C I R C U L A R

FROM: CHIEF PERSONNEL OFFICER

TO: Permanent Secretaries and Heads of Department

DATE: May 12, 2016

Details Regarding the Vacant Bracketed Post of Health Sister/Nursing Officer/Staff Nurse, Health Centres and Polyclinics, Ministry of Health

In accordance with Section 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for permanent or temporary appointment to the posts of Health Sister/Nursing Officer and Staff Nurse, Health Centres and Polyclinics, Ministry of Health.

QUALIFICATIONS:

Health Sister/ Nursing Officer

A Registered Nurse who is also a Registered Mid-wife with a certificate in Community Health or with equivalent qualification.

QUALIFICATIONS:

Staff Nurse

A Registered Nurse or a Registered Mental Nurse, whichever is appropriate.

SALARY SCALE:

Health Sister/ Nursing Officer

Z5-3: $63,874.32 x 2,318.16 – $68,510.64 per annum.

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SALARY SCALE:

Staff Nurse

Z23-11: $36,644.64 x 998.16 - $42,633.60 x 1,158.60 - $44,950.80 x 1,484.04 - $50,886.96 per annum.

DUTIES AND RESPONSIBILITIES:

Health Sister/ Nursing Officer

Management of Clinic Services:-

- Responsible for assisting the Senior Health Sister in the management, execution, coordination and evaluation of the Public Health Nursing services;

- Strives to continually improve the health of communities by working in partnership to promote health and prevent disease through support, screening, counselling, referral and follow-up;

- Collects and collates data for the preparation of reports and for evidence based practice;

- Supervision of students in Community Nursing Practice;

- Plans, Implements and Evaluates Special Programs;

  Sexually transmitted infections, Diabetes, Hypertension, adolescent, men’s health, asthma, Lamaze, carers and breastfeeding;

- Conducts Family Planning Clinic:

  Pap smears, Breast Screening, advises on and administers contraceptives, Colposcopy referrals, treatment and follow-up;

- Facilitates the administration of International Vaccines;

- Maintenance of Expanded programme of Immunization;

  Manages and monitors Vaccine Stock, maintenance of Cold Chain, distributes Vaccines to Public and Private Clinics;

- Antenatal and Postnatal Clients;
Conducts Physical Assessment and psychosocial assessments, Health Education and Health Promotion, referrals to relevant agencies, Phlebotomy, HIV Counselling and testing;

- Child Health Clinics;

  Monitors growth and development, referrals as indicated, follow-ups, Immunizations, support and gives guidance to parents in Child Care and Development;

- Surveillance:

  Investigates and monitors notifiable diseases, institutes prevention and control measures in Communicable and Non-Communicable Diseases; and

- Ensures Emergency Equipment is functional and supplies are adequate;

Management of Community Services:

- Assesses and supports client needs in the home environment;

  The elderly, Antenatal, Postnatal and New-born, examination of family members as indicated and referrals to appropriate Agencies;

- Conducts observation of Environmental Practices and referrals to the appropriate agencies;

- Co-ordinates Disaster Response and Management of First Aid shelters;

- Surveillance;

  Investigates Disease Outbreaks and institutes preventative measures;

  Monitors the appropriate collection of specimens and follow-ups including contact tracing;

- Personnel:

  Provides preceptorship for Nursing and Medical Students and Interns;
Provides delegation of duties to Junior Staff Members, orientates and mentors new Staff; and
Collates and complies daily statistical data and prepares monthly reports.

- Education:
  Assists in identifying training needs and facilitates clinical experience of Nursing and Medical Students, Interns and Overseas Students and assists with In-service Training;

- Administrative:
  Maintains a safe environment for all Staff;
  Deputizes for the Senior Health Sister; and
  Provides a favourable environment to enhance Staff Morale.

**Staff Nurse**

- Orders and maintains supplies and materials for the delivery of client care;
- Accountable for management, coordination and delivery of nursing care to clients;
- Supervises nursing and other students in the attainment of clinical objectives and experiences;
- Maintains documentation in relevant records and registers pertaining to the delivery of client care;
- Assists the unit supervisor in the coordination and management of staff and activities at the site;
- Conducts comprehensive nursing assessment of clients;
- Administers treatments to clients as prescribed;
- Works collaboratively with the multidisciplinary team in the delivery of client care;
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- Reviews the progress of clients as guided by clinical and nursing protocols;
- Performs nursing procedures on clients with appropriate level of competence;
- Assists medical personnel in performing clinical procedures on clients;
- Participates in health promotion and health education activities with clients;
- Counsels clients and families in a variety of health care settings; and
- Refers clients and family with health and social problems to the appropriate support agencies.

