

**Opening Date:** 27 June 2022  
**Closing Date:** 11 July 2022  
**Location:** Tortola  
**Vacancy Notice No.** 62 of 2022  
**Job Classification:** Grade 10  
**Ministry/Department/Unit:** Adina Donovan Home for the Elderly  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$31,523-\$38,362 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Registered Nurse

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will oversee and administer direct and indirect nursing care to residents of Adina Donovan Home for the Elderly.

### MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the unit and the supervision of assigned staff.
2. Report on daily patient activities per shift. Submit reports on accidents, incidents and such other occurrences to the Assistant Manager, for risk management purposes. Provide regular status reports to the patient's physician.
3. Maintain accurate records and reporting systems for continuing care, legal purposes and ensures that all members of the care team are aware of resident-related matters.
4. Respond promptly to institutional or other emergency calls requiring extra duty, mobilization of emergency systems, evacuation of patients.
5. Control the residents' environment to ensure safety, hygienic and aesthetic conditions and control of noise and traffic flows.
6. Request, store, monitor, control, administer and document pharmaceuticals. Control, secure and maintain legal records for Schedule I Dangerous Drug.
7. Complete rounds and administer IM and IV medication as ordered by physician.
8. Collect and analyse data to identify residents' needs.
9. Monitor and document residents' responses to treatment and medication.
10. Contact physician in cases of emergency and refers residents to the emergency room in the absence of the physician.
11. Collaborate with other members of the care team to achieve the highest quality of care.
12. Respond appropriately to residents' call in a timely and professional manner.
13. Perform any other duties assigned by your supervisor or other senior officers to ensure the efficient and effectiveness of the Rainbow Children's Home.

### BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Clinical environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Nursing
- Three (3) years' work experience in the field
- At least 5 (five) years in as senior Nurse in a hospital or similar setting
- Certificate in gerontology
- Registered in the Virgin Islands with a current license
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable policies, regulations and laws
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent knowledge of basic nursing and ethical nursing practice
- Sound oral and written communication skills
- Sound time management and organisational skills
- Ability to work well under pressure

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## HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrrbvi@gov.vg](mailto:hrrbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*