

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **May Pen Hospital**:

Departmental Nurse Manager (HPC/RN 4)

(salary range \$5,863,044 - \$6,969,317 per annum plus any allowance (s) attached to the post)

Job Summary:

The Departmental Nurse Manager is responsible for supervising, organizing, coordinating and evaluating the nursing service in more than one general patient care unit. The Departmental Nurse Manager has increased level of responsibility and holds a key management leadership position managing a group of units or a large specialized area. This position works closely with the Director of Nursing Services and Deputy Director of Nursing Services.

Minimum Qualifications and Experience:

- Certificate/Diploma/B.Sc. in General Nursing and Certificate in Midwifery from accredited schools of Nursing and Midwifery.
- Six (6) – Eight (8) years of clinical practice to proficiency level as Registered Nurse,
- Registered Midwife with assignment as Nurse/Ward Manager for at least three (3) years.
- Registration with the Nursing Council of Jamaica as a Registered Nurse and Registered Midwife.
- Approved certification in Nursing Administration (course duration should not be less than 4 months).

Specific Knowledge/Required Skills/Competencies:

- Excellent knowledge of the Nursing & Midwifery Act.
- Excellent knowledge of the Nursing Manual, MOH.
- Excellent knowledge of the Heads of Agreement – RNs.
- Excellent knowledge of the Professional Nursing Theory and Practice.
- Excellent knowledge of the Principles of Hospital Administration Techniques of modern management.
- Excellent knowledge of Fundamentals of Nursing.
- Excellent knowledge of Nursing, health and related legislation.
- Knowledge of the National Health and organizational Policy.
- Knowledge of Budget/Financial Management.
- Knowledge of Life, Behavioural, Natural, Medical Sciences, Nutrition, Pharmacology, Therapeutics Research Methodology.
- Working knowledge of the Staff Orders and the Disciplinary Policy for the Public Bodies.
- Working knowledge of the Data Protection Act.
- Strong interpersonal and communication skills
- Good problem solving and decision-making skills.
- Excellent planning and organizing skills.
- Good teamwork and cooperation skills.

Key Responsibilities will include:

Administrative

- Plans activities of department for daily, weekly and monthly implementation.
- Prepares timetables, rosters, assignments to ensure coverage of department based on available numbers and levels of staff.
- Coordinates departmental activities with those of other departments and/or units.
- Reviews daily, weekly and monthly reports. Interprets hospital policies.
- Initiates departmental policies within overall framework of hospital/nursing policy.
- Ensures appropriate implementation of policies.

- Prepares reports on various aspects of departmental administration.
- Investigates critical incidents, unusual occurrences, complaints and take appropriate action.
- Makes decisions regarding departmental operations of a manager and/or clinical nature.
- Prepares departmental budget.

Clinical

- Provides clinical consultation to Level 11 and 1 Nurses.
- Assists as necessary with clinical care of dangerously/critically ill patients.
- Institutes emergency treatment.
- Carries out triage functions.
- Ensures patient acuity level/classification system is used for staff assignment.
- Ensures appropriate deployment of nursing staff. based on education, experience and competence.
- Observes and evaluates clinical practice (clinical audits)
- Facilitates the clinical education of nursing students, guides interns, new medical staff in the clinical area.

Education

- Participates in teaching of nursing students and students of other disciplines.
- Conducts departmental in-service education and participates in hospital in-service education.
- Acts as preceptor for post basic nursing students (e.g. UWI) and students from other disciplines.
- Guides and directs junior medical staff and other health professionals. Reviews and/or revises departmental materials, e.g. procedure manuals.
- Participates in the selection and other pre-entry activities of students to Registered Nursing, Midwifery and Auxiliary programmes.

Research

- Initiates and carries out research of a clinical or administrative nature to deal with departmental problems.
- Supports unit research and encourages staff.
- Participates in nursing and multi-disciplinary research.
- Prepares and documents departmental data of an administrative and clinical nature with appropriate analysis, interpretation and recommendations.
- Implements research-based nursing practice.

Policies and Procedures

- Adhering to administrative and nursing policies and practices of infection control.
- Complies with the organization's risk management programme including timely and accurate accident / incident reporting.

General

- Is responsible and accountable for her own professional growth and development.
- Participates in professional organization.
- Works with voluntary and non-governmental organizations for the benefits of the agency/institution and the community.

Special Conditions Associated with the Job

- Required to work beyond normal working hours.
- Required to meet critical deadlines.
- Exposure to confidential and sensitive information.

Applications along with resume should be sent **no later than Tuesday, February 24, 2026** to:

Senior Human Resource Officer
May Pen Hospital
Muirhead Avenue, Clarendon, Jamaica
E-Mail – jobs.mphhr@gmail.com

*****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS VIA EMAIL*****

***PLEASE INDICATE THE NAME OF THE POSITION YOU ARE APPLYING FOR IN THE
"SUBJECT LINE" OF YOUR EMAIL.***

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED