

**VACANCY ANNOUNCEMENT:
ACCREDITATION COORDINATOR
DOMINICA HOSPITALS AUTHORITY
DOMINICA CHINA FRIENDSHIP HOSPITAL**

Applications are invited from suitably qualified persons for the position of **Accreditation Coordinator** at the Dominica China Friendship Hospital. The Accreditation Coordinator assists with the development and implementation of policies, procedures, and strategies related to the accreditation of the Dominica China Friendship Hospital; develops a training plan for teams involved in the accreditation process; provides advocacy services to staff during the accreditation process and creates reports on the status of the ongoing accreditation process including issues and concerns that may arise during the process.

DUTIES & RESPONSIBILITIES (included but not limited to)

- Assisting with the development and implementation of policies, procedures and strategies related to the accreditation of the Dominica China Friendship Hospital;
- Working closely with Heads of Department to ensure that the requirements of the accreditation process are met;
- Developing and implementing a training plan to engage staff/service teams in the accreditation process;
- Providing advocacy/liaison services to staff during the accreditation process;
- Creating reports on the status of the ongoing accreditation process.

Desired Candidate Profile

Education & Experience

Bachelor's Degree in Healthcare Administration, Public Health, Nursing Administration, Business Administration, General Management Studies or related field from an accredited institution plus two (2) years experience in a managerial or supervisory position within a hospital setting.

OR

Associate Degree in Nursing with five (5) years experience in a Managerial or Supervisory position within a hospital setting.

Knowledge, Skills, and Abilities

- Excellent writing skills and attention to detail to review documents for compliance with Accreditation standards, write team visit reports, compile information from evaluation visits, and draft letters detailing Accrediting Commission decisions.
- Applicant should be action-oriented, able to set and achieve targets, overcome obstacles, accept responsibility, establish standards, create a result-oriented environment, and follow through on actions.
- Applicant should be highly motivated and possess leadership skills to empower, inspire and collaborate with others.
- Applicant must operate with the highest level of confidentiality and trust.

Terms and Conditions:

The successful applicant will be given a six (6) months service contract

Salary is commensurate with qualifications and experience.

Address All Applications To:

Applications should be sent under **CONFIDENTIAL** cover to the

Human Resources Manager
Dominica Hospitals Authority
Dominica China Friendship Hospital
Goodwill
Dominica

1. Applications can also be sent by email
to matthewhendersono@domhospitals.dm or hrm@domhospitals.dm
2. Evidence of formal qualifications and the names and contact details of two (2) referees, professional referees, should be included in the Letter of Application.

Closing Date:

The closing date for the receipt of applications is **Friday, November 08th 2024**.