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Ms. Sandra G. Smith, Ed. D. MA. B.ScN. RN. JP

PROFESSIONAL PROFILE

A retired Nursing professional who was privilege to provide health care to the residents of The Bahamas for over thirty years. I worked initially as a registered nurse for 23 years at the Princess Margaret Hospital, before I transferred to the office of the Director of Nursing in 1999. In 2000, I was seconded to the College of The Bahamas to coordinate the first Trained Clinical Nursing (TCN) Programme under the College of The Bahamas.

As coordinator of the TCN programme, aside from the administration of the programme and coordinating clinical experiences for students; I also lectured in Foundations of Nursing, Medical/Surgical Nursing, Sociology, Psychology, Anatomy and Physiology and first aid. I returned to the Ministry of Health in 2002 when the programme ended.

Upon my return to the Ministry of Health, I was assigned to the Policy and Planning Unit which subsequently became the Planning Unit, with responsibility for overseeing the daily operations of the unit and providing technical expertise and support to the office of the Chief Medical Officer. My main tasks were developing policy briefs, position papers and the conduct of research. I retired from the Ministry of Health in 2010.

Upon retiring form the Ministry of Health, I was employed by Joint United Nations Programme on HIV/AIDS (UNAIDS) as The National Programme Officer with responsibility for ensuring that the UNAIDS agenda was carried out in The Bahamas, with emphasis on vulnerable populations inclusive of the migrant and LGBT populations. The office closed down in 2013 after two and a half years in operation.

After the closure of the UNAIDS office, I was hired by the Ministry of Social Service and Community Development In 2014 as the Health Liaison Officer with the Conditional Cash Transfer Programme. I remained there until August 2015.

Most recently I worked as Research Coordinator at the Partners Clinical Research Centre and Stem Cell Centre with responsibility for the oversight of all research projects as well as coordinating selected international clinical research projects are carried out according to protocols.

My area of strengths includes the following:

- NGO development
- Project / programme development
- Health Planning
- Primary Health Care Restructuring
- Policy development
- Strong knowledge of scientific process and related research skills
- Research, including data and information gathering
- Technical writing and documentation
- Lecturing/Training, Coaching and Speaking
- Management/Administration
- Strategic planning

CAREER HISTORY AND HIGHLIGHTS

Consultant/ Principle Investigator and Coordinator - Ministry of National Security, National Anti- Drug Secretariat and Inter - American Drug Abuse Commission (OAS / CICAD) January 2017 –August 2017.

Rapid Situational Assessment Survey:Drugs and At Risk Youth Ages 18 - 25 years in The Bahamas.

Responsible for research protocol, survey design, data collection, data analysis and report writing.

Clinical Research Coordinator - Partners Clinical Research Center, Nassau Bahamas - June 2016 - March 10, 2018

- Responsible for daily management of Research Unit,
- Conduct international research study according to research protocol
- Monitor and evaluate subjects during follow up visits
- Enter data into data base
- Maintain subject files
- Draft responses to various organisations
- Prepare proposals for submission to ethics committee
- Respond to queries regarding research studies
- Plan and coordinate arrival of patients for participation in Frailty Study

Health Liaison Officer - Conditional Cash Transfer - Social Safety Net Reform Program-Ministry of Social Services and Community Development September 2014 – August 2015

- Worked with the Ministry of Health to oversee the application of the compliance process and implement record keeping mechanisms in schools.
- Revised and update beneficiary compliance requirements as necessary.

- Participated in policy formulation by making recommendations towards improvements in operations and procedures.
- Kept abreast of developments in the CCT and ensure supporting agencies of changes which directly affect their functioning.
- Developed, deliver and evaluate multi-agency training programmes for staff of the Ministry of Health and supporting agencies.

