



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

Lot 6B Bladen Commercial Development, Wellington Road, P.O. Box 186, BASSETERRE, ST. KITTS  
TEL: (869) 467 3343, FAX: (869) 466 8574, (869) 465 1316

The **Ministry of Health** invites applications from suitably qualified Registered Nurses/Midwives to fill the full-time position: **IN-SERVICE COORDINATOR**

**Qualifications and Experience**

- Applicants must possess at least Certificate/Associate/Bachelors degree, or higher.
- Active Nursing License.
- Minimum three (3) years' experience in clinical nursing experience.
- Demonstrate expertise and competence in clinical practice.
- Previous experience in a teaching or educational role within a healthcare setting.
- Knowledge of current healthcare practices, educational principles and methodologies, nursing laws, regulations and health care trends.
- Leadership experience or demonstrated ability to lead and coordinate clinical education programs.
- Strong interpersonal and communication skills to interact effectively with both clinical staff and educational personnel.
- Commitment to staying updated on advancements in the field and incorporating best practices into the educational programs.
- Proficiency in using relevant software and technology for educational purposes.
- Ability to work collaboratively with nursing and healthcare leadership to align educational goals with organizational objectives.

**Responsibilities**

1. Identify and assess the learning needs of healthcare staff by collaborating with various departments and considering factors like regulatory requirements and quality assurance findings.
2. Design, develop, and update educational programs and curricula to address identified learning needs, ensuring alignment with industry standards and best practices.
3. Conduct training sessions, workshops, and orientations for healthcare staff, utilizing effective teaching methods and tools including lesson plans to enhance learning outcomes.
4. Evaluate and monitor the clinical competency of healthcare professionals through regular assessments and performance evaluations.
5. Work closely with the Nursing Office to coordinate and integrate in-service education initiatives with clinical practice, ensuring relevance and practical application.
6. Collaborate with quality assurance teams to analyze data, identify trends, and implement educational interventions that contribute to continuous quality improvement.
7. Manage educational resources, including materials, equipment, and technology, to support effective learning experiences for nursing staff.
8. Stay updated on current healthcare trends, educational methodologies, and advancements in clinical practice. Pursue continuous professional development to enhance skills and knowledge.
9. Foster open communication channels with healthcare staff, addressing concerns, providing feedback, and creating a positive learning environment.
10. Engage with organizational leadership to align in-service education goals with broader strategic objectives and contribute to overall workforce development.
11. Encourage and facilitate collaboration among healthcare professionals from different disciplines to promote a multidisciplinary approach to patient care.
12. Uphold ethical standards in education, ensuring fairness, confidentiality, and integrity in all aspects of in-service clinical coordination.

**Applications from Qualified Applicants should include:**

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

**Salary**

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](mailto:pno@gov.kn) and addressed to:

Principal Nursing Officer  
Ministry of Health  
Bladen Commercial Development  
Wellington Road  
Basseterre  
St. Kitts

Application Deadline: **February 23<sup>rd</sup> 2024**. Late applications will not be acknowledged.

*People First*



*Quality Always*



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