



# Director of the UWI School of Nursing

FURTHER PARTICULARS

# Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

## *Ranked Among the Best*

### Only Caribbean University Ranked Among BEST IN THE WORLD



- ▶ CARIBBEAN'S #1
- ▶ WORLD'S TOP 1.5 %
- ▶ LATIN AMERICA'S TOP 20
- ▶ WORLD'S GOLDEN AGE TOP 100
- ▶ IMPACT RANKINGS 2.5%

An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

## *About UWI*

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

## *Our 8 Faculties*

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

## *Get to Know Us*

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, [UWI Today](#) and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

# About the FACULTY OF MEDICAL SCIENCES

The Faculty of Medical Sciences was founded in 1948 at Mona, Jamaica as a College of the University of London.

In 1989, teaching began at the Faculty of Medical Sciences, St. Augustine for medical, dental, veterinary and pharmacy students. In 2005, the first cohort of nursing students was accepted and in 2012, the BSc Optometry was added to the Faculty of Medical Sciences' programmes.

The Faculty is located mainly on the Eric Williams Medical Sciences Complex, which is situated approximately eight (8) miles from Port of Spain and two miles from the main campus at St. Augustine. Other clinical teaching sites include San Fernando and Port of Spain General Hospitals, Sangre Grande Hospital, Mt. Hope Maternity Hospital and Community Clinics across the country.

## *School of Nursing*

The School of Dentistry is located on the north-western part of the complex. The facility houses a 65 Operatory Adult Clinic, a 13 Operatory Paediatric Clinic, a 10 Operatory Emergency and Oral Diagnosis Clinic and a 6 Operatory Special Needs Clinic. The degree programme currently being offered is the DDS. Additionally, the school offers a one-year vocational training programme in General Dentistry.

## THE DDS PROGRAMME

DDS programme is a 5 year competency based curriculum with a prevention focus that emphasizes the comprehensive management of the oral health of adults, children and patients with special needs. It has been offered since 1989. To date over 600 graduates are working in the Caribbean, U.S., Canada and U.K.

## ACCREDITATION

The St Augustine campus is accredited by the Accreditation Council of Trinidad and Tobago. The DDS programme is accredited by the Caribbean Accreditation Authority for Medicine and other Health Professions (CAAM-HP) – the regional accrediting body.

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## *Qualifications and Experience*

The successful candidate must possess at minimum, a Doctorate degree from a recognized university, which should be in any Nursing discipline including (but not limited to) Clinical Nursing, Nursing Education, Public Health Nursing.

Candidates should also possess:

- At least five (5) years' clinical experience as a Registered Nurse (RN)
- At least five (5) years' teaching experience in Nursing
- Substantial record of relevant research and publications in reputable, peer-reviewed journals
- At least three (3) years' experience in administration or management in Nursing within a university or other tertiary level academic department, at a level equivalent to Head of Department, Deputy Dean or Dean

Candidates with the following would have an advantage:

- Professional qualifications in Nursing for Nursing Practice/Administration, Oncology or any other relevant Nursing areas
- Experience in curriculum/course management including delivery and assessments
- Experience in developing and implementing a strategic plan
- A record of supervising students and staff in a clinical environment

The following would be considered assets:

- Postgraduate qualification in Leadership or Management
- Certificate in University Teaching and Learning
- A record of impactful research and publications
- Demonstrated experience in strategic planning, change management and organizational development
- Demonstrated experience in mediation and negotiation
- A record of considerable revenue generation through grant and donor funding, and other innovative initiatives compatible with the regulatory framework of a public university
- Prior evidence of organization of Nursing seminars and workshops

**Candidates must be registered or be able to be registered with the Nursing Council of Trinidad and Tobago (NCTT).**

## *Key Responsibilities*

- Providing visionary leadership and strategic direction to ensure the effective functioning and continuous improvement of the Nursing School
- Overseeing the development, implementation, and evaluation of the Nursing curriculum
- Fostering academic excellence, supporting faculty and student success and promoting research and innovation
- Developing and articulating a strategic vision for the Nursing School in alignment with the broader goals of the Institution
- Developing short- and long-term objectives and plans for the School and the corresponding policies and programmes to enhance the School's

- reputation, academic programs and research initiatives
- Determining the staffing needs (academic and ATS) to adequately service the School in all functional areas; making, soliciting, approving recommendations for recruitment, appraisal, training and promotion
- Managing academic programmes, reviewing and developing curriculum review and introducing new programmes/courses (undergraduate, postgraduate and continuing professional development)
- Managing the School's finances, developing, managing and monitoring new programmes/courses (undergraduate, postgraduate and continuing professional development)
- Directing, managing and monitoring the processes related to application, maintenance and compliance with all matters pertaining to Institutional and programme accreditation and quality assurance
- Directing the supervision and coordination of the basic and clinical sciences programmes and the services/outreach activities of the School
- Liaising with local and regional Professional Councils/Associations and other stakeholders
- Representing the School on all relevant Faculty/University and extra-University committees
- Teaching and supervising postgraduate students where necessary
- Implementing strategies to support student success, including academic advising, tutoring services, and career counselling
- Creating a supportive and inclusive learning environment that promotes equity, diversity, and inclusion

- Supervising day-to-day administration of the School and overseeing Unit Coordinators in the execution of duties
- Any other related duties as assigned by the Dean or his delegate

### *Personal Attributes*

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential.

Candidates should also:

- Uphold the highest standards of practice professionalism and ethics
- Be able to work in a multidisciplinary team environment
- Possess strong patient management skills
- Be able to relate well with colleagues and support staff
- Possess good presentation skills
- Be able to build successful relationships with senior leaders in the national, regional and international, public and private sectors
- Good at interactive communication
- Be able to work effectively with academic and senior administrative staff on major projects across the University
- Display sound leadership and team building skills and cultivate a positive and collegial work culture at the School of Dentistry
- Possess analytical thinking
- Have critical judgement
- Be good at decision making
- Demonstrate diplomacy in balancing and resolving the conflicting interests of stakeholders, while retaining the confidence and respect of all



- Have sound knowledge of Information Technology
- Be good at financial management
- Be able to impact and influence
- Be client focused

Candidates are further encouraged to enhance their application by providing the following:

- Cover Letter
- Teaching statement (1 page)
- Research statement (1 page)

## Remuneration Package

### *Annual Salary Range:*

Senior Level I:

Minimum - TT\$360,876.00 per annum

Maximum - TT\$424,410.00 per annum

Senior Level II:

Minimum - TT\$439,896.00 per annum

Maximum - TT\$447,384.00 per annum

### *Benefits:*

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Up to five economy class passages plus baggage allowance of US\$3,000.00 (TT\$ equivalent) on appointment and normal termination (persons recruited from outside of T&T);
- Unfurnished accommodation at 10% or furnished at 12.5% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) - TT\$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%;
- Group Life Insurance Scheme

As Director:

- Entertainment allowance – TT\$12,000.00 per annum