



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** REGISTERED NURSE

**DEPARTMENT:** Aged Care and Rehabilitation Department

**MINISTRY:** Health and Human Services

**LOCATION:** Grand Turk

### **JOB SUMMARY:**

To provide professional position in the nursing service focused on promoting and restoring patients' health through the utilization of the nursing process; collaborating with multidisciplinary team members; providing physical and psychological support to patients, friends and families; supervising assigned team members.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Maintains safe and cleaning working environment by complying with procedures, rules and regulations; call for assistance for health care support personnel.
2. Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures and controlled substance
3. Documents patient care services by charting in patient and department records.
4. Maintains continuity among nursing teams by documenting and communicating actions, irregularities and continuing needs.
5. Maintains patient confidence and protect operations by keeping information confidential.
6. Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
7. Maintains nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
8. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; participating in professional societies.





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9. Maintain a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
10. Contribute to team effort by accomplishing related results as needed.
11. Adhere to all public service codes, rules and regulations.
12. Perform other related tasks which may be assigned by the job holder's Head of Department.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Graduate of an approved School of Nursing, holding the required qualifications in nursing for a Registered Nurse within the country of training
- Current registration as a Registered Nurse from the country of training or origin
- Evidence of ongoing relevant post graduate education and training

## **Experience**

- The position requires a minimum of two (2) years' experience in the community setting as a Registered Nurse
- Gerontology working experience is a plus

## **SALARY: Grade 6.1 - \$48,320.00 per annum plus allowances**

*For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.*

## **APPLICATION PROCEDURE**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not be processed**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

**APPLICATION DEADLINE: 16<sup>th</sup> July, 2024**

