



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PRIMARY CARE NURSE MANAGER	2. DIVISION COUNTY HEALTH ADMINISTRATION: <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT NURSING
4. ORGANISATIONAL RELATIONSHIP The Primary Care Nurse Manager will report to the County Medical Officer of Health and the General Manager-Nursing.	5. NATURE & SCOPE The Primary Care Nurse Manager is responsible for planning, directing and supervising the public health nursing activities in the County. He/She is also required to deliver health talks on public health matters and to investigate reports on cases of infectious disease reported and to take such action as is necessary.	
6. SPECIFIC ACCOUNTABILITIES The Primary Care Nursing Manager: <ul style="list-style-type: none"> <input type="checkbox"/> Assesses the health needs of an assigned county and plans, directs, supervises and evaluates all nursing activities in the county. <input type="checkbox"/> Assigns nursing staff to clinics and community programs to maintain skill mix. <input type="checkbox"/> Develops annual operational targets in collaboration with other community health staff based on identified needs. <input type="checkbox"/> Reviews nurse's diaries, domiciliary forms/itineraries, traveling diaries and forms monthly. <input type="checkbox"/> Investigates reports on infectious diseases along with surveillance team. <input type="checkbox"/> Prepares reports on nursing activities for the county. <input type="checkbox"/> Conducts research projects to improve service delivery in the community. <input type="checkbox"/> Consults with County Medical Officer of Health, General Manager-Nursing, nursing staff and other professionals to improve the delivery of health care in the county. <input type="checkbox"/> Participates in special programs of Health Centers. <input type="checkbox"/> Participates in quarterly meetings at national level to discuss nursing issues. <input type="checkbox"/> Conducts orientation and training programmes for staff. <input type="checkbox"/> Participates in business planning and planning activities in addition to the preparation of the budget for the county. <input type="checkbox"/> Participates in formation of policies/procedures to improve nursing care. <input type="checkbox"/> Completes performance appraisals for staff. <input type="checkbox"/> Conducts interviews in collaboration with Human Resource for recruitment of staff <input type="checkbox"/> Participates in strategic planning for the appropriate Authority <input type="checkbox"/> Performs related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Considerable knowledge of the principles and practices of General Public Health Nursing and Midwifery. <input type="checkbox"/> Considerable knowledge and understanding of Public Health Ordinances related rules and regulations. <input type="checkbox"/> Ability to plan, organize and direct the Public Health Nursing Services in a county or in the Venereal Disease or Thoracic Division. <input type="checkbox"/> Ability to establish and maintain effective working relationships with professional staff, other employees and the public. <input type="checkbox"/> Ability to delegate responsibilities when required <input type="checkbox"/> Ability to coach and mentor subordinate staff 		

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.
- Diploma of District Health Visitor.
- Post Basic Training in Midwifery
- Registration with the Nursing Council of Trinidad and Tobago.
- At least fifteen (15) years' experience as a Nurse, five (5) of which must be at a senior level in primary care.
- Certification in Leadership/Supervisory Management
- Any other combination of training and experience

9. SUPERVISORY RESPONSIBILITIES

- Senior District Health Visitor
- District Health Visitor
- District Nurse
- Nurse
- Nursing Assistant
- Patient Care Assistant
- Student Nurse/Midwife

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- County Medical Officer of Health
- General Manager-Nursing
- Area Administrative Officer
- Primary Care Physician II
- Primary Health Care Services Administrative Officer
- All other members of the Management Team
- All other Heads of Department in the Authority, both primary and secondary care

External:

- Ministry of Health
- Other Regional Health Authorities
- Community based organisation
- Chief Nursing Officer (Ministry of Health)
- Director of School Screening Programmes
- Director of Population Programmes
- Director of Health Promotion.
- Coordinator (EPI)
- Ministry of Education
- Ministry of Social Development