



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> GENERAL MANAGER – NURSING	<b>2.DIVISION</b> HEAD OFFICE	<b>3. DEPARTMENT</b> NURSING
<b>4. ORGANIZATIONAL RELATIONSHIP</b> The General Manager-Nursing will report to the Chief Executive Officer.		<b>5. NATURE &amp; SCOPE</b> The General Manager-Nursing is responsible for setting the strategic direction for nursing and midwifery services and ensuring that these services are organized to provide effective delivery of care to individuals in the Region.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The General Manager-Nursing:		
<ul style="list-style-type: none"> <li>□ Provides leadership on the strategic development and operational management of the Nursing and Midwifery services of the Authority.</li> <li>□ Develops nursing policies and procedures, assesses and reviews the management systems and facilitates the proportion of standard operating nursing procedures in the Eastern Region.</li> <li>□ Participates on a national level in policy and procedure formulation.</li> <li>□ Participates in inter-regional or national committees to make decisions on nursing and health matters.</li> <li>□ Strategizes monitors and evaluates the direction of nursing/midwifery practice through standards, protocol development and audits of the nursing services provided by the Authority.</li> <li>□ Manages all nursing staff in accordance with the Authority’s Human Resource Policies and Procedures. This includes participating in recruitment and selection process, performance management and appraisal, personal development planning as well as disciplinary issues and appeals.</li> <li>□ Plans the strategic direction of Nursing/Midwifery by analyzing data, identifying needs, planning, formulating and executing strategic plans.</li> <li>□ Prepares and executes the Authority’s business plans.</li> <li>□ Plans and adopts strategies to implement health decisions taken by the Ministry of Health.</li> <li>□ Establishes a framework for monitoring compliance with professional standards of care within the Nursing Council’s professional and ethical code of conduct and regulations.</li> <li>□ Assesses the efficiency and effectiveness of the deployment and management of nursing and midwifery personnel.</li> <li>□ Leads the nursing and midwifery management team in identifying and advising on training needs for nursing and midwifery personnel based on health and service needs data analysis.</li> <li>□ Advises on changes in nursing and midwifery practice to ensure the most cost-effective use of trained nursing and midwifery staff.</li> <li>□ Makes decisions on interventions to address issues/complaints flagged by the Client Feedback System.</li> <li>□ Participates in the management of client feedback and addresses Customer Relationship Complaints based on the Patients Charter in collaboration with the Quality Department.</li> <li>□ Determines the skill mix, quantity of staff, as well as monitor and evaluate the delivery of care to ensure efficient, effective, acceptable and appropriate care to the clients of the region.</li> <li>□ Plans and executes programmes to build competencies to give quality nursing care.</li> <li>□ Ensures that the regulatory mechanism governing nursing practices are in compliance.</li> <li>□ Evaluates the credentials of nursing staff, where applicable.</li> <li>□ Provides leadership in terms of professional/ethical matters relating to nursing practice.</li> <li>□ Conducts periodic nursing audit.</li> <li>□ Identifies and advises on training needs for nursing personnel arising from initiatives taken both at strategic and operational levels.</li> <li>□ Performs any related duties as may be assigned by the Chief Executive Officer/Director of Health.</li> </ul>		

## **7. KEY KNOWLEDGE, SKILLS AND ABILITIES**

- ❑ Excellent leadership skills.
- ❑ Effective communication skills, both oral and written
- ❑ Strong critical thinking and analytical skills.
- ❑ Sound skills in nursing techniques and practices
- ❑ Excellent communication (oral/written) skills.
- ❑ Excellent interpersonal skill with the ability to work collectively with others.
- ❑ Excellent coaching and mentoring skills.
- ❑ Knowledge of quality improvement strategies and standards setting systems.
- ❑ Knowledge of current health care legislation.
- ❑ Knowledge of principles and practices of nursing and midwifery including current developments, trends and research in the field of health care.
- ❑ Knowledge and understanding of Policy Formulation, Strategic Planning and Execution.

## **8. MINIMUM TRAINING AND EXPERIENCE**

- ❑ Post graduate qualification in Nursing Administration or Nursing Education.
- ❑ Bachelor of Science in Nursing from a recognized university.
- ❑ Registered Nurse and Licensed Midwife.
- ❑ Registered with the Nursing Council of Trinidad and Tobago.
- ❑ Experience in developing, leading and monitoring complex projects that involve multidisciplinary teams.
- ❑ Minimum of fifteen (15) years practical nursing experience, of which five (5) years must be at a senior nursing managerial/supervisory level.
- ❑ Suitable combination of training and experience with complementary training in community health.

## **9. SUPERVISORY RESPONSIBILITIES**

- ❑ Hospital Nursing Manager
- ❑ Primary Care Nursing Manager
- ❑ Wellness Centre Coordinator
- ❑ Monitoring and Evaluation Officer
- ❑ Administrative Assistant
- ❑ Junior Administrative Assistant

## **10. COMMUNICATION AND WORKING RELATIONSHIPS**

### ***Internal:***

- ❑ Chief Executive Officer
- ❑ Management Team
- ❑ All Heads of Department/Line Managers
- ❑ Staff of the Nursing Department

### ***External:***

- ❑ Ministry of Health
- ❑ Other Regional Health Authorities
- ❑ Private Health Care Providers