



WESTERN CHILD AND ADOLESCENT HOSPITAL

CAREER OPPORTUNITY - ADVERTISEMENT

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

INSERVICE EDUCATION OFFICER – (HPC/RN 4)

One (1) Position

(Salary Scale \$5,863,044.00 - \$6,969,317.00) per

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) Inservice Education Officer (HPC/RN 4)**. Reporting to the Director of Nursing Services, the incumbent is responsible for educating and train aspiring nurses, graduate nurses (Registered Nurses, Midwives) and allied health personnel by planning and co-ordinating courses. He/she has responsibility to develop, manage and monitor programmes. This includes associated operational administration, curriculum development and quality management. Work with Head of School/Department to ensure the efficient and effective delivery of teaching programmes in accordance with School's strategy, policy and procedures; undertake research activity and engage in enterprise activity, influencing leading edge practice.

KEY RESPONSIBILITIES INCLUDES:

Administrative:

- Prepares department's / course budget.
- Prepares students' clinical rotations in collaboration with other Co-ordinators and agency personnel.
- Collaborate with educational and clinical institutions: Regional Training Managers, Directors of Nursing Services and Schools of Nursing, Senior Public Health Nurses, Inspectors, Supervisory Midwives and Parish Managers.
- Serves on School Committees with specific responsibilities (e.g. Chairman).
- Participates in interviewing and selection of qualified applicants and staff.
- Assists in the orientation programmes for new students and staff.
- Plans field work programmes for students from agencies.
- Conducts counseling and guidance for students referred.
- Supervises Secretarial, Auxiliary Support Staff.
- Participates in joint school and agency committees.
- Participates in Nursing Council committees on request.
- Participates and recommends review of policies and setting of guidelines.
- Participates in Curriculum Review.
- Selection of appropriate candidates to pursue relevant programmes.
- Preparation of transcript for local, national and international agencies.
- Deputizes for Director or Deputy Director as assigned.

Technical

- Conducts Clinical Assessment of patients/clients including Teaching Grand Rounds for Senior and/or advanced Clinical Interventions.
- Prepares appropriate documentation of students' clinical activities.
- Provides preceptorship for students from collaborating agencies, e.g. University of the West Indies.
- Assesses, plans, organizes and implements training needs for Health Care Workers island-wide.
- Reviews curricula and revises programme goals, objectives and content.
- Conducts interview sessions for the selection of participants for training.

- Plans, implements and reviews nursing programme curricula.
- Co-ordinates assigned Specialist Nursing, Midwifery and Allied Health Programs.
- Conducts/assists in workshops, seminars and conferences, arranged for different categories of nursing personnel Island-wide.
- Prepares timetables for programme, workshops, conferences and seminars.
- Organizes and conducts classroom and clinical teaching.
- Demonstrates nursing practice/skills in classroom, hospital and clinical settings.
- Visits health care agencies for follow-up of programme/course participants and identification of training needs.
- Prepares clinical rotations for programme/course participants.
- Prepares assignments, examinations, tests and quizzes for programme/course participants
- Plan and conducts/course exercises in the laboratory.
- Supervises programme/course participants in conducting research
- Grades tests, course work, research projects, internal and external examinations.
- Evaluates clinical performance in Primary and Secondary Care facilities.
- Conducts academic advisement and interviewing and counselling sessions for programme / course participants.
- Prepares appropriate reports and maintains accurate records of students' progress and development.
- Serves as resource person for other nursing programmes in other training facilities.
- Evaluates students (nursing, midwifery and allied health personnel).
- Executes other tasks assigned by supervisor(s)
- Adept at effective Communication, Interpersonal skills, Diagnostic Problem Solving, Counseling and Guidance, Coaching, Leadership, Decision-making and Basic Testing and Evaluation.
- Demonstrates mastery in the art and science of teaching and learning.
- Displays competence in clinical nursing and midwifery practice.
- Practices nursing in ways that reflect evidence-based and current knowledge.
- Demonstrates current nursing/midwifery and teaching competence in relevant areas of practice.
- Plans a variety of teaching and learning programs and experiences which support nursing and midwifery practice.
- Prepares and teaches specialized course content.
- Develops self-instructional materials for students' independent learning.
- Sets, marks and grades examinations for senior level students.
- Reviews/prepares testing and evaluation tools e.g. Checklists and Rating Scales.
- Counsels and guides students referred.

Human Management

- Manage human resources effectively and efficiently
- Advocate for human support systems necessary for safe, competent and ethical nursing care.
- Identify training needs and make recommendation for training for basic and post basic nursing students in liaison with the Schools of Nursing.
- Ensures that the welfare and development needs of nursing staff are clearly identified and addressed.
- Monitor and evaluate the performance of direct reports; prepare performance appraisals and recommend or initiate appropriate actions where necessary.
- Advocates for human support systems necessary for safe, competent and ethical nursing/midwifery care.
- Coaches and supports colleagues using knowledge and experience
- Leads development projects at educational institution.
- 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 Institution or Coordinator.

Other Responsibilities

- Assists Nursing council in evaluation of clinical sites for suitability for students' clinical experiences.
- Participates in Nursing Council activities:
 - Curriculum Committee
 - Nurse and Midwife Committee for review of licensure
 - Item writing exercise
 - Table marking exercise
- Acts as advisor/ resource personnel to other agencies/ schools on teaching and learning issues
- Serve as invigilator/examiner for other teaching/learning entities and the Nursing Council of Jamaica.

- Presents papers to conferences and academic gatherings.
- Participates in Professional organizations nationally, regionally and internationally.
- Participates in continuing education activities for personal and professional growth and development.
- Accountable for professional practice
- Projects an appropriate image of the profession in general and nursing education in particular.

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:

- Three (3) years experience as Nurse Educator 1 with proficiency ratings
- Acting responsibility in Nurse Educator 2 for six months or employed as In-Service Officer 11
- Registered General Nurse /Bachelor of Science in Nursing Education from an accredited School of Nursing.
- BSc in Midwifery - Certified Midwife
 - NB. In the case of a male nurse without Midwifery training (Psychiatry or Emergency Nursing or Critical Care Nursing)
 - **Plus**
- A minimum of five (5) years post registration clinical experience across the scope of practice
- Advanced Nursing Education: Nursing Education/ General Education (Masters) or Masters in health related discipline with Diploma in Education
 - **Plus**
- Specify licensing or certification or other form of legal recognition to practice nursing and midwifery.

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