



WESTERN CHILD AND ADOLESCENT HOSPITAL

CAREER OPPORTUNITY - ADVERTISEMENT

Applications are invited from suitably qualified persons for the position of:

DEPARTMENTAL NURSE MANAGER (HPC/RN 4)

One (1) Position

(Salary Scale \$5,863,044 - \$6,969,317) per annum

The **Western Child and Adolescent Hospital**, under the Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ **six (6) Departmental Nurse Managers (HPC/RN 4)**. Under the direct supervision of the Deputy Director of Nursing Services, the incumbent is responsible for supervising, organizing, co-ordinating and evaluating the nursing service in more than one general patient care unit. The Departmental Nurse Manager has an increased level of responsibility and holds a key management leadership position managing a group of units or a large specialized area. This position works closely with the Director of Nursing Services and Deputy Director of Nursing Services.

KEY RESPONSIBILITIES WILL INCLUDE:

Administrative

- Plans activities of the department for daily, weekly and monthly implementation.
- Prepares timetables, rosters, assignments to ensure coverage of department based on available numbers and levels of staff.
- Coordinates departmental activities with those of other departments and/or units.
- Reviews daily, weekly and monthly reports from units.
- Prepares reports on various aspects of departmental administration.
- Initiates departmental policies within overall framework of hospital/nursing policy.
- Ensures appropriate implementation of policies.
- Consults with Supervisory Nurses and other members of Health Team regarding interpretation of policy, regulations and problems of the department, clinical or administrative.
- Investigates critical incidents, unusual occurrences, complaints and take appropriate action.
- Makes decisions regarding departmental operations of a manager and/or clinical nature.
- Prepares departmental budget.
- Ensures cost effective use of all resources such as human, material, financial time.
- Serves on Nursing Service, Hospital, Ministry and other committees.
- Prepares departmental procedures.
- Reviews, approves and submits recommendations for promotion education and training.
- Interviews and counsels professional and auxiliary staff.
- Supervises and evaluates Level 11 professional staff and reviews evaluations.
- Establishes departmental procedures and carries out periodic audits.
- Receives daily reports from units for administrative purposes.
- Makes daily departmental rounds, assessing clinical and administrative practices, physical environment, equipment, supplies, materials, etc.

Clinical

- Provides clinical consultation to Level 11 and Level 1 Nurses.
- Assists as necessary with clinical care of dangerously/critically ill patients.
- Initiates and/or assists with major procedures.
- Institutes emergency treatment.
- Carries out triage functions.
- Ensures patient acuity level/classification system is used for staff assignment.
- Ensures appropriate deployment of nursing staff. based on education, experience and competence.
- Observes and evaluates clinical practice (clinical audits)
- Visits and confers with patients and relatives.

- Receives daily clinical reports on patients.
- Introduces creative/innovative cost-effective measures to improve nursing care delivery system at departmental level e.g. guides staff in realizing research-based nursing care.
- Facilitates the clinical education of nursing students, guides interns, new medical staff in the clinical area.

Education

- Participates in teaching of nursing students and students of other disciplines.
- Conducts departmental in-service education and participates in hospital in-service education.
- Acts as preceptor for post basic nursing students and students from other disciplines.
- Guides and directs junior medical staff and other health professionals.
- Reviews and/or revises departmental materials, e.g. procedure manuals.
- Prepares examination questions and marks script on request from the Nursing Council.
- Participates in the selection and other pre-entry activities of students to Registered Nursing, Midwifery and Auxiliary programmes.
- Participates in selection of candidates for in-service training (e.g. Patient Care Assistants).
- Provides departmental orientation for nursing, medical and other staff.

Research

- Initiates and carries out research of a clinical or administrative nature to deal with departmental problems.
- Supports unit research, encourages staff participation.
- Participates in nursing and multi-disciplinary research.
- Prepares and documents departmental data of an administrative and clinical nature with appropriate analysis, interpretation and recommendations.
- Implements research-based nursing practice and research based departmental administrative practice.

Customer Relations

- Conducts all activities within the appropriate ethical and legal guidelines of the profession and the hospital.
- Demonstrate courtesy when dealing with patients, their families and visitors.
- Maintains good working relationship with all members of health team.

Policies and Procedures

- Adheres to administrative and nursing policies and procedures of the department and organisation.
- Complies with the organisation's risk management programme including timely and accurate accident / incident reporting.

General

- Is responsible and accountable for his/her own professional growth and development.
- Participates in professional organization.
- Works with voluntary and non-governmental organizations for the benefits of the agency/institution and the community.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours.
- Required to meet critical deadlines.
- Exposure to confidential and sensitive information.

QUALIFICATION & EXPERIENCE:

- Certificate/Diploma/B.Sc. in General Nursing and Certificate in Midwifery from an accredited school of Nursing and Midwifery.
- Six (6) – Eight (8) years of clinical practice to proficiency level as Registered Nurse, Registered Midwife with assignment as Nurse/Ward Manager for at least three (3) years.
- Registration with the Nursing Council of Jamaica as a Registered Nurse and Registered Midwife.
- Approved certification in Nursing Administration (course duration should not be less than four (4) months).

Application letter along with a detailed resume should be sent no later than

September 16, 2026 to:

**The Manager, Human Resource Management and Development
Cornwall Regional Hospital
P.O. Box 900
Mt. Salem
Montego Bay, St. James
Email: wcahjobs@wrha.gov.jm**

ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED