



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 302 **OSC Ref. C. 4859¹⁶**

23rd November, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of National Infection Prevention and Control Nursing Officer (HPC/RN 6)** in the **Ministry of Health and Wellness**, salary range \$2,533,543 - \$3,011,586 per annum and any allowance(s) attached to the post.

Job Purpose

Within the scope of the National Infection Prevention and Control Committee National Infection Prevention and Control Nursing Officer will operationally support the surveillance, prevention and control of healthcare acquired infections within the organization by supporting and co-ordinating the development and delivery of Infection Prevention and Control Standards and the development and implementation of related policies and procedures.

Key Responsibilities

- Participates in the efficient and effective development and the implementation of the National Strategic Plan for Infection Prevention and Control and ensures that it is aligned with the strategic direction of the Organisation regarding the delivery of quality health care;
- Ensures that, Education, Information and Orientation Programmes for all disciplines of staff in relation to Infection Control improve compliance to National Standards, protocols and guidelines in collaboration with the Human Research Department, Nursing and Midwifery Unit and the National Surveillance Unit;
- Ensures personal and facility compliance with relevant Legislation and organisational policies and procedures;
- Assists in co-ordinating occupational exposures and the Staff Health/Immunisation Programme;
- Ensures the auditing, monitoring and reporting of Infection Prevention and Control practices are in accordance with Infection Control standards, policies and procedures;
- Identifies, investigates and manages the occurrence of outbreaks and disease patterns;
- Promotes and participates in research and critical analysis in order to ensure Services and Nursing Practice Benchmarks are achieved;
- Monitors standards of service and practice and implementation through the quality Framework;
- Ensures safe work practices and focus on Clinical and Environment Risk Management strategies;
- Assists with the development, implementation and review of National Strategies, programmes and guidelines for quality health service delivery within the local Health System;
- Represents the Ministry of Health and Wellness at conferences, seminars etc, locally and internationally;
- Performs duties in the Emergency Operation Centre of the Ministry of Health and Wellness in emergency situations;
- Performs any other related duties as assigned by Director, Health Systems Support and Monitoring.

Required Knowledge, Skills and Competencies

Core

- Understand the importance of maintaining confidentiality
- Ability to work effectively in a multi-disciplinary team
- Excellent communication skills
- Managerial/Leadership skills

- Ability to work under pressure and in adherence to tight deadlines
- Maintain impeccable personal and professional conduct
- Research and Analytical skills

Functional/Technical

- Knowledge of Public Health and Epidemiology
- Knowledge of current trends in Infection Prevention and Control
- Skill in conducting audits of compliance
- Ability to institute and conduct Risk Assessment
- Knowledge of techniques for data collection.
- Skill in conducting disease surveillance

Minimum Required Qualification and Experience

- Registered Nurse
- Registered Midwife
- Experience in Hospital Service delivery is necessary
- Training in Infection Prevention and Control /Healthcare Occupational Health and Safety
- Certificate/Degree in Health Service Management or equivalent (M.P.H. would be an asset); Plus
- At least nine (9) years progressive work experience in post registration

Special Conditions associated with the Job

- Employee must be available to travel locally and overseas when necessary
- Employee must respond to emergency conditions
- Exposure to highly confidential and sensitive information
- To work beyond normal working hours
- Required to meet numerous critical deadlines

Applications accompanied by résumés should be submitted **no later than Friday, 4th December, 2020 to:**

**Director
Human Resource Management & Development
Ministry of Health & Wellness
10A Chelsea Avenue
Kingston 10**

Email: jobs@moh.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**