



**GOVERNMENT OF SAINT CHRISTOPHER AND NEVIS
MINISTRY OF HEALTH**

Lot 6B Bladen Commercial Development, Wellington Road, P.O. Box 186, BASSETERRE, ST. KITTS
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The Ministry of Health invites applications from suitably qualified Registered Nurses/Midwives to fill the following full-time position: **ASSISTANT NURSE MANAGER**

Qualifications and Experience

- Applicants must possess at least an Associate Degree in Nursing.
- Must be a Registered Nurse/Midwife for at least three (3) years.
- Minimum of two (2) years' management experience.
- Certificate in Leadership would be considered an asset.

Main Responsibilities

1. Completes monthly staffing schedules that provides for both adequate staffing of the patient care unit, staff satisfaction and adherence to Personnel Policies.
2. Supervise and support nursing and auxiliary staff in performing their duties, in compliance with agreed policies and protocols.
3. Ensures that all patients and visitors and guests, as well as co-workers, receive personalized prompt attention and are treated with receptiveness, dignity and respect at all times.
4. Ensures that the delivery of patient care is consistent with the philosophy of the Institution-Based Health Services.
5. Lead a team confidently, motivating empowering and communicating with staff, to promote provision of a quality service.
6. Blend diverse styles into a cohesive unit, coach and encourage improved performance.
7. Directs staff in development of nursing care plans that are pertinent to the patients' needs and updated in a timely manner.
8. Evaluates and monitors the quality and appropriateness of patient care.
9. Ensures that nursing care is administered in accordance with safety regulations identified by ward/unit standards, the institution and regulatory standards.
10. Conducts staff conferences as a method to promote growth and development among staff and acquaint them with new techniques and treatments for patients.
11. Effectively measures nursing care quality through utilization of nursing-sensitive quality indicators in patient care.
12. Keep up to date with nursing literature, recent nursing research findings and new developments in nursing management, education and practice and advise staff on necessary changes.
13. Attend staff meetings/ In-service Educational Activities/ Workshops as considered appropriate.
14. Implement appropriate review system for performance appraisal of all staff on an on-going and annual basis.
15. Submit monthly reports to Nursing Office.

Applications from qualified individuals should include:

- Letter of application
- Curriculum Vitae
- Official Academic Certificate(s), transcripts and other relevant documents (certified copies)
- Two references with telephone and email addresses

Salary will be commensurate with qualifications and experience and in accordance with the current salary scale of the Government.

All application documents should be scanned and submitted as one email file to:

pno@gov.kn and addressed to:
Principal Nursing Officer
Ministry of Health
Bladen Commercial Development
Wellington Road
Basseterre
St. Kitts

The deadline for receipt of applications is **Friday 23rd February 2024**. Late applications will not be acknowledged.