

## JOB DESCRIPTION

JOB TITLE:	Deputy Matron I, II, III
CLASS DEFINITION:	Responsible for assisting in administration of nursing services within general or specialist hospital. The scope of responsibility is dependent on the type hospital ( I, II and III respectively).
DISTINGUISHING CHARACTERISTICS:	This level differs from the Departmental Sister in that he/she assumes greater administrative/managerial responsibilities and supervises the entire hospital in the absence of the Matron in charge. Supervises ward Sisters or Departmental Sisters according to the type hospital.
MINIMUM REQUIREMENTS:	Certificate/Diploma/B.Sc. N from accredited school in General Nursing Midwifery Certificate First level management/ nursing administration certificate Second level management / Advanced Nursing Administration
SPECIAL REQUIREMENTS:	Registered with Nursing Council of Jamaica as a Registered Nurse and Registered Midwife. Minimum of six (6) years professional education including nursing/ hospital administration.
EXPERIENCE:	Four (4) to six (6) years management practice in addition to clinic experience, years of management practice relative to the level of functioning, that is, Matron I, II, or II.
KNOWLEDGE:	Fundamentals of nursing, knowledge of life, behavioural, natural and medical sciences. Nutrition, pharmacology and therapeutics. Research methodology. Basic personnel management, health and related legislation. Organizational policy, staff orders, rules and regulations, industrial relations, national health policy. Level of knowledge required is relative to area of functioning (Grade I, II or III).

**ATTITUDE:** Positive work attitude, ethical conduct, human relations, Nursing philosophy, calm, controlled and purposeful manner, punctuality, reliability, role model, mentor.

**SKILLS:** Administrative/managerial related to the particular organization.  
Advanced communication and leadership.

### **DUTIES AND RESPONSIBILITIES**

Assists Matron in charge in planning, organizing and delegating nursing functions and equitably

Allocates staff to maintain efficient and effective patient/client care.

Shares the responsibility for the management of the institution with Senior Medical Officer (SMO), Hospital Administrator in the absence of Matron in charge.

Assumes administration of the institution in the absence of the Matron, SMO or Hospital Administrator.

Supervises Ward Sisters or Departmental Sisters depending on level of hospital.

Assist in maintaining communication between nursing personnel and other members of the health team.

Assists in the development and implementation of the philosophy, objectives, policies and standards for nursing within the particular institution.

Assists in budgetary exercise to ensure numbers and levels of nursing personnel, equipment and supplies.

Evaluates and/ or reviews performance of nursing personnel.

Participates in planning and implementation of in-service education sessions for all categories of staff.

Investigates critical incidents, unusual occurrences, complaints and takes appropriate action including referral to matron in charge.

Assists in planning and implementing and evaluation of orientation for new members of nursing personnel.

Participates in the selection and other key pre-entry activities of students to schools of nursing and midwifery.

Initiates and supervises research of a clinical or administrative nature, using the findings accordingly.

Facilitates research by other health professionals or health-related individuals and groups.

**GENERAL**

Responsible for own professional development through post-basic educational programmes.

Responsible for her own practice.

Involved in community and non Governmental Organizations for the benefit of the institution.