



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> NURSING SUPERVISOR	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> NURSING
<b>4. ORGANISATIONAL RELATIONSHIP</b> <p>The Nursing Supervisor will report to the Hospital Nursing Manager.</p>	<b>5. NATURE &amp; SCOPE</b> <p>The Nursing Supervisor is responsible for conducting advanced professional and supervisory work in the field of nursing and will be required to serve as an assistant to the Hospital Nursing Manager. He/She will also be responsible for supervising the nursing activities in the hospital which involves the supervision of both professional and para-professional nursing and custodial workers. Responsibilities require knowledge of hospital and nursing policies and procedures, allowing independent judgement in their interpretation.</p>	
<b>6. SPECIFIC ACCOUNTABILITIES</b> <p>The Nursing Supervisor:</p> <ul style="list-style-type: none"> <li>□ Supervises and reviews the activities of Head Nurses, Nurses and Nursing Assistants engaged in the care and treatment of patients in keeping with the relevant scope of practice.</li> <li>□ Performs ward rounds alongside senior nursing personnel.</li> <li>□ Inspects reviews and evaluates nursing reports in keeping with the relevant standard operating procedures.</li> <li>□ Liaises with nursing personnel on the condition of patients on the management and care being received and how best to improve their skills.</li> <li>□ Oversees the classification of clients and assist in determining daily staffing requirements for each ward in relation to acuity of clients.</li> <li>□ Performs professional/specialized Nursing duties.</li> <li>□ Serves as a resource to staff for solving clinical problems.</li> <li>□ Facilitates the process of a change management initiative for all nursing personnel.</li> <li>□ Assists in the preparation and implementation of the annual goals for the department.</li> <li>□ Supervises the implementation of the Nursing process.</li> <li>□ Assists the Hospital Nursing Manager in planning the annual budget for the hospital.</li> <li>□ Collaborates with the Nursing management team for the improvement of quality nursing standard at the hospital/unit.</li> <li>□ Evaluates performance of senior nursing staff through the completion of performance assessments.</li> <li>□ Investigates any legitimate complaint in collaboration with the Quality Department through the client feedback systems.</li> <li>□ Collates information/statistics in relation to patterns/trends with respect to nursing activities in the Unit.</li> <li>□ Supervises and manages subordinate staff.</li> <li>□ Performs related work as required by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>□ Knowledge in the theoretical and practical aspects of Nursing.</li> <li>□ Knowledgeable in supervisory management.</li> <li>□ In-depth knowledgeable of hospital procedures.</li> <li>□ Good communication skills, both oral and written.</li> <li>□ Ability to establish and maintain effective working relationships with staff</li> <li>□ Ability to coach and mentor junior staff</li> <li>□ Strong leadership skills</li> <li>□ Possesses strong emotional intelligence.</li> <li>□ Good organisational, critical thinking and conflict resolution skills.</li> <li>□ Ability to use Microsoft Office Suit</li> </ul>		

#### 8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by a Bachelor of Science Degree in Nursing or Certificate in General Nursing from a recognized School of Nursing.
- Post Basic Certification in either one of the following; (Trauma & Emergency, Midwifery, Intensive Care, Paediatrics, Neonatal, and Operating Theatre, Mental Health) or Post Graduate qualification.
- Registration with the Nursing Council of Trinidad and Tobago.
- At least ten (10) years' experience as a Nurse with three (3) years as a supervisor.
- Training and Certification in Leadership/Supervisory Management
- Any equivalent combination of training and experience

#### 9. SUPERVISORY RESPONSIBILITIES

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

#### 10. COMMUNICATION AND WORKING RELATIONSHIP

##### ***Internal:***

- General Manager-Nursing
- Hospital Nursing Manager
- Medical Director
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Plant Engineer II
- Quality Coordinator
- All Clinical Personnel/Doctors
- All Departments (e.g. Human Resources, Medical Social Services)
- Community Liaison Unit

##### ***External:***

- Ministry of Health
- Other Regional Health Authorities
- Community Outreach Centres
- Private Health Care Institutions