KNOWLEDGE:

Health Sister/ Nursing Officer

- Ministry of Health Public Health Policy;
- Barbados Strategic Plan for Health 2002-2012;
- Principles and Practice of Primary Health Care;
- Procedure Manuals: General, Port Health, Dangerous Infectious Diseases (DID) and National Health Sector Emergency Plan;
- Protocol for the monitoring, surveillance and management of diabetes mellitus in Barbados;
- Reporting Protocols;
- Nurses Act, 2008-3;
- Health Services Act Year;
- International Health Regulations 2005;
- Knowledge of supporting agencies; and
- Knowledge of Community in which he/she is responsible.
Staff Nurse

- Have knowledge of nursing care and service delivery to clients in a variety of health care settings;
- Have knowledge of procedures in the management of documents, equipment and resources in the administrative and delivery of nursing care;
- The Nurses Act, 2008-3;
- Ministry of Health Public Policies;
- Barbados Strategic Plan for Health;
- Nursing Strategic Plan;
- Mental Health Act, 1985;
- Reporting protocols in various health institutions;
- The Health Services Act, 1969;
- International Health Regulations, 2005;
- Principles and Practice of Primary Health Care;
- Be knowledgeable of nursing care and service delivery to clients in a variety of health care settings; and
- Be knowledgeable of procedures in the management of documents, equipment and resource in the administration and delivery of nursing care.

SKILLS AND ABILITIES:

Health Sister/ Nursing Officer

- Supervisory and counselling;
- Proficiency in oral and written communication;
- Document preparation;
- Multitasking;
- Networking with Government and Non-Governmental Agencies;
- Strong Customer Service Skills;
- Maintain Professional Code of Ethics;
- Computer Literacy;
- Ability to assess and analyse critical situations and make decisions;
- Ability to respond and function in emergency and mass casualty situations;
- Empowerment of Patient Skills;
- Basic Life Support skills;
- Ability to examine patients;
- Patient Advocacy skills;
- Timely documentation and record keeping skills;
- Evidence based practice skills;
- Ability to demonstrate excellence and innovation in Public Health Practice;
- Keep up to date on current health issues and technologies;
- Maintain good relationships and communicate with Staff; and
- Share relevant information and knowledge with Staff.

**Staff Nurse**

- Proficiency in oral and written communication;
- Strong supervisory and coordination skills;
- Ability to multi-task;
- Ability to work with multi-disciplinary teams;
- Ability to respond and functions in emergencies and mass causality situations;
Knowledge and skills in the use of the computer and Microsoft office;

Demonstrated use of initiative in the management of nursing situations; and

Demonstrated competence in the delivery of care to clients in a variety of health care settings.

GENERAL

Staff Nurse

Manages and delivers nursing care to clients in primary, secondary and tertiary health care settings; and

Supervises student nurses in meeting goals and objectives as assigned for clinical experience.

APPOINTMENT:

The appointment may be permanent or temporary and pensionable. If permanent, the appointment is subject to medical fitness and a probationary period except in a case of serving officers. If temporary, the appointment is subject to termination by at least one (1) months’ notice on either side.

LEAVE:

Leave is granted as follows:

Vacation Leave

Z5-3; Z11:

Forty-two (42) days vacation leave per calendar year, fourteen (14) of which must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. Maximum accumulation of leave is one hundred and twenty-six (126) days;

Z23-12:

Thirty (30) days’ vacation leave granted annually, fourteen (14) days of which must be taken annually or lost. There is a maximum accumulation of seventy-eight (78) days.
Twenty-one (21) days sick leave may be granted per calendar year in the case of serving officers; and

Fourteen (14) days sick leave per calendar year for temporary officers.

THE METHOD OF SELECTION:

The method of selection will be based on merit and may involve interviews, oral and/or written tests and/or any other method of selection approved by the Public Service Commission. Only suitably qualified applicants will be considered for selection. A Priority List arising out of the selection process and approved by the appointing authority, will be valid for a period of two (2) years in keeping with Section 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where than one methods of selection is used, applications may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

Officers will be assessed on the following;

- Relevant qualifications and professional training;
- Experience;
- Special Reports or the Appraisal Forms of the Performance Review and Development System (PRDS);
- Performance at the interview;
- General Suitability; and
- Any other assessment method approved by the Public Service Commission.

It should be noted that the Performance Review Development System (PRDS) System, forms will be required for those officers.

All officers are subject to the Public Service Act, Cap. 29, and the regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System (PRDS).
Applications which should be submitted on appropriate forms (SC 35) to be used by officers permanently employed in the Public Service of Barbados and (SC 21) for all other applicants, accompanied by an **up-to-date Curriculum Vitae**, should be submitted through the Permanent Secretary or Head of Department to reach the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than 2016-06-17.

Please note that the circular for the post of Staff Nurse published in the Public Service on 2014-05-09 with a closing date of 2014-06-13 is hereby cancelled. Persons who responded to the previous circular and still have an interest must submit a new application.

Only applicants who meet the eligibility criteria at 2016-06-17 will be acknowledged.

I shall be grateful if the contents of this Circular can be brought to the attention of all suitably qualified officers.

D. CLARKE-STRAUGHAN (Mrs.)
for Chief Personnel Officer

DC-S/sb