

JOB DESCRIPTION

CDP&R MANAGER

Administrative Management

- Manage the CDP&R programme and unit in accordance with established approved guidelines.
- Develops and implements policies and procedures consistent with the standards of the Heart & Stroke Foundation of Barbados.
- Pursue activities necessary for the growth and development of the programme.
- Market the CDP&R program to the medical profession and Corporate Barbados.
- Prepare monthly reports for review by the Chief Executive Officer.
- Maintain a safe working environment.
- Develops, organises and provides an ongoing evaluation of the programme.
- Maintains records (census, patient data) to predict trends and programme needs.
- Produce annual budgets, and ensures that the programme operates within budgetary limits.
- Procures and maintain equipment and supplies.
- Research current knowledge of new products and equipment.
- Recruit, select, train and conduct annual performance evaluation of staff.
- Perform any other related duties.

Medical Management

- Liaise with physicians and other health-care providers in rendering quality care and supervision of clients admitted to the programme.
- Supervise nurses and volunteers engaged in the administration and operation of the programme.
- Pursue client educational programmes and coordinate resource persons.
- Prepare and submit to the relevant Doctors reports on clients' progress.
- Ensure the efficient operation of the programme by checking that all equipment is maintained in a satisfactory working order so that the unit is kept medically acceptable for client use.
- Create new approaches and experiments with innovative ideas to upgrade the programme on approval by the medical committee.

PERFORMANCE BASED REVIEW

- Establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
- Pursue personal development of skills and knowledge necessary for the effective performance of the role.
- Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations and effective service to connecting groups.
- Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.

- Adhere to stated policies and procedures relating to health and safety, and quality management.
- Maintains professional local and/or international expertise for the purpose of networking and keeping abreast of recent information.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

All areas to be evaluated in tandem with AOP.

REPORT – CHAIN OF COMMAND

