1. General Job Purpose: Client info

In the heart of the capital Riyadh is our client's medical complex is one of the largest and most advanced in the Middle East with a total capacity of up to 1095 beds. It provides specialized medical services for diagnostic, therapeutic and receives all transferred patients from hospitals associated with the Ministry of Health. Not only cooperate with all medical government providers, it also provide medical services through a numerous City hospitals and medical centers.

2. Responsibilities And Tasks

General tasks:

Few nursing jobs are as rewarding as that of a head nurse labor and delivery, who is monitoring new mothers through the stages of the birthing process as well as cares for infants in their first few hours of life. Unlike most nursing jobs that deal with patients who are ill, labor and delivery head nurses get to work with families during a joyful time of their lives.

The head nurse Labor & Delivery is responsible for supervising the work of the nurses on her team and for ensuring that they have the appropriate training and direction. She works with doctors to prepare and follow individual care plans for each patient, and updates the doctors regularly on progress and any changes in patients' conditions. The head nurse also cares for patients directly herself, builds relationships with them and ensures that they are well cared for.

General Tasks

In consultation with doctors, the head nurse supervises all patient care in her department as well as acting as line manager to the other nurses on the team. It is a role that requires leadership ability as well as advanced skills in nursing.

Management

Head nurses are in charge of teams of nurses or divisions of health care facilities. Head nurses are responsible for the performance of their teams, meaning they have to monitor the nurses who work under them and ensure they are fulfilling all their job requirements. The head nurse must coordinate nursing care by allocating resources where they are needed, whether in the form of nurses, medication, doctors or equipment. Head nurses need to make sure all the patients for whom they are responsible have needs met and receive appropriate attention.

Administrative

Head nurses are in charge of organizing and carrying out a variety of administrative work. They have to organize, compile and store all the notes on patients taken by their nursing team. Computer proficiency is often needed, along with a vast understanding of medical terminology to apply proper shorthand or file papers correctly. Administrative work also includes keeping records on facility resources.

Communication

Head nurses need to keep in touch and relay information to a variety of parties. First, they issue reports to upper management of the facility. They also need to communicate and give specific instructions to specialty doctors when they are needed. Head nurses typically have a good deal of contact with outside parties. Head nurses also spend time communicating with patients and their families about treatment options.

Hiring and Training
Head nurses are usually also in charge of hiring, screening potential employees, looking over resumes, conducting interviews and making hiring decisions. After this, they are in charge of training the new hires. Head nurses can order or suggest continuing education or remedial training and classes for their staff when needed.

**Specific Tasks**

Knowledge of labor, delivery, postpartum and nursery care are essential. Must know principles and practice of sterile technique and infection control. Must be skilled in technical aspects of mother/infant care. Able to perform effectively in highly stressful situations. Must be able to interact effectively with a wide variety of people. Excellent communication skills. Able to assume a leadership role and serve as an example to other employees.

1. Perform admitting assessments, review history and develop plan of care. Initiate fetal heart monitor, perform vaginal exams, interpret fetal heart tones and determine frequency duration and intensity of contractions.

2. Monitor progress of laboring mothers,

3. Prepare mothers for elective or emergency Cesarean Section by following written C-Section protocol. Provide emotional support to mother and coach, obtain proper consents and pre-op diagnostic studies and coordinate smooth transfer to surgery

4. Assist physician with initiation of Pitocin inductions and monitor progress of labor:

5. Document nursing care properly on chart forms, birth certificates, and computer.

6. Assist physician in administering care during labor:

7. Perform immediate post-delivery care of mother and infant:

8. Perform post-partum care and provide patient education to mother

9. Perform nursery care on infant: operate OB equipment

10. Administer medications, solutions and treatments per physician's order:

11. Initiate and maintain IV and oxygen therapy on infants under the direction of a physician.


13. Perform discharge teaching for all patients.


15. Adhere to principles of infection control in delivery of OB care:

16. Adhere to general policies of the OB Department: assure proper consent for birthing room and support persons in birthing room, keep computer stats up to date, schedule special services

17. Display knowledge of specialized OB equipment instruments and procedures.

18. Stock OB department, order supplies, request maintenance or ancillary support services.

19. Display knowledge of specialized resuscitation protocol for infants:

20. Participate in in services and continue education specialized for OB/Nursery.
3. Place within the Hospital

The function reports to Director Of Nursing

People reporting to this position: Labor & Delivery charge nurses

4. Remuneration

- Tax-free income
- Single-status contract
- Accommodations provided
- Relocation allowance
- Annual Air Transportation
- Medical coverage
- More than 7 calendar weeks of vacation

4. Profile:

- Formation & Experience

  Bsn degree + 4 years of experience
  Master degree + 3 years of experience

  **A minimum of six years’ experience as a Registered Nurse,**
  including a minimum of two years of current experience as a Nurse Manager/Head Nurse

  Preferably from Western – Southern European Country of origin

- LANGUAGES AND PC KNOWLEDGE

  English: Fluent
  Other: Arab is an advantage
  Word: practical knowledge
  Excel: practical knowledge
  PowerPoint: practical knowledge

- **Skills**

  You must display a sound understanding of nursing practice, as you are responsible for the care of all patients in your unit.
  A head nurse also requires a high level of people skills, as she interacts frequently with doctors, hospital managers, other nurses, patients and patients’ families. All patients must be treated with kindness and respect, and the head nurse must be able to role-model these qualities at all times. In addition, the job includes a number of administrative duties and a lot of reporting and paperwork. The head nurse should be well organized and a clear communicator.
In general, the delivery & Labor Head nurse is skilled in obstetrics and has broad knowledge of labor, delivery and postpartum and nursery care. She is also skilled in principles and practices of sterile technique and controlling infection. Delivery room nurses have technical skills in caring for new mothers and newborns. Labor and delivery nursing combines elements of critical care, operating room, emergency department and pediatric nursing. If you want to work in labor and delivery, you need to think quickly on your feet, work well with families, coordinate information with medical staffers and enjoy the thrill of watching a new life come into the world. Emergencies happen quickly in labor and delivery, and labor and delivery nurses spend long hours on their feet, helping their patients through labor or assisting with deliveries or cesarean sections.