

1. ORGANIZATIONAL STRUCTURE:

- 1.1 **REPORT TO:** Medical Director
- 1.2 **RESPONSIBLE FOR:** Nursing Supervisors
Nursing Coordinators
Infection Control Nurse
All Nursing Staff
Nursing Department
Ward Attendants
Ambulance
- 1.3 **LIAISES WITH:** Mgr Quality and Standards
Medical Director
Other Heads of Departments

2. JOB SUMMARY:

Responsible for the organization and day-to-day Operation and for giving direction to the Nursing Department, includes supervision of all personnel assigned to inpatient and outpatient areas and the maintenance of the highest nursing standards.

3. DUTIES AND RESPONSIBILITIES

- 3.1 Establish, monitor and ensure professional standards of care are maintained within the Nursing Department.
- 3.2 Member of the Hospital Management Executive committee and participates with the leaders of the governing body, management and medical staff in development of hospital plans, programs and policies.
- 3.3 Responsible for written policies and procedures that guide support and assist nursing personnel in the function of their duties. These policies should be updated at least every 2 years.
- 3.4 Develop a Nursing Performance Improvement Management Plan based on Hospital Improvement Plan to include but not limited to, performance improvement utilization review and risk management.
- 3.5 Responsible in the overall administration of the department and maintaining the quality of nursing care in collaboration with the Medical Director and the Department Heads.
- 3.6 Ensures that programs and standards for ongoing education of nurses are established periodically.

- 3.7 Ensures the Nursing Department is informed as to hospital policies and other regulations which impact on the quality of patient care. Investigates and takes appropriate action on matters of concern, reporting findings and subsequent recommendations to the Chairman/Deputy Chairman and other relevant Department Heads.
 - 3.8 Establishes and ensures written Standing Orders and Regulations for the Nursing Department is carried out and is reviewed on a regular basis.
 - 3.9 Facilitate communications between nurses and other members of the health care disciplines.
 - 3.10 Chairs or delegates authority to designated representative for nursing department meetings. Ensures that representatives of nursing staff are appointed to appropriate committees of the hospital.
 - 3.11 Serves on Administrative and other hospital committees as requested.
 - 3.12 Assists in determination of the department priorities and related allocation of resources in relation to the department needs.
 - 3.13 Develops staffing needs and participates in recruitment planning for resources allocation in coordination with management.
 - 3.14 Participation in facility planning affecting the Nursing Department.
 - 3.15 Yearly staff appraisal as competency check and putting forward recommendations in collaboration with Personnel Department/Human Resource Department.
 - 3.16 Promotes core values of the hospital and ensure implementation of the departments' philosophy.
 - 3.17 Fosters a climate of personnel challenge and professional growth for all the members of the Nursing Department.
 - 3.18 Comply with all OSH (Occupational safety and health)and infection control policies, standards and procedures and cooperate with hospital management to comply those requirements
 - 3.19 Work accordance with the documented OSH procedures and instructions, specific responsibilities
 - 3.20 Be familiar with emergency and evacuation procedures
 - 3.21 Notifying OSH Hazards, incidents, Near misses and issues and assistance with the preparation of risk assessments, incident reports
 - 3.22 Comply with Waste management procedures and policies
 - 3.23 Attend applicable OSH/Infection control training programs, mock drills and awareness programs
 - 3.24 Use of appropriate personal protective equipment and safety systems
 - 3.25 Ensure as far as reasonably practicable that any workplaces they manage or control are safe and without risks to health, safety or the environment.
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- 3.26 Ensure implementation of applicable infection control policies and standards
- 3.27 Ensure adequate budget and resources for FMS/OSH/PCI management.
- 3.28 Designating a Safety facilitator who will be responsible for coordinating OSH activities within the department.
- 3.29 Regularly discuss OSH issues or matters in departmental/ management meetings
- 3.30 Ensure provision of OSH information, training and Supervision
- 3.31 Implement and monitor effectiveness of risk management program

4. QUALIFICATION, LICENSURE, EDUCATION, EXPERIENCE, SPECIAL SKILLS:

- 4.1 Doctorate of Philosophy in Nursing / Masters of Science in Nursing, with a qualification in nursing/hospital administration or minimum experience at equivalent position in formal administrative qualification.
- 4.2 10 years clinical experience with at least 5 years in a senior nursing position in a general hospital.
- 4.3 Fluent spoken and written English.
- 4.4 Current license in country of origin.
- 4.5 Demonstrates sound decision-making in leadership abilities, with ability to adapt to changes in the working environment.
- 4.6 Good communications skills.

Closing date for applications is 30 April 2022.

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