



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  PRIMARY CARE NURSE MANAGER	<b>2. DIVISION</b>  COUNTY HEALTH ADMINISTRATION: □ ST. ANDREW/ST. DAVID □ NARIVA/MAYARO	<b>3. DEPARTMENT</b>  NURSING
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Primary Care Nurse Manager will report to the County Medical Officer of Health and the General Manager-Nursing.	<b>5. NATURE &amp; SCOPE</b>  The Primary Care Nurse Manager is responsible for planning, directing and supervising the public health nursing activities in the County. He/She is also required to deliver health talks on public health matters and to investigate reports on cases of infectious disease reported and to take such action as is necessary.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Primary Care Nursing Manager:  □ Assesses the health needs of an assigned County and plans, directs, supervises and evaluates all nursing activities within the County. □ Ensures the efficient staffing in clinics and community programmes within the community. □ Collaborates with the relevant departments in planning, developing and executing outreach and internal programmes to address needs identified. □ Collaborates with the Surveillance Unit in the investigation of report of infectious diseases. □ Consults with County Medical Officer of Health, General Manager-Nursing, nursing staff and other professionals and conducts in research projects to improve the delivery of health care within the County. □ Participates in business and strategic planning and the preparation of the annual budget for the County. □ Participates in the formation of policies/procedures to improve Nursing care. □ Participates in the implementation of special programs in Health Centers. □ Assesses the educational and training needs of staff under their purview and provides recommended educational and training programmes to maintain and develop their competencies. □ Reviews nurse’s diaries, domiciliary forms/itineraries, traveling diaries and forms, as required. □ Completes performance appraisals reports for staff under their purview. □ Prepares reports on nursing activities for the County, as required. □ Participates in quarterly meetings at national level to discuss nursing issues. □ Conducts orientation and training programmes for staff. □ Conducts interviews in collaboration with Human Resource in the recruitment of staff. □ Performs related work as may be required by the appropriate Authority.		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>  □ Considerable knowledge of the principles and practices of General Public Health Nursing and Midwifery. □ Considerable knowledge and understanding of Public Health Ordinances related rules and regulations. □ Ability to plan, organize and direct the Public Health Nursing Services in a county or in the Venereal Disease or Thoracic Division. □ Ability to establish and maintain effective working relationships with professional staff, other employees and the public. □ Ability to delegate responsibilities when required □ Ability to coach and mentor subordinate staff		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>  □ Training as evidence by the possession of a Bachelor of Science Degree in Nursing or a Certificate in Basic General Nursing. □ Diploma of District Health Visitor. □ Post Basic Training in Midwifery		

<ul style="list-style-type: none"><li>❑ Registration with the Nursing Council of Trinidad and Tobago.</li><li>❑ At least fifteen (15) years’ experience as a Nurse, five (5) of which must be at a senior level in primary care.</li><li>❑ Certification in Leadership/Supervisory Management</li><li>❑ Any other combination of training and experience</li></ul>
<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>❑ Senior District Health Visitor</li><li>❑ District Health Visitor</li><li>❑ District Nurse</li><li>❑ Nurse</li><li>❑ Nursing Assistant</li><li>❑ Patient Care Assistant</li><li>❑ Student Nurse/Midwife</li></ul>
<b>10. COMMUNICATION AND WORKING RELATIONSHIP</b> <p><b><i>Internal:</i></b></p> <ul style="list-style-type: none"><li>❑ County Medical Officer of Health</li><li>❑ General Manager-Nursing</li><li>❑ Area Administrative Officer</li><li>❑ Primary Care Physician II</li><li>❑ Primary Health Care Services Administrative Officer</li><li>❑ All other members of the Management Team</li><li>❑ All other Heads of Department in the Authority, both primary and secondary care</li></ul> <p><b><i>External:</i></b></p> <ul style="list-style-type: none"><li>❑ Ministry of Health</li><li>❑ Other Regional Health Authorities</li><li>❑ Community based organisation</li><li>❑ Chief Nursing Officer (Ministry of Health)</li><li>❑ Director of School Screening Programmes</li><li>❑ Director of Population Programmes</li><li>❑ Director of Health Promotion.</li><li>❑ Coordinator (EPI)</li><li>❑ Ministry of Education</li><li>❑ Ministry of Social Development</li></ul>