



WESTERN CHILD AND ADOLESCENT HOSPITAL

CAREER OPPORTUNITY - ADVERTISEMENT

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

DEPUTY DIRECTOR OF NURSING SERVICES – (HPC/RN 5)

One (1) Position

(Salary Scale \$6,799,334 - \$8,082,271) 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 **one (1) Deputy Director of Nursing Services (HPC/RN 5)**. Under the general supervision of the Deputy Chief Executive Officer and the Director of Nursing Services, the Deputy Director of Nursing Services assists with the establishment of an organizational framework for the effective delivery of optimal patient care. He/She plans, organises, leads, controls and assists with the coordination of nursing services within the Hospital. He/she also provides technical consultation and acts in an advisory capacity to referring and Specialist Hospitals in the absence of the Director of Nursing Services.

KEY RESPONSIBILITIES INCLUDES:

Administrative:

- Direct the preparation and implementation of the annual Operational Plan and Budget for the nursing departments.
- Participate in the development of the Corporate Plan for the department as a member of the Senior Management Team.
- Prepare routine and special reports for submission to the Deputy Chief Executive Officer and the hospital's Management Committee, as required.
- Coordinate regular departmental meetings with the departmental managers to disseminate information and maintain effective nursing services.
- Attend and participate in meetings of the Local Hospital Board, Parish Disaster Committee and the Regional Authority in planning strategies relating of the administration of the institution.
- Prepare/review and submit annual Individual Work Plan and facilitate the preparation and submission of direct reports' work plans.
- Attend and participate in capacity-building and training sessions.

Technical

- Support the development and implementation of the mission, philosophy, objectives, policies and standards for nursing care of patients which reflects the mission of the hospital.
- Share approved organizational charts, which indicate the channel of communication, areas of responsibility and accountability and facilitate achievement of departmental objectives
- Review and approve departmental policies and participate in their establishment.
- Participate in the development/review of National Standards for Nursing.
- Support the preparation of a master-staffing plan, which will accomplish organizational objectives and standards of nursing care thus promoting optimum utilization of staff.
- Support the development and implementation of Nursing Services that reflect the principles of Clinical Governance.
- Forecast and budget for adequate numbers and levels of nursing personnel, equipment and supplies to provide a desirable environment conducive to proper functioning.
- Plan and organize the nursing service, systematically, allocate personnel and recommend promotions and special allowances.
- Support manpower activities through:
 - Training, interviewing, counselling, job evaluation and non-monetary rewards such as recognition, etc. to maintain high morale among workers.

- Maintaining nursing standards e.g Ward Audits, Nursing notes, Ward Conferences, Quality Assurance, Patient Classification and Patient Care.
- Monitor key performance indicators, identify trends and take action to maintain acceptable levels of performance.
- Plan and coordinate interdepartmental initiatives with Medical staff and other members of the health team for total patient care.
- Participate and promote membership interest in activities of professional nurses' association, allied health organizations and community activities.
- Plan, organize and delegate nursing functions and equitably allocate staff to maintain efficient and effective patient/client care.
- Manage the resolution of clinical/nursing complaints in order to protect the credibility and reputation of the hospital.
- Contribute to a healthy and safe working environment and ensure adherence to the health and safety regulations of the hospital.
- Monitor assessment of patient care through 24-hour nursing report, administrative rounds and nursing audits.
- Act as an educational resource to medical and nursing staff within the hospital in ward conferences and clinical teaching rounds for total patient care.
- Work in collaboration with the Clinical effectiveness team in relation to the national initiative.
- Implement mechanisms to ensure that the quality of patient care is assured through effective supervision of clinical practice.
- Provide support for teaching and facilitate training for basic and post basic nursing students in liaison with the Schools of Nursing.
- Function as Liaison Officer between the hospital and the Schools of Nursing.
- Establish and maintain a system that fosters a culture of teamwork, employee empowerment and commitment to the institution's goals.
- Initiate and participate in nursing research to improve care, nursing management techniques and nursing practice.

Human Management

- Provide leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring.
- Identify training needs and make recommendations for training for basic and post-basic nursing students in liaison with the Schools of Nursing.
- Plan and implement regular seminars and workshops to foster staff development.
- Monitor and evaluate the performance of direct reports; prepare performance appraisals and recommend or initiate appropriate actions where necessary.
- Make provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Participate in the recruitment of staff for the Unit and recommend promotion.
- Disseminate information to staff in regard to changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Ensure that the staff supervised is aware of and adheres to the policies, procedures and regulations which guide the operations of the Authority;
- Take steps to address the welfare and training/development needs of staff supervised and make recommendations as required.
- Recommend disciplinary action, leave and staffing arrangements for direct reports.
- Perform any other duties assigned by the Director of Nursing Service and or Deputy Chief Executive Officer.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond normal working hours, weekends and public holidays.
- May be required to work in a highly demanding work environment.
- May be required to travel within and outside of the Region.
- May be required to wear protective gear.
- May be exposed to infectious diseases.

QUALIFICATION & EXPERIENCE:

- Bachelor of Science in General Nursing and Midwifery from an accredited School of Nursing.
- Certificate in 1st Level Nursing Administration.
- Certificate in 2nd Level Advanced Nursing Administration.
- Seven (7) years' experience in Nursing / Hospital Administration, inclusive of clinical experience

or

- Five (5) - Six (6) years Administrative experience or equivalent combination of qualification with at least two (2) specialties.
- Registration with the Nursing Council of Jamaica as a Registered Nurse and Registered Midwife.

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