



**MINISTRY OF EDUCATION & YOUTH
(VOCATIONAL TRAINING DEVELOPMENT INSTITUTE)
JOB DESCRIPTION AND SPECIFICATION (Proposed)**

JOB TITLE:	Nurse
JOB GRADE:	
PROPOSED GRADE:	(to be determined)
POST NUMBER:	
INSTITUTION:	Vocational Training Development Institute
SECTION/UNIT/DEPARTMENT:	Administration
REPORTS TO:	Assistant Registrar, Student Wellness and Support Services
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource

Date Created/revised

Job Purpose

Under the general direction of the Assistant Registrar, Student Wellness and Support Services, the Nurse is responsible for the development, implementation, and management of the health programme for the institution's population (trainees, academic and non-academic staff) and promoting healthy lifestyles and minimizing/treating medical issues.

Key Outputs

- Health care to trainees and staff provided
- Screening and referrals for health conditions provided
- Healthy environment and lifestyle promoted
- Health policies and programmes developed, implemented and evaluated
- Health screening and immunization monitored
- Emergency system developed to respond to medical crises
- Reports of communicable diseases/chronic medical conditions monitored
- Comprehensive health records maintained
- Health education and health promotion activities provided
- Annual Operational/Work Plan prepared;
- Annual Budget prepared and managed.

Key Responsibility Areas

Technical/Professional

- Provides medically prescribed care for trainees and staff in need of emergency care due to injury or who present with an acute illness under the direction of a physician;
- Documents/maintains comprehensive health records including assessment, and treatment;
- Promotes strategies for health and wellness focusing on: exercise and healthy eating; dealing with stress and mental health and wellbeing, including depression and anxiety, drug and alcohol abuse and smoking;
- Identifies and communicates with staff and parents the health conditions of trainees which may affect behavior, appearance or academic performance;
- Initiates referrals to parents, school personnel or community health resources for intervention, remediation and follow through of trainees in need;
- Provides health education material for trainees; corresponds with a variety of health agencies to request additional charts and brochures;
- Collaborates with the Office Services and Facilities Management Officer and other stakeholders to assess physical environment of the school and makes recommendations to meet the needs of physically challenged individuals and improve health and safety;
- Distributes, replenishes and sterilizes first aid kits, instruments, dressings and thermometers; procures medications, and other supplies as needed;
- Provides technical advice in the formulation of health policies, goals and objectives for the school community;

Management/Administration

- Maintains the clinic (equipment and supplies);
- Reviews and monitors immunization records for compliance with government legislation and regulations and recommends appropriate referrals to update immunizations as required;
- Provides in conjunction with the Guidance Counselor crisis intervention (e.g., pregnancy, substance abuse, death of a family member, suicide, and child abuse or neglect issues, etc.);
- Prepares annual budget for the health programme and facilities;
- Collaborates in the development and implementation of safety and emergency response plans for emergencies and disasters;
- Serves as a member of the health team organized to promote health and wellbeing of staff/trainees and as a resource person for health education;
- Prepares incident reports in the event of any medical emergency on the compound

Other

- Performs other related responsibilities that may be assigned from time to time.

Performance Standards

- Appropriately prescribed interventions, including medication administration and treatments, and standard of care for trainees in the school community provided
- Level of immunization coverage for school population monitored and maintained as required by health standards.
- Interventions for medical conditions leading to increased attendance and seat time provided enhance performance
- Ability of trainees to manage his/her condition and to make life decisions
- Health and wellness promotion and disease prevention measures enhanced throughout the school community
- Positive outcomes of medical conditions reported after referrals for follow-up care.
- Trainees administered appropriate medication to manage chronic diseases
- Individualized nutrition and physical activities programmes recommended for identified trainees to support lifestyle changes and improvement in health related issues
- Accident and emergencies are attended to as outlined in the safety and emergency response plan
- Diagnoses, medical problems and health issues are documented in prescribed manner
- Evaluations and appropriate programmes planned and accountability documentation maintained
- Trainees, parents, and staff satisfied with services provided.

Internal and External Contacts (specify purpose of significant contacts):

Internal

Contact (Title)	Purpose of Communication
Assistant Registrar, Student Wellness and Support Services	To obtain directives; provide and obtain information/updates
Lecturers	To plan health forums; discuss trainees health issues
Parents/Trainees	To make referrals and convene counselling sessions

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
Health Professionals/Entities	To arrange for referrals; promote health awareness activities

Required Competencies:

Core

- Possesses excellent verbal and written communication skills
- Possesses excellent interpersonal skills
- Possesses a warm, compassionate and personable nature
- Ability to work with patience, tact and understanding.
- Self-motivated and resourceful
- Ability to work individually and as a team
- Excellent planning and organizational skills
- Possesses excellent listening skills
- Exercises professional judgment in making decisions
- Demonstrates ethically based professional behavior

Technical

- Knowledge of the Education Act and Regulations
- Knowledge of institution's Policies, Rules and Regulations
- Proficiency in MS Office software applications
- Possesses a Nursing license
- Registered with the Nursing Council of Jamaica
- Knowledge of laws, governing health and social policies and procedures
- Principles and practices underlying the health sector.

Minimum Required Education and Experience

- Bachelor of Science Degree in Nursing
- Registered Nurse with at least five (5) years' experience as a nurse in an educational facility
- Possession of a valid License from the Nursing Council of Jamaica
- Possession of valid First Aid Certificate and Cardiopulmonary Resuscitation Certificate

Authority To:

- Design health programmes for the institution
- Make referrals for external treatment
- Evaluate health and emergency programme in the institution
- Schedule appointments to discuss cases
- Recommend changes to the health programme

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- Enforce regulations for vaccines mandated for enrollment

Specific Conditions associated with the job:

- Normal Office environment
- May be required to work beyond and outside normal working hours in meeting deadlines or in providing support services to meetings and events.
- May be exposed to contagious diseases
- May be required to stand or sit for extended periods of time
- May be required to bend and twist or lift and move patients

Validation of Job Description:

This document is validated as an accurate and true description of the job as signified below:

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