



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Training and Development Officer - Nursing
GRADE:	NPG/RN 5
DEPARTMENT:	Human Resource Management and Development
REPORT TO:	Director, Manpower Planning and Development
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

In collaboration with the Directors, Nursing Service, Director, Manpower Planning and Development and Regional Training Managers (Regions) to identifying and address the developmental needs of Nurses within the Health Service

KEY OUTPUTS

1. Developmental and training needs established
2. Training programme formulated and developed.
3. Strategies developed and implemented.
4. Applications processed

KEY RESPONSIBILITY AREAS

Managerial/Administrative Responsibilities

1. Monitors activities of Training Schools for Nursing.

Technical Responsibilities

1. Identifies training requirements and the appropriate institutions for training of nursing personnel in the health sector. (Done in collaboration with the Director, Nursing Service, Director, Manpower Planning and Development, Nursing Council, Nursing Associations and Regional Training Managers, using the "Needs Approach".)
2. Ensures that programmes and courses offered are appropriate in terms of content, duration, presentation etc. (Done in collaboration with Director, Nursing Service, Director, Manpower Planning and Development, Nursing Council, Curriculum Development Specialist and Regional Health Authorities).
3. Liaises with Nursing Council to ensure that standards are maintained in the training of nurses/midwives and other nursing personnel.
4. Liaises with funding agencies to investigate possible scholarships and fellowships to facilitate training.
5. Submits all applications received from Regions to Training Committee for approval.

6. Ensures that the Regional Health Authorities are aware of all available training programmes for nurses.
7. Participates in the formulation of training policies.
8. Assists the Manpower Planner in conducting annual research to inform policy makers on nursing education and training.
9. Participates in the transition of Nursing Education and general education from the Ministry of Health to Ministry of Education.
10. Participates in the development and updating of training manuals for different programmes.
11. Represents the Ministry at meetings and conferences relevant to training.
12. Submits monthly reports to the Director, Manpower Planning and Development.
13. Ensures accreditation of all Nursing Schools.
14. Keeps abreast of current trends in Nursing Education.

Other Responsibilities

1. Performs any other related duties as may be assigned from time to time_

PERFORMANCE STANDARDS

1. Training identified according to national needs
2. Training programme designed and implemented according to International standards
3. Applications processed within specified timeframe
4. Strategic linkages established

REQUIRED COMPETENCIES

Functional/Technical Competencies
Good knowledge of the Public Service regulations

Knowledge of curriculum development
Excellent knowledge of the Public Service Regulation, practices and procedures
Knowledge of the regulations governing the Regional Health Authority
Keeps abreast of global trends in nursing
Knowledge of regulations governing nursing practice
Excellent counseling/conflict management skills
Proficiency in the use of relevant computer applications
Keeps abreast of training programme offerings locally and internationally

Core Competencies	Level
Use of technology	2
Interpersonal skills	2
Good time management skills	2
Oral communication	3
Written communication	3
Problem solving and decision making	2
Teamwork/Cooperation	2
Managing External Relationships	1
Coordinating skills	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Registered Nurse
- Post Basic training in midwifery, paediatrics or psychiatry
- B.Sc. in Nursing Education; and
- Minimum of five (5) years experience post registration; or
- Any equivalent combination of education, training and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Numerous critical deadlines
- Irregular working hours

AUTHORITY

- Identify training needs and recommend appropriate actions to be taken.
- Review the content of training programmes and make recommendations.