



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
HEAD NURSE	SANGRE GRANDE HOSPITAL	INTERNAL MEDICINE
4. ORGANISATIONAL RELATIONSHIP		5. NATURE & SCOPE
The Head Nurse will report to the Nursing Supervisor		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.
6. SPECIFIC ACCOUNTABILITIES		
The Head Nurse:		
<ul style="list-style-type: none">□ Transmits the approved nursing techniques and interpret their purpose to nursing personnel in the Unit.□ Co-operates with members of the health care team and personnel of other departments in providing for patients' total needs.□ 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 provides them with continuous guidance.□ Identifies nursing service needs and problems and assists in their solution.□ Takes inventory of supplies and equipment and maintain appropriate records.□ Prepares duty roster of nursing personnel in department and supervises 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 refers them to the relevant department.□ Participates as part of the health care team in policy planning for the Authority.□ Interprets audit deficiencies and provides 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.□ Takes responsibility for the decisions made in the department.□ Reports all relevant incidents to Nursing Supervisor in a timely manner.□ Communicates with all members of the health care team.□ Maintains an open door policy where all members of staff can communicate freely any nursing issues that may be affecting them.□ Chairs internal staff meetings at regular intervals and whenever necessary.□ Assists organization of monthly quality circle meetings.□ Provides support for members of staff in time of need.□ Investigates unit related incidents and reports as appropriate.□ 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.□ Prepares and submit monthly reports and statistics in a timely manner as directed.□ Documents performance and complete performance appraisal of all nursing staff.□ Performs related duties as may be required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none">□ 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.□ 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 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.		

<ul style="list-style-type: none">□ Ability to motivate and lead personnel in emergencies.□ 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 and or Training in Supervisory Management□ Registered 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 <ul style="list-style-type: none">□ Nurse□ Nursing Assistant□ Patient Care Assistant□ On the Job Trainees
10. COMMUNICATION AND WORKING RELATIONSHIP <p><i>Internal:</i></p> <ul style="list-style-type: none">□ Nursing Supervisor□ Medical Director□ County Medical Officer of Health□ Manager-Hospital Administration□ Manager-Para Clinical Services□ Primary Care Physician II□ 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