



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HEAD NURSE (RENAL)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT DIALYSIS
4. ORGANISATIONAL RELATIONSHIP The Head Nurse will report to the Nursing Supervisor.	5. NATURE & SCOPE The Head Nurse (Renal) 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.	
6. SPECIFIC ACCOUNTABILITIES The Head Nurse (Renal): <ul style="list-style-type: none">❑ Transmits the approved nursing techniques and interpret their purpose to nursing personnel in the Unit.❑ Assists in the clinical teaching of nursing students and trainees, providing them with adequate learning experiences.❑ Evaluates patient response to treatment i.e U.R.R/ Kt/v, Dry Weight, Hematology reviews❑ Evaluates patient needs and create daily care plans.❑ 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 provide them with continuous guidance.❑ Identifies nursing service needs and problems and assist in their solution.❑ Takes inventory of supplies and equipment and maintain appropriate records.❑ Prepares duty roster of nursing personnel in department and supervise the unit personnel in patient care and in the maintenance of patient records.❑ Performs nursing duties requiring more advanced skills.❑ Identifies clients with social needs and refer them to the relevant department.❑ Participates as part of the health care team in policy planning for the Authority.❑ Interprets audit deficiencies and provide 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 improvement of nursing care.❑ Performs related duties as may be required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none">❑ Considerable knowledge of professional nursing theory and practice.❑ Considerable knowledge and understanding in the mechanics of Dialysis❑ 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 coach and mentor subordinate staff❑ 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 use Microsoft Office Suite		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none">❑ Training as evidence by the possession of a Bachelor of Science Degree in Nursing or Certificate in Basic General Nursing.❑ Post Basic Certification in the field of Renal Nursing.❑ Registration with the Nursing Council of Trinidad and Tobago.❑ A minimum of five (5) years' experience as a Nurse.❑ Basic Life Support Certification.❑ Any equivalent combination of experience and training.		

9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none">□ Nurse□ Nursing Assistant□ Patient Care Assistant□ On the Job Trainee
10. COMMUNICATION AND WORKING RELATIONSHIP <p><i>Internal:</i></p> <ul style="list-style-type: none">□ Nursing Supervisor□ Specialist Medical Officer□ Registrar□ Medical Director□ Manager-Hospital Administration□ Manager-Para Clinical Services□ Plant Engineer II□ Hospital Nursing Manager□ General Manager-Nursing□ Quality Coordinator□ All Heads of Support Departments e.g. Pharmacy, Physiotherapy, Laboratory, etc□ Other members of staff <p><i>External:</i></p> <ul style="list-style-type: none">□ Public□ Clients□ Ministry of Health□ Other Regional Health Authorities□ Police Service□ Fire Service