



HSA
Committed to *Caring* for You



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 127-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

NURSE MANAGER (PAEDIATRICS)

Salary range: CI\$95,460 – CI\$128,388 per annum

The Nurse Manager is responsible for the nursing care and the financial and resource management provided on the unit. The candidate will manage the nursing and business functions of the assigned unit to ensure that the care provided meets established standards.

Primary Responsibilities: The successful candidate will recommend the appropriate staffing levels and assist with the recruitment of staff including the preparation of job descriptions for posts. The candidate will ensure adequate staffing of the unit, coordinating vacation and other leave while maintaining adequate service levels by preparing staff schedules for the unit, ensuring effective 24-hour coverage. Will develop and implement orientation and education programs for staff in collaboration with the In-service coordinator. Will prepare performance appraisals, counsel staff, as appropriate, and develop programs to improve identified areas of weakness. Identifies and researches nursing service problems and issues, recommends solutions, and initiates necessary action.

Qualifications & Experience: The successful candidate **must** have a Bachelor's Degree in Nursing, with a Master's degree being beneficial. Eligible for licensure with the Nursing and Midwifery Council of the Cayman Islands. Holds a management qualification. Have at least five (5) years of current nursing experience, three (3) years of which must be in a management capacity with demonstrated leadership abilities. The successful candidate must have demonstrated the ability to perform efficiently in high-stress situations. The successful candidate must be proficient in the use of monitoring equipment, respiratory support machines, and other equipment utilized in the department. The successful candidate must exhibit a caring and compassionate attitude, respecting a diversity of religion, race, culture, gender, sexual orientation, and medical diagnosis. PALS certificate and IV certification are also required.

A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates for this post.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.

Application Deadline: February 2nd, 2025

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JOB DESCRIPTION

Job Title: Nurse Manager	Reports To:	Director of Nursing
Job Holder:	Cost Centre:	Paediatrics Unit

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 124-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic, which is a purpose-built facility.

The Nurse Manager is responsible for the nursing care provided on the unit and for the financial and resource management. The budget for the unit varies, and the post holder oversees all the activities of the revenue cycle specific to the unit. The post holder is responsible for the management of human and other material resources.

Job Purpose

The purpose of the position is to manage the nursing and business functions of the assigned unit and to ensure that the care provided meets established standards.

Dimensions

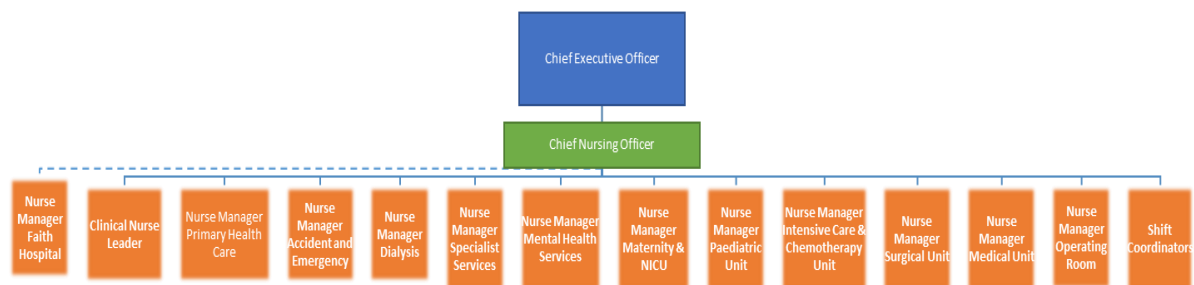
- Post holder supervises 10 or more nursing staff directly
- Post holder develops and manages the budget of the assigned unit
- The HSA admits an average of xxx patients per year for a total of xxx patient days.

Principal Accountabilities

- a. Recommends appropriate staffing levels for the unit and assists with recruitment of staff including the preparation of job description for posts.
- b. Ensures adequate staffing of the unit, coordinating vacation and other leave while maintaining adequate staffing levels.
- c. Prepares staff schedule for the unit, ensuring effective twenty-four coverage.
- d. Develops and implements orientation and education programmes for staff in collaboration with the In-service Co-ordinator.
- e. Prepares performance appraisals, counsels staff as appropriate and develops programs to improve identified areas of weakness.
- f. Identifies staff/unit training needs and assists in the planning and provision of in-service training.
- g. Conducts disciplinary procedures when necessary (i.e. identifying concerns and issuing advice and counsel to staff).

- h. Reviews and updates policies and procedures on the unit regularly, ensuring current knowledge and practice.
- i. Implements and communicates nursing and hospital policies and procedures to staff, patients and visitors in a fair and consistent manner.
- j. Communicates appropriate information to staff in both written and verbal forms.
- k. Identifies and researches nursing service problems and issues, recommends solutions and initiates necessary action.
- l. Identifies and budgets for necessary equipment and supplies needed to efficiently run the unit.
- m. Ensures that appropriate functioning equipment and adequate stock levels are maintained in the department.
- n. Conducts regular audits ensuring compliance with established standards.
- o. Investigates patients' and staff complaints and concerns and takes necessary action to prevent or correct identified concerns.
- p. Prepares unit reports and records, and disseminates as required.
- q. Participates in shift coordination activities

ORGANISATION CHART



Knowledge, Experience & Skills

- Bachelors Degree in Nursing; Masters degree beneficial
- Current licensure with a Nursing Board/Council
- Post basic training relevant to unit speciality
- ACLS/PALS certificate
- IV certification
- Management qualification

Post holder must:

- Have at least five (5) years current nursing experience, three (3) of which must be in a management capacity with demonstrated leadership abilities.
- Have demonstrated ability to perform efficiently in high stress situations.
- Be proficient in use of Windows applications
- Be proficient in the use of monitoring equipment, respiratory support machines and other equipment utilized in the department.
- Exhibit a caring and compassionate attitude, respecting diversity of religion, race, culture, gender, sexual orientation and medical diagnosis.

ASSIGNMENT AND PLANNING OF WORK

- Workload is generated by staff and patient demand
- Occupancy and length of stay may vary across time and unit

SUPERVISION OF OTHERS

- Direct observation of nursing practice
- Chart audits
- Individual counselling
- Performance appraisal in accordance with nursing policies
- Monitoring of patient and family response

OTHER WORKING RELATIONSHIPS

- Patients and families
- Physicians
- Other section managers
- Ancillary and Support Service
- Vendors

DECISION MAKING AUTHORITY AND CONTROLS

Post holder makes decisions on:

- Patient care activities and unit routines
- Nurse practice assessment
- Regulating traffic during visiting hours
- Counselling and directing staff as necessary to maintain a good standard of practice.
- Staff assignment, monthly schedule, leave schedules, performance appraisals, discipline
- Bed management
- Budget and purchasing
- Equipment servicing and replacements
- Unit maintenance

PROBLEMS & KEY FEATURES

- Unpredictable census and acuity
- Staff shortages
- Unforeseen events
- Difficult interactions with staff and patients

WORKING CONDITIONS

- Private office
- Regular working hours

Approved by:	<i>CNO</i>
Date approved:	<i>1/2022</i>
Reviewed:	
Next Review	