



# British Virgin Islands Health Services Authority

## Vacancy Notice No. 11 of 2024

### REGISTERED NURSE (COMMUNITY HEALTH)

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants for the position of **Registered Nurse (Community Health)**. Responsible for managing the Client /patient care by promoting and restoring client ' health through the nursing process; collaborating with multidisciplinary health team members; providing physical and psychological support to clients, families and communities; The RN is responsible to the Public Health Nurse Manager for the assigned Zone.

#### **PRIMARY DUTIES & RESPONSIBILITIES** *(included but not limited to):*

##### **Clinical**

1. Co-ordinate the care for individual client, family groups by consistently compiling care plans which meet identified needs.
2. Conducts clinics (child health, school health, Doctors clinic, Immunization, chronic disease, wound care)
3. Assure quality client care by adhering to relevant therapeutic, medical standards and regulations, and measuring health outcomes of individual clients against pre-determined healthcare goals.
4. Provide quality advice to Clients, families and community with a strong emphasis on health promotion in their clinical practice.
5. Perform investigations, treatment and health needs assessment for clients within their caseload in accordance with defined standards.
6. Performs emergency IV access and phlebotomy for lab investigations and other treatment purposes in the absence of a phlebotomist or medical doctor.
7. Administrating required dosage of medication to patients and operating any medical equipment designed to assist their healthcare outcomes.
8. Refer patients to appropriate specialists when conditions exceed the scope of practice or expertise.
9. Documents client assessment, nursing diagnosis, interventions and outcomes while maintaining confidential client record in accordance with the policy on documentation.
10. Make visits to clients' families community groups as needed providing health care, counseling and education support.
11. Maintain a safe and clean working environment by complying with relevant procedures, rules and regulations and call for assistance from more senior staff where necessary.
12. Responds appropriately to all emergencies, stabilizing clients and evacuating by appropriate transport e.g. AIR/SEA/ LAND TRANSFERS.

##### **EPI/Cold Chain Management**

1. Checks clinic Vaccine stock balance weekly.
2. Order vaccine supply according to program schedule, and store appropriately following guidelines for maintaining cold chain.
3. Monitor and accurately record refrigerator temperature twice daily and take appropriate actions where necessary.
4. Record vaccines administered in patient's files and Immunization register clearly and legibly.
5. Assist with Planning and implementing vaccine out-reach and catch –up sessions as the need arises.
6. Assist with monthly EPI report.

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**Surveillance**

1. Reports sentinel events to the Public Health Nurse Zone Manager
2. Collects and collates data on Communicable and Syndromic diseases, and submit weekly to National Epidemiologist
3. Identifies emerging disease trends, reports appropriately and make necessary interventions according to protocol.

**Reports and Record keeping**

1. Maintain accurate and timely client health records and produce high quality patient information.
2. Compile and submit monthly reports in a timely manner.

**Management**

1. Promote team goals and demonstrate effective supervision of junior/support staff.
2. Attends and participates actively in all scheduled meetings, workshops and other activities.
3. Orders medical supplies, monitors and maintain inventory of stock levels.

**Research**

1. Conduct clinical research to inform decision making.
2. Conduct research to increase knowledge about medical issues.

**Personal and Professional Development.**

Responsibility of own professional development and maintains own current competency in nursing specialty by attending educational workshops; reviewing professional publications; establishing personal networks.

Performs any other related duties within scope of practice, which may be assigned by the Public Health Nurse Zone manager.

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**MINIMUM REQUIREMENTS:**

**Educational/Training Requirements:**

- ❖ Bachelor of Science Degree in Nursing / Associate Degree in Nursing

**Experience:**

- ❖ Minimum of 2 years as a Registered Nurse working in a Community Health setting

**Licenses/Certifications:**

- ❖ Registered and licensed with the General Nursing Council of the British Virgin Islands
- ❖ Registered and licensed in country of origin.
- ❖ BLS trained and certified

**Knowledge, Skills and Abilities:**

- ❖ Ability to maintain quality, safety, and/or infection control standards.
- ❖ Knowledge of Nursing theory, procedure and standards.
- ❖ Ability to plan, implement, and evaluate individual patient care programs.
- ❖ Ability to perform patient assessment and triage.
- ❖ Ability to develop and present educational programs and/or workshops.
- ❖ Knowledge of health issues and trends.
- ❖ Ability to make administrative/procedural decisions and judgments.

**Physical Demands:**

- ❖ Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- ❖ The physical demands are minimal and typical of similar jobs in comparable organizations. Persons will be expected to participate in home visits.

**Work Environment:**

Work is normally performed in a typical interior/office work environment.

- ❖ The work environment is representative and typical of similar jobs in comparable organizations.
- ❖ Work environment involves exposure to blood or blood-borne pathogens potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- ❖ May work with blood or blood-borne pathogens.

**SALARY:** \$36,072.00 - \$57,576.00 (Commensurate with qualifications and experience.)

**CLOSING DATE:** 24<sup>th</sup> April 2024

To apply, please send curriculum vitae (resume) and letter of application to:  
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands  
E-mail address: [employment@bvihsa.vg](mailto:employment@bvihsa.vg)