



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  HEAD NURSE (ACCIDENT & EMERGENCY)	<b>2. DIVISION</b>  <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	<b>3. DEPARTMENT</b>  NURSING
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Head Nurse will report to the Nursing Supervisor and Senior District Health Visitor at secondary and primary care respectively.	<b>5. NATURE &amp; SCOPE</b>  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. He/She performs with considerable independence in accordance with professional nursing standards, established policies and practices.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Head Nurse: <ul style="list-style-type: none"><li><input type="checkbox"/> Transmits the approved nursing techniques and interpret their purpose to nursing personnel in the Unit.</li><li><input type="checkbox"/> Cooperates with members of the health care team and personnel of other departments in providing for patients’ total needs.</li><li><input type="checkbox"/> Assists in the acquisition of medical supplies, medicines and equipment necessary in the unit.</li><li><input type="checkbox"/> Assigns duties to professional and non-professional personnel in the unit.</li><li><input type="checkbox"/> Supervises nursing activities in a variety of settings, especially where patient care is required.</li><li><input type="checkbox"/> Prepares unit report on matters pertaining to nursing.</li><li><input type="checkbox"/> Orients new personnel to the unit and provides them with continuous guidance.</li><li><input type="checkbox"/> Identifies nursing service needs and problems and assists in their solution.</li><li><input type="checkbox"/> Takes inventory of supplies and equipment and maintain appropriate records.</li><li><input type="checkbox"/> Prepares duty roster of nursing personnel in department and supervises the unit personnel in patient care and in the maintenance of patient records.</li><li><input type="checkbox"/> Performs nursing duties requiring more advanced skills.</li><li><input type="checkbox"/> Identifies clients with social needs and refers them to the relevant department.</li><li><input type="checkbox"/> Participates as part of the health care team in policy planning for the Authority.</li><li><input type="checkbox"/> Interprets audit deficiencies and provides corrective measures to capture improved patient care.</li><li><input type="checkbox"/> Assists in the preparation of programmes and budget proposal to meet the nursing needs of the Unit.</li><li><input type="checkbox"/> Participates in research activities related to improvement of nursing care.</li><li><input type="checkbox"/> Maintains an empathetic attitude towards an effective relationship with mentally and physically ill patients.</li><li><input type="checkbox"/> Takes responsibility for the decisions made in the department.</li><li><input type="checkbox"/> Reports all relevant incidents to Nursing Supervisor in a timely manner.</li><li><input type="checkbox"/> Communicates with all members of the health care team.</li><li><input type="checkbox"/> Chairs internal staff meetings at regular intervals and whenever necessary.</li><li><input type="checkbox"/> Assists in the scheduling of monthly quality circle meetings.</li><li><input type="checkbox"/> Provides support for members of staff in time of need.</li><li><input type="checkbox"/> Investigates unit related incidents and reports as appropriate.</li><li><input type="checkbox"/> 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.</li><li><input type="checkbox"/> Prepares and submit monthly reports and statistics in a timely manner as directed.</li><li><input type="checkbox"/> Exhibits courtesy, cooperation and respect towards patients, visitors, physicians and co-workers in all personal and telephone interactions in order to create a positive public image and harmonious work environment.</li><li><input type="checkbox"/> Completes the performance management process for all staff under purview.</li><li><input type="checkbox"/> Performs related duties as may be required by the appropriate Authority.</li></ul>		

<p><b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Knowledge of Authority’s rules and regulations.</li> <li>❑ Considerable knowledge of professional nursing theory and practice.</li> <li>❑ Considerable knowledge of medical material, housekeeping, personal hygiene and bedside nursing.</li> <li>❑ Considerable knowledge of the Canadian Acuity and Triage Scale.</li> <li>❑ Ability to establish and maintain effective working relationships with other employees, the public and patients.</li> <li>❑ Ability to coach and mentor subordinate staff</li> <li>❑ Ability to supervise subordinate staff</li> <li>❑ Analytical and critical thinking skills</li> <li>❑ Ability of delegate responsibilities to appropriate personnel.</li> <li>❑ Ability to perform well in a fast pace environment and under pressure.</li> <li>❑ Ability to motivate and lead personnel in emergencies.</li> </ul>
<p><b>8. MINIMUM TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>❑ Training as evidence by the possession of a Bachelor of Science Degree in Nursing or Certificate in Basic General Nursing.</li> <li>❑ Post Basic training/certification in Trauma and Emergency.</li> <li>❑ Certification in Supervisory Management for a minimum period of six (6) months.</li> <li>❑ Registration with the Nursing Council of Trinidad and Tobago in General Nursing.</li> <li>❑ A minimum of five (5) years’ experience as a Nurse.</li> <li>❑ Any equivalent combination of experience and training.</li> </ul>
<p><b>9. SUPERVISORY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Nurse</li> <li>❑ Nursing Assistant</li> <li>❑ Patient Care Assistant</li> <li>❑ Student Nurse</li> </ul>
<p><b>10. COMMUNICATION AND WORKING RELATIONSHIP</b></p> <p><b><i>Internal:</i></b></p> <ul style="list-style-type: none"> <li>❑ Nursing Administrator II</li> <li>❑ Nursing Administrator I</li> <li>❑ Nursing Supervisor</li> <li>❑ Primary Care Nurse Manager</li> <li>❑ Medical Director</li> <li>❑ General Manager-Nursing</li> <li>❑ County Medical Officer of Health</li> <li>❑ Manager-Hospital Administration</li> <li>❑ Manager-Para Clinical Services</li> <li>❑ Primary Care Physician II</li> <li>❑ Facility Coordinator</li> <li>❑ Primary Health Care Services Administrative Officer</li> <li>❑ All Heads of Support Departments E.g. Pharmacy, Physiotherapy, Laboratory, etc</li> <li>❑ Other members of staff</li> </ul> <p><b><i>External:</i></b></p> <ul style="list-style-type: none"> <li>❑ Public</li> <li>❑ Clients</li> <li>❑ Ministry of Health</li> <li>❑ Other Regional Health Authorities</li> <li>❑ Police Service</li> <li>❑ Fire Service</li> </ul>