



**SOUTH EAST REGIONAL HEALTH AUTHORITY
JOB SPECIFICATION & DESCRIPTION**



JOB TITLE: HOSPITAL ADMINISTRATOR

JOB GRADE:

DIVISION:

REPORTS TO: Operations Manager

ACCOUNTABLE: CEO

MANAGES:

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This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date revised in Human Resource Division

Date

JOB PURPOSE:

Reporting to the Operations Manager, **the Hospital Administrator** will be part of a dynamic and dedicated team of professional who will be responsible for the successful implementation and outcomes and is charged with the following:

- To play a vital role in the decision making process of a hospital.
- To improve the Hospital's operations efficiency, streamline costs, increase revenues and dispense the best patient care.
- To ensures that the facility complies with policies of the Ministry of Health and SERHA.
- To collaborate, develop and implement strategic plans to ensure the hospital's long term success and achievement of goals.

DUTIES & RESPONSIBILITIES:

1. Collaborate and develop the overall improvement in service standards of the institutions on a client centered basis in fulfillment of its mission.
2. Ensures the implementation of strategies to ensure the safety of patients, staff and clients on the hospital premises. This involves the provision of appropriate protection from occupational hazards and the investigation of accidents.
3. Continuous inspection of the physical structure of buildings and general surroundings to determine safety needs with a view for improvement.
4. Minimize disruption of service by tracking repair requests at the hospital. General job orders and follow through to completion to ensure repairs are effected within the agreed standard service time frame.
5. Continuous assessment of furniture and equipment to determine usefulness and life span. Prepares reports identifying items for repair of those that need replacement and take the necessary steps to replace items where necessary.

6. Reviews and enforces the agreed standards of safety, security and fire precautions at the hospital by disseminating information pertinent to these standards through training and drill exercises for all categories of staff.
7. Participates in damage assessment of physical structure, furniture and equipment in the event of natural disasters. Prepares written reports accordingly and assists in finding temporary solutions.
8. Monitors and implements systems to ensure maintenance of adequate inventory level in the hospital.
9. Participates in all activities associated with the overall development of staff Welfare Meetings, Social Activities etc.
10. Prepares and submits monthly report detailing challenges, achievements and pertinent statistical data on health service delivery in the institution.
11. Coordinates and participates in the preparation of the annual capital and operating budgets for the hospital.
12. Ensure the implementation and maintenance of preventative industrial relations programmes and practices which foster positive and responsive work environment for hospital staff, through their representatives (including Professional or Staff Associations and Trade Unions).
13. Prepare specified periodic reports for submission to the Chief Executive Officer for further submission to the Parish Manager and Regional Director as required or necessary.
14. To conduct regular meetings with staff members under his/her supervision to monitor and ensure the smooth functioning of various departmental activities.
15. To attend and participate in monthly Senior Manager's Meeting and Chair's Heads of Department meetings.
16. To assist in interviewing and selecting candidates for positions and carry out annual and other performance appraisals and to recommend promotions, upgrading or training activities in keeping with motivational and personnel development/objectives.

17. To continually motivate members of his/her staff in order to ensure a high level of efficiency and low level of staff turnover.
18. To provide advice and guidance to junior members of staff in undertaking their respective tasks.
19. Prepares performance appraisals to track general performance, make recommendations for promotion, appointment, training and job rotation.
20. To attend meetings and carry out any other related assignments as directed by the Chief Executive Officer.
21. Undertake overall responsibility and accountability for monitoring and evaluating the efficiency and effectiveness in the delivery of all contract services at the hospital. In so doing,
 - (a) The terms and conditions of each contractual arrangement are monitored to establish compliance therewith
 - (b) *In* the event of identified deficiencies measures are implemented to correct the deficiencies.
 - (c) Usage patterns of medical gases, generator fuel and fuel for the Dietary Department are established.
 - (d) Variances in usage patterns are investigated, recorded and reported.
 - (e) Invoices from contractors are approved for payment.

SUPERVISION GIVEN TO:

Directly

Indirectly

All other staff under the functionaries mentioned above

LAISE WITH:

Internally

- Parish Manager
- Chief Executive Officer
- Heads of Department

- Head of Finance and Accounts
- Parish Engineer
- MIS Officer

Externally

- Other Statutory Boards
- Government Agencies
- Clients/ Patients
- Suppliers and Contractors

PERFORMANCE STANDARDS

- The desired outcomes for the areas under direct supervision are met in an effective and timely manner.
- A harmonious working relationship is maintained in the relevant areas and staff members are developed and motivated.
- Directives given by the Chief Executive Officer in keeping with government's policies are carried out in an effective and timely manner

EDUCATIONAL REQUIREMENTS:

Specific Knowledge Required:

- Sound knowledge of government legislation regarding the Ministry of Health and Regional Health Authority.
- Sound knowledge of Staff Orders for Public Service, Financial Administration and Audit (FAA) Act, principles of Accounting practices, and specifically, budget preparation and management techniques.
- Sound knowledge of problem solving, conflict resolution, decision making principles.
- Working knowledge of human resource management and organizational behaviour.

Qualifications and Experience:

- Bachelor of Science Degree in Business Administration/Management Studies or equivalent qualifications.

PLUS

- Two (2) years working experience in the field.

OR

- Associates Degree in Business Administration/Management Studies or equivalent qualifications.

PLUS

- Three (3) years working experience in the field.

REQUIRED SKILLS AND SPECIALIZED TECHNIQUES:

- Analytical ability and good judgment.
- Integrity/ethics in the performance of duties
- Well developed human relations skills.
- Ability to communicate effectively both orally and in writing.
- Ability to provide professional and effective leadership.
- Very good time management skills.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to work beyond normal working hours from time to time to meet deadlines and to solve operational problems.
- Required to travel to different locations within area of responsibility.

AUTHORITY TO

- Recommend the replacement/procurement of equipment, machinery and supplies.
- Certify petty cash all procurements request

- Redirect material and other resources to areas with emergency/priority needs.
- Certify payment for contractual services satisfactorily rendered.