



THE UNIVERSITY OF THE WEST INDIES

THE HUGH WYNTER FERTILITY MANAGEMENT UNIT

APPLICATIONS ARE INVITED FOR THE POST OF

CLINICAL COORDINATOR

We invite applications from suitably qualified persons for full-time position as the Clinical Coordinator at the Hugh Wynter Fertility Management Unit, University of the West Indies, Vice-Chancellery.

Duties and Responsibilities:

The specific duties of the Clinical Coordinator include, but are not limited to the following:

- ✓ Offering leadership to the nursing team in the clinical areas (Family Planning Unit, Surgical Suite, Post- surgical Suite, IVF-Jamaica);
- ✓ Preparing duty rosters and managing daily deployment and supervision of the nursing staff, operating theatre technicians and anaesthetic technicians;
- ✓ Conducting annual staff appraisals;
- ✓ Publishing and circulating weekly list of patients undergoing surgery;
- ✓ Assisting in the development of a strategic plan for the clinical area in concert with clinicians;
- ✓ Budgeting and forecasting of consumption by the Clinic, establishing critical stock levels, reordering and inventory control;
- ✓ Ensuring scheduled maintenance of all equipment in the integrated operating suites and the clinical area;
- ✓ Providing monthly clinic reports based on key performance indicators to the Director, HWFMU;
- ✓ Counselling clients about reproductive health and family planning methods;
- ✓ Supervising and assisting in the teaching pupil midwives and student nurses on methods of contraceptives such as post basic students endoscopic care and preparation of instruments in the Operating Theatre;
- ✓ Participating in research activities within the HWFMU.

Qualifications and Experience

- ✓ Master of Science degree in a related area such as Business Management, Counselling, Nursing Education;
- ✓ Post basic certification in operating theatre techniques;
- ✓ 3 years of experience in a similar capacity

Competencies and Skills

- ✓ Highly motivated individual with high level of emotional intelligence and leadership skills;
- ✓ Ability to positively influence team building and increase productivity of staff under your supervision;
- ✓ Should display excellent time management skills;
- ✓ Possess knowledge and skill level commensurate with responsibility as clinical coordinator;
- ✓ Demonstrate good communication skills and professional attitude towards work;
- ✓ Display empathy to those under your care.

Detailed application and full curriculum vitae should be sent under confidential cover to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston 7, Jamaica. e-mail: hrapplications@uwimona.edu.jm Three (3) referees (one of whom should be from your present organization) must be indicated. References should also be sent under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting to be contacted by The University.

Deadline for applications is April 27, 2023

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.