patient care. □ Assists in the preparation of programmes and budget proposal to meet the nursing needs of the unit. □ Participates in research activities related to the improvement of nursing care. □ Performs related work as required by the approved Authority. | | |
| 7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> □ Knowledge of Authority's policies, procedures, rules and regulations. □ Considerable knowledge of professional nursing and midwifery theory and practice. □ Considerable knowledge of medical material, housekeeping, personal hygiene and bedside nursing. □ Ability to supervise and instruct professional and non-professional personnel in the application of nursing techniques to routine and complex patient care situations. □ Ability to establish and maintain effective working relationships with other employees, the public and patients. | | |

- Ability to demonstrate analytical and critical thinking skills.
- Ability to delegate responsibilities to appropriate personnel.
- Ability to perform well in a fast pace environment and under pressure.
- Ability to motivate and lead personnel in emergencies.
- Ability to use Microsoft Office Suite.

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidenced by the possession of a Bachelor of Science Degree in Nursing or Certificate in Basic General Nursing.
- Post basic training/certification in Midwifery.
- Certification in Supervisory Management for a minimum period of six (6) months.
- Registration with the Nursing Council of Trinidad and Tobago.
- A minimum of five (5) years' experience as a Nurse.
- Any equivalent combination of experience and training.

9. SUPERVISORY RESPONSIBILITIES

- Nurse
- Nursing Assistant
- Midwife
- Patient Care Assistant
- Student Midwife
- Student Nurse

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Hospital Nursing Manager
- Nursing Supervisor
- Medical Director
- General Manager-Nursing
- County Medical Officer of Health
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Assistant Manager-Hospital Administration
- Community Liaison Unit
- Primary Care Physician II
- Plant Engineer II
- Community Liaison Unit
- Quality Coordinator
- All Heads of Support Departments E.g., Pharmacy, Physiotherapy, Laboratory, etc.
- Other members of staff

External:

- Public
- Clients
- Ministry of Health
- Other Regional Health Authorities
- Police Service
- Fire Service