

CIRCULAR NO. 4/2022
File No. 310/04 IV

25th February, 2022

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant posts of Matron, (HPC/RN 5) at the St. Ann and St. Catherine Municipal Corporations, salary range: **\$2,254,290-2,679,643** a year and any allowance(s) attached to the posts.

Job Purpose: -

Under the general direction of the Inspector of Poor, the incumbent is responsible for managing the operation of the Infirmary, including Nursing Services and ensuring the residents physical, mental and social wellbeing in accordance with the various Laws, Acts and Regulations.

The Matron of the Infirmary operates within Legislation such as the Financial Administration and Audit Act, the Poor Relief Act and the Rules and Regulations of the Board of Supervision.

Key Responsibilities: -

- Implements the mission, objectives, policies and standards for nursing care of residents;
- Assesses, plans, organizes, delegates nursing functions and equitably allocating staff to maintain efficient and effective resident care;
- Ensures that nursing personnel are cognizant of their roles and functions;
- Prepares and submits performance and other reports as required;
- Prepares and manages the Infirmary's annual budget;
- Acts as liaison with other institutions, personnel, and external service providers in an effort to ensure compliance with service agreements.
- Periodically reviews and make adjustments to achieve stated objectives;
- Networks with other Nursing Practitioners in the Public and Private Sectors to exchange ideas and keep abreast of new nursing trends and changes;
- Ensures best practices and keeps abreast of current professional literature, new technology and advances in nursing practice; and provides for the introduction and demonstration on new practice techniques and equipment;
- Participates in meetings, committees and any project as assigned;
- Operates an Imprest and accounting for funds expended;
- Conducts regular quality assurance meeting, to assess and validate the care of residents;
- Interviews and admits qualified individuals as residents of the Infirmary;
- Ensures compliance with the policies of the Local Authority
- Monitors staff wellbeing
- Ensures the up-keep and maintenances of the physical structure

- Ensures safety standards are maintained

Technical/Professional Responsibilities:

CLINICAL

Ensuring that the required nursing care is given to the residents by:

- Doing rounds on wards
- Monitoring of medications
- Administering medicines and injection;
- Taking blood pressure;
- Arranging for burial of the deceased residents;
- Complete Admissions, Discharge and Death Records;
- Monitoring of general hygiene of Residents;
- Monitoring the proper preparation and serving of diets;
- Accompanying the Medical Officer on rounds;
- Referring sick Residents to the Medical Officer or Hospital or Clinic
- Supervising the dressing of wounds;
- Ensuring Medical and Dental service;
- Providing adequate stock of drugs;
- Ensuring the safety of drugs, poison and medical instruments and supplies and their proper storage;
- Conducts patient-safety rounds on a timely basis to ensure that proper hygiene is practised and address any other threats to patients' wellbeing;
- Provides supervision of nursing and other assigned staff in the application of clinical standards and skills, in accordance with established policies and practice guidelines;
- Ensuring that sanitation is kept at satisfactory standard;
- Implements new methodologies to the institutions' health care programme to enhance service delivery;
- Demonstrates the ability to offer medical advice to Enrolled and Practical Nurses on basic health issues;
- Conduct Monthly Inspection/Audit of all medications
- Ensure Sharps containers are effectively disposed of in a timely manner;
- Ensure that effective management of records and documentation within the infirmary
- Ensuring that effective accountability and standard operating procedures are maintained within the Infirmary as per policies and procedures outline by the Poor Relief Act and the Rules and Regulations of the Board of Supervision and MOH Guidelines

ACCOUNTING

Operating an imprest and accounting for funds expended by:

- Keeping records as pertaining to the management of the Institution in accordance with the Financial Administration and Audit Act;
- Preparing monthly Expenditure Report for Audit and Reimbursement purposes;
- Maintain and Vote Control Ledger;
- Maintain and update records pertaining to the management of the institutions;
- Reviews and approves invoices for the purchase of approved goods and supplies;
- Inventory book monitored on a weekly basis to ensure that the required stationery and supplies are available

- Maintain records of donation and volunteer services to the infirmary

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Infirmary and implements appropriate strategies;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Infirmary;
- Recommends transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and Succession Planning for the Infirmary to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff's annual Performance Appraisals and other Periodic Reviews;
- Liaises with the Inspector of Poor and Director of Administration to foster and attend to the well-being of staff of the Infirmary;
- Effects disciplinary measures in keeping with established guidelines/practices

Other Responsibilities:

- Other such duties and responsibilities may be determined from time to time

PERFORMANCE STANDARDS:

- Cash allocation and cash management optimized;
- Estimates of expenditures submitted within the established timeframe;
- Controlled over public expenditure maintained and in keeping with established guidelines;
- Operational Plans are completed and priority programmes identified;
- Comprehensive and accurate reports and submitted within the required time and in keeping with established standards
- Qualified, competent and productive staff in place;
- Organizational and individual targets are achieved;
- Nursing management policies, procedures and guidelines documented

Key Competencies: -

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent customer relation skills;
- Excellent integrity/ethics exercised in the performance of duties;
- Excellent Leadership and Management Skills;
- Good team Work.

Functional Competencies

- Excellent problem-solving skills;

- Excellent leadership skills;
- Excellent people management skills;
- Proficiency in relevant computer applications;
- Excellent decision making and judgment skills;
- Good listening and counselling skills;
- Sound strategic planning and organizing skills

Required Qualification and Experience: -

- BSc in Nursing from a recognized tertiary institution
- Registration with Nursing Council of Jamaica
- At least seven (7) years of clinical practice; at least two (2) years in a managerial/supervisory position
- Experience working with the Elderly population would be an asset
- Possession of the relevant Certificate/Diploma from the Board of Supervision would be an asset. However, the Diploma is a requirement for appointment

Conditions Associated with the Job:

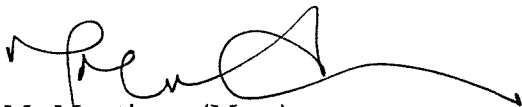
- Long working hours;
- High level of stress
- Exposure to other bodily fluids
- Exposure to needles and sharp instruments
- Exposure to chemical hazards
- Patient aggression
- Exposure to bloodborne pathogens and infectious diseases

Applications should be submitted no later than the **18th March, 2022** to:

**Secretary
Local Government Services
Ministry of Finance and Planning Complex
2nd Floor, "G" Block
30 National Heroes Circle
Kingston 4**

Only shortlisted candidates will be contacted for interviews.

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



M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

c: Permanent Secretary
Ministry of Local Government and Rural Development