



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
NURSING ADMINISTRATOR II	SANGRE GRANDE HOSPITAL CAMPUS	NURSING ADMINISTRATION
4. ORGANISATIONAL RELATIONSHIP The Nursing Administrator II will report to the Medical Director and the General Manager-Nursing.		5. NATURE & SCOPE The Nursing Administrator II is responsible for providing the administration of integrated programs of Nursing Services at the hospital within a quality framework ensuring the highest level of care to meet the client’s satisfaction. He/She uses pre-determined policy guidelines, regulation, budgeted limits and authorized limits to guide the decision-making process.
6. SPECIFIC ACCOUNTABILITIES The Nursing Administrator II: <ul style="list-style-type: none">□ Formulates policies and standard operating procedures that govern the delivery of nursing services.□ Coordinates and maintains quality nursing practices within the hospital in accordance with established policies and procedures.□ Ensures that staff complies with and maintains the accreditation standards and policies of the institution.□ Reviews and evaluates the performance of staff and recommends the promotion of nursing personnel as necessary.□ Plans, develops and implements the department’s budget.□ Implements in collaboration with other key departments, clinical safety measures to facilitate safe nursing practices/ activities.□ Participates as a member of the hospital’s management team in assessing, planning, implementing, monitoring and evaluating the functions and operations of the nursing services at the hospital.□ Liaises with nursing and all other critical areas in the hospital team including Clinical Heads of Department, Facilities, Quality, OSH, Infection Control, Para-Clinical Services.□ Plans and executes internal training programmes with the Human Resources Department.□ Plans and coordinates external training programmes with the Human Resources Department.□ Represents the Department of Nursing at required meetings or delegates appropriate representation as necessary.□ Performs related work as 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 of supervisory and management techniques involved in nursing services.□ Ability to supervise the application of nursing techniques to routine/complex client care situation.□ Ability to establish and maintain effective working relationship with other employees and the public.□ Ability to plan/supervise the work of professional and non-professional staff.□ Ability to maintain a sympathetic attitude towards and harmonious relationship with ill patients.		

<p>8. MINIMUM TRAINING AND EXPERIENCE</p> <ul style="list-style-type: none"> ❑ Training as evidence by the possession of a Bachelor of Science Degree in Nursing Administration. ❑ Postgraduate training in Health Care/Hospital Administration. ❑ Certification in Supervisory Management will be an asset. ❑ A minimum of ten (10) years’ experience in Nursing Administration. ❑ Any other combination of suitable training and experience.
<p>9. SUPERVISORY RESPONSIBILITIES</p> <ul style="list-style-type: none"> ❑ Nursing Administrator I ❑ Nursing Supervisor ❑ Head Nurse ❑ Nurse ❑ Nursing Assistant ❑ Clerical staff assigned to Nursing ❑ Patient Care Assistant
<p>10. COMMUNICATION AND WORKING RELATIONSHIP</p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> ❑ Medical Director ❑ General Manager-Nursing ❑ Manager-Hospital Administration ❑ Manager-Para Clinical Services ❑ Primary Care Nursing Manager ❑ Members of the Nursing Department ❑ Clinician (Primary and Secondary care) ❑ Human Resources Department ❑ Other Heads of Departments ❑ Community Liaison Unit (CLU) staff ❑ Auxiliary Staff <p><i>External:</i></p> <ul style="list-style-type: none"> ❑ Ministry of Health ❑ Other Regional Health Authorities ❑ Tertiary Education providers ❑ Community Outreach Centres ❑ Private health care institutions