



TOBAGO HOUSE OF ASSEMBLY
JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: EDUCATION DISTRICT HEALTH NURSE

JOB SUMMARY:

Performs public health nursing within a primary health care paradigm and is responsible for management of an assigned education district, towards optimum health and well-being of MOE staff and students. Also, to place emphasis on child health, health promotion, disease prevention and rehabilitation.

REPORT TO: The District Health Visitor will report to the MOE House Doctor.

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Participate in the review of policies for the district in accordance with the Ministry of Health and the Authority.
- Edit and update MOE Health guidelines, protocols and procedures.
- Develop a community profile for the Education district.
- Identify the health needs of the Education district.
- Review the operational plan for the health district in collaboration with MOE officials.
- Guide and direct the actions of school and ministry officials as it related to COVID-19
- Liaise with MOE Head of Division on issues related to client health.
- Conduct needs assessments for financial, human, and material resources within three months of assuming office.
- Conduct pre- and post-conferences for the daily activities of the Health Centre.
- Liaise with other members of the Health Care team.
- Conduct assessment of students and refer them to the Medical Officer.
- Conduct health education sessions at schools and MOE offices.
- Coordinate activities for the effective functioning of the health district.
- Attend Education District and Fraternity meetings as required.
- Conduct surveillance on communicable and non-communicable diseases in the health district using the specified forms and guidelines.
- Maintain the cold chain using the prescribed policies and guidelines.
- Identifies the target population for each vaccines according to age group and stipulated time frame.

- Immunise clients following guidelines and procedures.
- Maintain records and reports.
- Ensure that school screening/isolation area is well maintained in all aspect required by nursing standards.
- Maintain good working relationships with designated school personnel and other MOE officials.
- Perform any other related duties as assigned by the appropriate Organisational Relationships.

KNOWLEDGE, SKILLS AND ABILITIES:

- General Nursing Skills.
- Good interpersonal and communication skills (oral/written).
Participates in continuing nursing education programmes annually for at least 32 hours.
- Advocacy skills.
- Ability to function independently.

MINIMUM EXPERIENCE AND TRAINING:

- Certificate in District Health Visiting.
- Recognised certification in Midwifery.
- A Nursing Degree from a recognised institution
- Current licensure with the Nursing Council of Trinidad and Tobago in General Nursing and Midwifery
- Minimum of five (5) years experience in various hospital departments.
- Sound knowledge of nursing techniques and procedures.

COMMUNICATION AND WORKING RELATIONSHIP:

Internal:

- All Head of Division
- Principals or their representative,
- Education House Officer

External:

- Heads of Governmental and Nurses' Governmental Organisations, e.g. WASA
- Community Groups, etc.
- County Medical Officers of Health
- District Health Visitors