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JOB VACANCY

HEALTH REGULATION AUTHORITY

Position Title:	Inspector
Location:	Providenciales, Turks and Caicos Islands (Travel within TCI required)
Employment Type:	Full-Time
Reports To:	Health Standards Development Officer
Grade:	7.1
Compensation:	\$57,438.00 per annum plus conditional allowances
Application Deadline:	

JOB SUMMARY

The Health Regulation Authority (HRA) is seeking a dedicated health professional to join our team in the role of Inspector. The successful candidate will play a vital role in ensuring that healthcare facilities comply with regulatory standards and provide safe, high-quality care to the public. This position requires a demonstrable background in hospital and clinical settings within the last five years.

KEY RESPONSIBILITIES

1. Inspection and Assessment

- Conduct thorough inspections of healthcare facilities, including hospitals, clinics, and other medical establishments
- Evaluate compliance with health and safety regulations, standards of care, and HRA guidelines
- Identify deficiencies and areas for improvement, and provide constructive feedback to facility management

2. Documentation and Reporting

- Prepare detailed inspection reports documenting findings, recommendations, and required corrective actions
- Maintain accurate records of inspections, follow-up visits, and communications with healthcare facilities
- Present findings to senior management and relevant stakeholders

3. Compliance and Enforcement

- Ensure facilities adhere to all applicable regulatory requirements and standards
- Follow up on corrective actions to verify compliance and confirm improvements have been implemented
- Collaborate with legal and enforcement teams as necessary to address non-compliance issues

4. Consultation and Support

- Provide guidance and support to healthcare facilities on regulatory compliance and best practices
- Conduct training sessions and workshops to educate healthcare providers on regulatory requirements and standards of care

5. Continuous Improvement

- Stay current with the latest developments in healthcare regulations, standards, and practices
- Participate in professional development opportunities to enhance inspection and regulatory knowledge
- Contribute to the development and revision of HRA policies and procedures

QUALIFICATIONS & REQUIREMENTS

Required Qualifications

- Minimum of five (5) years of experience working in hospital and clinical settings within the last five years
- Strong understanding of healthcare regulations, standards, and best practices
- Excellent analytical, observational, and problem-solving skills
- Strong written and verbal communication skills
- Ability to work independently and as part of a multidisciplinary team
- Detail-oriented with strong organisational skills
- Proficient in computing and software applications for report writing and data management
- Nursing experience would be considered an asset

Preferred Qualifications

- Prior experience in a regulatory, inspection, or compliance role
- Additional certifications or training in healthcare quality, compliance, or related fields
- Familiarity with the healthcare system and regulatory environment of the Turks and Caicos Islands

WORKING CONDITIONS

- Regular travel to healthcare facilities throughout the Turks and Caicos Islands for inspection purposes
- A combination of office-based work and fieldwork
- May involve exposure to clinical environments and associated health hazards

Hours of Work

The Inspector is required to work the normal standard working hours as prescribed in the Public Service Handbook. However, the post holder will be expected to exercise flexibility on occasion, including at short notice to meet operational requirements.

HOW TO APPLY

Application Requirements

A complete application package must include all of the following:

- Cover Letter addressed to the Chief Executive Officer
- Current Curriculum Vitae with up-to-date contact information
- Two (2) letters of professional reference (one preferably from a former employer)
- Certified copies of all educational certificates and qualifications
- A valid Police Certificate of Good Character
- Copy of Passport photo page

Important: Applications submitted without all required supporting documents will not be processed.

Submit Your Application

By Email: HRapplications@hra.gov.tc

Subject Line: Inspector (Nurse)– HRAB02

By Post: Chief Executive Officer, Health Regulation Authority, Butterfield Square, Providenciales, TCI

This job description outlines the general nature and key responsibilities of the role and is not exhaustive. The Health Regulation Authority reserves the right to amend duties and responsibilities as organisational needs require. We thank all applicants for their interest; however, only candidates selected for interview will be contacted.

APPLICATION DEADLINE: