



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Deputy Chief Nursing Officer

JOB GRADE: HPC/RN 7

DEPARTMENT: Technical Services

REPORTS TO: Chief Nursing Officer

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

To contribute to the achievement of the Ministry's objectives through the establishment of national norms, standards and procedures for nursing/midwifery and the provision of technical support to the Chief Nursing Officer

KEY OUTPUTS

1. Norms, standards and procedures for nursing/midwifery
2. Nursing Manpower Plan developed and maintained
3. Audits of Nursing Service
4. Technical Advice
5. Research papers
6. Routine and special reports

KEY RESPONSIBILITY AREAS

Management and Administration

1. Collaborates with the Chief Nursing Officer to develop strategies to implement the objectives of the Nursing Section
2. Participates in the preparation of the operational plan and budget for the Technical Services Division
3. Participates in the quarterly and annual performance review to assess the achievements of the Technical Services Division, to identify obstacles and make proposals to address these.
4. Provides technical advice to the staff of the Ministry and Regional Health Authorities on matters pertaining to nursing/midwifery
5. Deputize for the Chief Nursing Officer at local, regional and international nursing/health conferences. Prepares and presents position papers under the guidance of the Chief Nursing Officer
6. Prepares and submits performance and other reports within the agreed timeframes

Technical

7. Participates in the development of a National Plan for Nursing/Midwifery, as a component of the National Health Services Plan.
8. Develops national norms, standards and procedures for nursing/midwifery, which are consistent with current trends in nursing and health care, in collaboration with senior nursing personnel. Obtains approval of Chief Nursing Officer
9. Monitors nursing/midwifery practice nationally through liaison with the Regional Nursing Officers and reports to the Chief Nursing Officer
10. Designs and conducts research projects on the impact of nursing/midwifery on service delivery within the health sector and makes recommendations to effect improvements in quality of care.
11. Collaborates with the Chief Nursing Officer and nursing associations in developing/ reviewing the philosophy, objectives and goals for nursing/midwifery in the national health sector
12. Participates with non-government organisations and other stakeholders in developing programmes to impact positively on the health status of the nation.

Human Resource Management

13. Develops and maintains a Five Year Manpower Plan for Nursing to include projections of the appropriate skill, mix and numbers required to adequately staff the service.
14. Liaises with the University of Technology, the University of the West Indies and other training institutions to ensure that training programmes are consistent with current trends in nursing and health care
15. Participates in the recruitment of senior nursing /midwifery staff within the Public Health Sector.

Other

16. Keeps abreast of research in technical areas and promotes the utilization of findings to improve health care

17. Performs other related duties as assigned by the Chief Nursing Officer.

PERFORMANCE STANDARDS

1. A Five-year Manpower Plan for nursing is developed and updated annually
2. Norms and standards for nursing/midwifery are consistent with current trends
3. Performance and other reports are comprehensive and submitted within agreed timeframes
4. Advice given is technically sound
5. Objectives are consistently achieved
6. High ethical standards are maintained in the conduct of professional and personal business

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Knowledge of research principle, methodology and techniques	
Sound Knowledge of the National Health Policies	
Sound knowledge of management principles and practices	
Sound Knowledge of Public Health Laws and Regulations	
Ability to perform independently within established policies, procedures and standards	

Core Competencies	Level s
Leadership skills	
Computer literacy	
Excellent written and oral communication skills	
Effectively coordinate and monitor	
Interpersonal and social skills	
Time management skills	
Excellent analytical and problem solving skills	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Masters Degree in Nursing/nursing related and accredited courses in Health Service Management or equivalent qualifications
- Registered Nurse/ Registered Midwife (current licenses with the Nursing Council)

Plus

- Eight (8) years experience within the public sector at the supervisory management level

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical work environment, no adverse working conditions
- Required to travel overseas occasionally

AUTHORITY

- To participate in the development/revision of norms and standards for nursing/midwifery
- Under the guidance of the Chief Nursing Officer presents positions on the behalf of the Ministry at local, regional and international
- To participate in the development of programmes/projects being undertaken by the Ministry and Regional Health Authorities