Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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Website: www.srha.gov.jm

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 **Percy Junor Hospital**:

NURSE/WARD MANAGER (HPC/RN 3) – VACANT (2 posts)
(Operating Theatre & Accident and Emergency)
(Salary range 5,055,684 – 6,009,620 per annum and any allowance (s) attached to the post)

Job Summary

The incumbent will be responsible for using the Nursing process to plan patient care for patient on the area assigned for the twenty-four-hour period. He/She collaborates with the Deputy Director, Nursing Services to ensure adequate coverage of qualified nursing personnel; applies knowledge of developmental needs and cultural diversity in ensuring individualized nursing care.

Qualifications and Experience:

- Certificate/Diploma/B.Sc. in General Nursing and Certificate in Midwifery from accredited schools of Nursing and Midwifery
- Registration with 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
- Approved certification in Operating Theatre or Emergency Nursing
- Four (4) – five (5) years of clinical practice to proficiency level as Registered Nurse and Registered Midwife incorporating acting responsibility in unit administration

Specific Knowledge and Skills Required:

- Thorough knowledge of current legislation affecting the practice of Nursing in Jamaica: -
  - ✓ Nursing & Midwifery Act
  - ✓ Nursing Manual, MOH
  - ✓ Heads of Agreement – Nursing Personnel
  - ✓ Professional Nursing Theories, Principles and Practices
  - ✓ Principles of Hospital Administration Techniques of modern management
  - ✓ Nursing, health and related legislation
  - ✓ National Health and organizational Policy
  - ✓ Fundamentals of Nursing
- Knowledge of the Staff Orders for the Public Service, RHAs HR Policies Manual, Disciplinary Policy for Public Bodies, Budget/Financial Management, Data Protection Act

- Knowledge of Life, Behavioural, Natural, Medical Sciences, Nutrition, Pharmacology, Therapeutics Research Methodology
- Ability to understand verbal and written instructions, and to work under guidance
- Conforms to rules and regulations
- Good verbal communication skills
- Possess good customer service skills
- Excellent interpersonal relationship skills
- Good supervisory skills

Key Responsibilities Include:

A. Management

- Supervising the clinical management of patients/clients within the unit.
- Establishing the patient classification system.
- Confirming the acuity levels of patients/clients.
- Approving the nursing care plan for individual patients/clients.
- Working closely with staff to develop and implement nursing care programmes and practices to meet the needs of patients/clients and families.
- Rostering diagnostic tests and therapeutic treatments for total patient care.
- Acting as the primary clinical nursing resource for staff.
- Discussing with and recommends to medical staff any modification adjustment in care of patients/clients.
- Acting promptly and decisively in emergency situations; carries out quality assurance audits; gives direct care to seriously ill patients.
- Leading nursing and medical/surgical ward rounds and provides nursing consultation on clinal status of individual patients.

B. Administration

- Interpreting mission and vision statement and policies of the institution and nursing administration to professional, auxiliary and support staff.
- Conducting departmental meetings with ward staff, sharing relevant and critical information.
- Making written and oral assignment of nursing personnel based on patient acuity and competence of staff.
- Developing and instituting philosophy, aims, objectives and programmes for unit consistent with the organizational framework.
- Supervising, planning, organizing, reviewing and assessing the work of professional students, auxiliary and support staff.
- Assisting in the cost-effective usage of supplies and equipment.
- Assisting in identification and requisition of equipment, supplies, and pharmaceutical agents including dangerous drugs.
- Monitoring and maintaining adequate inventory and safe custody of drugs, equipment and supplies for the unit.
- Preparing and submitting unit budget for inclusion in total budget of facility.
- Being present on doctors' rounds communicates and implements changes in a timely manner.
- Evaluating staff performance and makes recommendation for further education/and or upward mobility.
- Resolving conflict issues and/or refers them to immediate supervisor for intervention.
- Rostering nursing personnel for adequate unit coverage.

- Conferring with Director of Nursing Services and other senior nursing managers on specific nursing problems and interpretation of policies.
- Supervising and installing systems and structures to ensure ward management – delegation of responsibility, nursing process, patient quality assurance, infection control, discharge plan, staff appraisal and orientation.
- Supervising and developing the maintenance of an environment conducive to safe physical and social psychological care.
- Participating in the organization of staff deployment, allocation of duties and the establishment and maintenance of good staff morale.
- Interviewing, counselling and demonstrating ethical and legal dimension of nursing practice.
- Rostering nursing personnel for twenty-four-hour unit coverage.
- Conducting and participating in In-service Education and Communication System with Ward Staff, Nursing Administration, Primary Care, and Medical and Paramedical staff.
- Assuming extra administrative duties whenever necessary.
- Forecasting, ordering and monitoring supplies, equipment and storage.
- Preparing a disaster plan for the unit and activates when indicated.
- Ensuring that relevant data are documented in the medical record according to hospital's standards.
- Providing orientation for nursing and non-nursing staff including medical staff.
- Preparing daily and monthly reports.
- Acting in a higher-level management position as assigned.

C. Clinical

- Ensuring that patient health data is collected.
- Participating in quality improvement activities as appropriate.

Applications along with resume should be sent no later than ***Friday, November 20, 2026***
to:

The Human Resource Officer
Percy Junor Hospital
Spalding P.O.
Manchester
E-Mail **– percyjunorhospitaljobs@gmail.com**

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

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

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.