



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

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