



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE NURSE	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT NURSING
4. ORGANISATIONAL RELATIONSHIP The Nurse will report to the Nurse in charge of the Ward or Senior Nurse at the District Health Facility or Health Centre.	5. NATURE & SCOPE The Nurse, in keeping with the vision of the Authority, is responsible for working along with the Nurse in Charge to perform general or psychiatric nursing activities. Work involves administering medicines, assisting at operations and other similar duties in the care and treatment of patients; some supervision is exercised over sub-professional staff such as student's nurses, nurse's aides or other workers engaged in the care and treatment of patients.	
6. SPECIFIC ACCOUNTABILITIES The Nurse: <ul style="list-style-type: none"> <input type="checkbox"/> Performs general nursing duties such as taking temperatures, pulse and respiration, blood pressure; obtain sputum, urine, blood and other specimens for laboratory examination. <input type="checkbox"/> Manages ward ensuring that DDA drugs are accounted for. <input type="checkbox"/> Upkeeps ward/unit protocols and policies. <input type="checkbox"/> Takes over clients from previous shift and give over pertinent information. <input type="checkbox"/> Accompanies doctors during ward rounds and document comments, treatment, and findings, and update doctors on client status (general condition of clients). <input type="checkbox"/> Orders stores (general stores, medical stores, pharmacy drugs, dietary needs of clients) as required. <input type="checkbox"/> Consults with heads of departments e.g. Nursing Supervisor, Transport Department, Dietician, Physiotherapist, Social Worker, Community Liaison Officer, Operation Manager, Lab Technician, and X-Ray Technician as part of delivery of patient care. <input type="checkbox"/> Admits and assess emergency patients and initiate nursing intervention in emergency cases. <input type="checkbox"/> Administers medication as prescribed; accompany patients in ambulance for various diagnostic investigations and transfer to other hospital. <input type="checkbox"/> Applies nursing principles and techniques during care of client checks and record the administration of medications and treatments and prepare other reports as appropriate during assigned shifts. <input type="checkbox"/> Makes continuous assessment, evaluate client status and administer therapy/counsel as ordered. <input type="checkbox"/> Attends to patients' psychological and spiritual needs. <input type="checkbox"/> Monitors patients with special emphasis on their behavior and observe patients to detect any changes from normal conditions and prepare reports. <input type="checkbox"/> Supervises patients engaged in occupational and recreational therapies. <input type="checkbox"/> Performs daily dressings as ordered, supervise and serve diets. <input type="checkbox"/> Ensures intravenous (IV) fluids are given as ordered. <input type="checkbox"/> Ensures critical patients are regularly monitored e.g. vital signs taken every 15 minutes. <input type="checkbox"/> Carries out instructions given by doctors accurately and appropriately. <input type="checkbox"/> Cleans and sterilizes instruments and dressings. <input type="checkbox"/> Performs routine patient care activities such as making beds, serving food and giving baths (include patients in the plan of care). <input type="checkbox"/> Allocates staff according to their job description. <input type="checkbox"/> Administers holistic care to client, that is, physically, mentally, spiritually and socially. <input type="checkbox"/> Advocates for patient rights inclusive of educating and counseling patients and relatives about illness and treatment and about rehabilitation programmes <input type="checkbox"/> Manages ward/unit ensuring that shift work is completed and order stock and equipment for ward use. <input type="checkbox"/> Inserts nasogastric (NG) tubes and administer blood and total parenteral nutrition (TPN). <input type="checkbox"/> Keeps inventory of equipment delivered to ward/unit. <input type="checkbox"/> Works alongside mental health officers at psychiatric clinics, hospitals and communities. <input type="checkbox"/> Maintains standard of practice inclusive of implementing nursing care plan and code of conduct. <input type="checkbox"/> Performs related work as required by the appropriate Authority. 		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of General or Psychiatric Nursing theory and practice.
- Knowledge of Hospital Rules and Regulations.
- Some knowledge of material medical, house-keeping, personal hygiene and bedside nursing.
- Ability to administer detailed therapeutic prescriptions.
- Ability to apply nursing techniques to routine and complex patient care situations.
- Ability to maintain a sympathetic attitude toward and effective relationships with the mentally and physically ill.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Critical thinking skills
- Ability to demonstrate patience and empathy.
- Must be mentally and physically fit.

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by the possession of a Bachelor of Science Degree in Nursing or a Certificate in Basic General Nursing from a recognized institution.
- Registration with the Nursing Council of Trinidad and Tobago

9. SUPERVISORY RESPONSIBILITIES

- Nursing Assistant
- Patient Care Assistant
- Student Nurse

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- All Clinical and Nursing personnel
- Community Liaison Department
- Laboratory Department
- Hospital Attendant
- Patient Care Assistant
- Pharmacy
- Other members of staff

External:

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