



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HEAD NURSE (ACCIDENT & EMERGENCY)	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 Head Nurse will report to the Nursing Supervisor and Senior District Health Visitor at secondary and primary care respectively.	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 and custodial functions. He/She performs with considerable independence in accordance with professional nursing standards, established policies and practices.	
6. SPECIFIC ACCOUNTABILITIES The Head Nurse: <ul style="list-style-type: none"> <input type="checkbox"/> Transmits the approved nursing techniques and interpret their purpose to nursing personnel in the Unit. <input type="checkbox"/> Cooperates with members of the health care team and personnel of other departments in providing for patients' total needs. <input type="checkbox"/> Assists in the acquisition of medical supplies, medicines and equipment necessary in the unit. <input type="checkbox"/> Assigns duties to professional and non-professional personnel in the unit. <input type="checkbox"/> Supervises nursing activities in a variety of settings, especially where patient care is required. <input type="checkbox"/> Prepares unit report on matters pertaining to nursing. <input type="checkbox"/> Orients new personnel to the unit and provides them with continuous guidance. <input type="checkbox"/> Identifies nursing service needs and problems and assists in their solution. <input type="checkbox"/> Takes inventory of supplies and equipment and maintain appropriate records. <input type="checkbox"/> Prepares duty roster of nursing personnel in department and supervises the unit personnel in patient care and in the maintenance of patient records. <input type="checkbox"/> Performs nursing duties requiring more advanced skills. <input type="checkbox"/> Identifies clients with social needs and refers them to the relevant department. <input type="checkbox"/> Participates as part of the health care team in policy planning for the Authority. <input type="checkbox"/> Interprets audit deficiencies and provides corrective measures to capture improved patient care. <input type="checkbox"/> Assists in the preparation of programmes and budget proposal to meet the nursing needs of the Unit. <input type="checkbox"/> Participates in research activities related to improvement of nursing care. <input type="checkbox"/> Maintains an empathetic attitude towards an effective relationship with mentally and physically ill patients. <input type="checkbox"/> Takes responsibility for the decisions made in the department. <input type="checkbox"/> Reports all relevant incidents to Nursing Supervisor in a timely manner. <input type="checkbox"/> Communicates with all members of the health care team. <input type="checkbox"/> Chairs internal staff meetings at regular intervals and whenever necessary. <input type="checkbox"/> Assists in the scheduling of monthly quality circle meetings. <input type="checkbox"/> Provides support for members of staff in time of need. <input type="checkbox"/> Investigates unit related incidents and reports as appropriate. <input type="checkbox"/> Responds to situational opportunities and/ or problems that occur in a timely manner and demonstrates the ability to maximize the opportunity or minimize the problem. <input type="checkbox"/> Prepares and submit monthly reports and statistics in a timely manner as directed. <input type="checkbox"/> Exhibits courtesy, cooperation and respect towards patients, visitors, physicians and co-workers in all personal and telephone interactions in order to create a positive public image and harmonious work environment. <input type="checkbox"/> Completes the performance management process for all staff under purview. <input type="checkbox"/> Performs related duties as may be required by the appropriate Authority. 		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Authority's rules and regulations.
- Considerable knowledge of professional nursing theory and practice.
- Considerable knowledge of medical material, housekeeping, personal hygiene and bedside nursing.
- Considerable knowledge of the Canadian Acuity and Triage Scale.
- Ability to establish and maintain effective working relationships with other employees, the public and patients.
- Ability to coach and mentor subordinate staff
- Ability to supervise subordinate staff
- Analytical and critical thinking skills
- Ability of 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.

8. MINIMUM TRAINING AND EXPERIENCE

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

9. SUPERVISORY RESPONSIBILITIES

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

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Hospital Nursing Manager
- Nursing Supervisor
- Primary Care Nurse Manager
- Medical Director
- General Manager-Nursing
- County Medical Officer of Health
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Assistant Manager-Hospital Administration
- Primary Care Physician II
- Plant Engineer II
- Primary Health Care Services Administrative Officer
- 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