



ASSISTANT DIRECTOR, NURSING FOR ST. ANDREW'S NURSING HOME (QUEENSTOWN)

DUTIES & RESPONSIBILITIES

- Operationalise the Nursing Home's goals and objectives; provides leadership and oversight in the planning, development, coordination and evaluation of nursing services
- Responsible for the compliance of all nursing standards as stipulated by Ministry of Health (MOH) and Singapore Nursing Board (SNB)
- Provide leadership to the team of registered and enrolled nurses, nursing aides and healthcare assistants. This may include oversight of multi-disciplinary care providers such as occupational therapist, physiotherapist, medical social workers and others
- Draw up short to long-term plans, e.g. annual and 5-yearly, to accommodate trends in residential nursing care
- Assist the Executive Director in identifying new programmes for the residents and projects to meet any service gaps
- Operationalise and monitor smooth transition of residents from acute to chronic care and back to the community, where possible
- Ensure appropriate skills mix and adequate manpower recovering for all shifts and types of services

Quality and Patient Safety

- Ensure cost-effective service and optimal outcomes are maintained and/or enhanced
- Promote evidence-based practices or nursing care delivery
- Ensure quality audits are planned and conducted periodically
- Monitor and analyse trends and changing needs of residents in institutional settings

Staff Development

- Direct and facilitate staff development, skills and competency upgrading through various opportunities and pathways. These may include formal education, in-house training and approved online learning programmes
- Guide orientation/induction programmes and preceptorship for all new staff
- Ensure written policies and procedures and work process are available and up to date to guide nursing care delivery

REQUIREMENTS

- Bachelor Degree in Nursing
- At least 5 years of related experience
- Technical knowledge for administrative responsibilities

If you are searching for a meaningful work that allows you to do your part to give back to society, this is the place for you. Please send CV to qnh_applyto@sanh.org.sg attention to Ms Lucy Lim. To know more about St. Andrew's Nursing Home please visit us at www.sanh.org.sg

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