



CIRCULAR MEMORANDUM NO. 92 OF 2022

REF: STAFF/GEN/13/09/22 (31) VOL. II

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – NURSING ASSISTANT II, LICENSING AND ACCREDITATION UNIT, MINISTRY OF HEALTH AND WELLNESS

DATE: 13th December 2022

Applications are invited from suitably qualified persons to fill the post of **Nursing Assistant II, Licensing and Accreditation Unit, Ministry of Health and Wellness.**

1. ACCOUNTABILITY OBJECTIVE

The Nursing Assistant II for the Licensing and Accreditation Unit will provide monitoring of the Ministry of Health and Wellness health facility services program operations for compliance with the Ministry of Health and Wellness licensing standards in order to promote health and safety, assure that public services are delivered properly, or prevent fraud. Areas assessed may include physical layout of health facilities, the service delivery, occupational safety and risk, environmental sanitation, waste management and infection control measures, patient record management and other operational practices.

2. Analysis of Position:

A. Essential Duties and Responsibilities

1. **CONDUCT** on-site inspections of medical facilities, according to approved checklists and protocols to assure the health and safety of patients for the purpose of granting licensure or certification of the facility,
2. **COMPILE** data and write narrative reports summarizing findings and as necessary and recommend corrective actions,
3. **UPDATE** and maintain licensing database at the Licensing and Accreditation Unit,
4. **UPDATE** inspector form as needed and as recommended by Director Licensing and Accreditation Unit,
5. **ASSIST** with records management and filing system of licensing request and reports,
6. **DOCUMENT** and update filing system weekly and provide inspection requests for approval by the Director, Licensing and Accreditation Unit,

7. **PROVIDE** weekly reports and where necessary, daily reports for license queries and non-compliances to the Director of Licensing and Accreditation,
8. **SUPPORT** the Director Licensing and Accreditation in reviewing health facility infrastructural design to ensure they are approved meeting licensing requirements,
9. **ENSURE** health facility comply with the Ministry of Health and Wellness' legislations and other health care regulatory requirements,
10. **COORDINATE** with Registrar of Testing and Certification with license approval processing and monitoring,
11. **ASSIST** in the day-to-day management of the Unit.

B. Qualifications/Experience

An Associate Degree in Science, Health Sciences or Nursing. Training in Basic Field Epidemiology or Environmental Health. At least three (3) years working experience in the field of clinical or public health.

C. Competencies/Skills

- Knowledgeable of and upholds unit's policies, rules and guidelines
- Knowledgeable of Inspection techniques and evaluation methodologies
- Knowledgeable of Medical facilities function and operations
- Knowledgeable of Principles, practices and professional standards of medical records management practice procedures,
- Considerable knowledge of the pathophysiology of disease and treatment protocols, hospital organization, patient care processes, medical records management, infection prevention and control, patient safety and occupational health safety measures, patient-based survey, coding and classification of diseases (ICD-10 or 11), diagnostic and laboratory reports and their interpretations and rules and regulations relating to quality assurance, licensing and accreditation standards.
- Demonstrates leadership skills with ability to create, promote and participate in a teamwork environment,
- Ability to communicate clearly, concisely, and accurately with all levels of health professionals,
- Thorough knowledge in hospital operations and clinical quality assurance,
- Excellent management skills, knowing how to manage behavior effectively,
- Ability to work around barriers to achieve goals of licensing and accreditation unit,
- Self-directed, hardworking creative and forward thinking,
- Possess statistical and qualitative and measurement skills.

3. Reporting Responsibility

The Nursing Assistant II will report to the Director of Licensing and Accreditation Unit, Ministry of Health and Wellness.

4. Salary

Government payscale 10 of \$20,407 x 976 - \$38,951 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Tuesday, 27th December 2022.**



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,*
President, Public Service Union of Belize ,
President, Association of Public Service Senior Managers