National Programme Officer – UNAIDS (The Joint United Nations Programme on HIV/AIDS) January 2011-September 30th 2013

- Promoted the UNAIDS agenda of Getting to zero to partners and organisations involved in HIV/AIDS treatment and prevention
- Responsible for advising the Government of The Bahamas on matters pertaining to HIV/AIDS.
- Provided technical expertise and support in the area of policy development, strategic planning, programme development and research to partners and Organisations working with HIV/AIDS.
- Collected, collated, and disseminated data for local, regional and international reports
- Prepared reports upon request, by regional and international partners
- Provided technical assistance and support to the National HIV programme in preparation of UNGASS reports, Mid Term Reviews and other Surveillance information as requested
- Facilitated workshop, seminars and other trainings with stakeholders in regards to HIV/AIDS
- Assisted with planning and implementing outreach HIV prevention and “Know Your Status” campaigns/programmes within immigrant and other vulnerable populations
- Assisted in procuring funding for HIV related Projects
- Assisted with grant and proposal writing as requested
- NGO development
- Liaison between local NGOs/partners and regional and international organisations

Coordinator, Caribbean HIV/AIDS Training Network (CHART)

National HIV/AIDS Centre — Ministry of Health — Nassau, Bahamas 2008-2009

- Responsible for the day to day management of CHART Bahamas
- Collected training data
- Prepared reports as requested
- Served on committees for development of CHART business plan, Communication plan and CHART constitution
- Served as member of CHART executive committee
- Supervised staff assigned to CHART
- Organised, planned, implemented and conducted HIV training for health care personnel from various health care organisations throughout The Bahamas.

Planning Officer, Office of the Chief Medical Officer

Ministry of Health — Nassau, Bahamas

2005-2010

- Co-investigator / Project Manager for National HIV Youth KAPB study.
- Preparation and development of 2005-2012 National Health Services Strategic Plan (NHSSP).
- Conducted environmental scanning to assist in the development and implementation of the NHSSP.
- Conducted monitoring and evaluation of the NHSSP, programmes objectives and outcomes.
- Provided planning assistance to support, develop and expand special departmental and community public health projects and services.
- Instrumental in primary health care restructuring exercises in the Department of Public Health to adopt and implement changes, to assist in meeting the public health needs of clients. Assisted in troubleshooting, problem identification and problem solving. Mentored and supported employees during transition.
- Provided technical assistance international Health Planning Consultant.
- Planned, designed and executed assigned studies and research projects.
- Compiled/catalog documentation; prepare reports related to public health issues.
- Participated in designated conferences, seminars, workshops and other meetings and fulfill public speaking assignments.
- Represented the Ministry of Health and by extension The Bahamas at national, regional and international meetings.
- Provided technical and administrative support for office of Chief Medical Officer.
- Member of the PEPFAR Grant writing team, resulting in 20 million dollar grant being procured.
- Drafted policy briefs and country profiles for presentation at regional and international fora.
- Wrote speeches for the Minister of Health, Permanent Secretary, and other senior government officials.
- Provided technical assistance for production of health data/statistical reports.
- Read, interpret, analyse and summarise reports on a variety of public health information, including community health data needs, records, manuals, research and other assign topics.
- Assisted with National Chronic Non Communicable Disease Survey.
- Retrieved information for administrative and technical officers to assist in the decision-making processes.
- Coordinator for United Nations General Assembly Special Session (UNGASS) country report.
- Conducted interviews and collected data to complete UNGASS Report

- Assisted in the development of instruments to collect data on MSM population for UNGASS Report
- Assisted in development of country indicators, assisted in collection of data to meet international request.
- Coordinated and facilitated focus group to collect data for alcohol survey.
- Coordinate and facilitated focus group in data collection for global e health observatory
- Supervised staff assigned to the Planning Unit
- Mentored staff in the Planning Unit MOH
- Deputy chairperson of National Research and Ethics Committee, responsible for review of student submissions to committee, prepare documents for presentation for full review, prepare letters of response to candidates, advise candidates on committee, requirements.

Planning Officer, Planning, Policy and Development Unit

Ministry of Health — Nassau Bahamas

2004-2005

- Planning Officer in the Planning, Policy and Development Unit.
- Monitored and evaluated National Health Services Strategic Plan's programmes objectives and outcomes.
- Drafted and produce reports for local, regional and international presentation.
- Planned, organised and coordinated production of the Chief Medical Officer Report, 2005.
- Provided technical assistance in the writing and editing of the Chief Medical Officer's Report.
- Assisted with the planning and organising of workshops emanating from the Planning unit.
- Planned and facilitated meetings for visiting consultants.
- Served as deputy chairperson of the National Research and Ethics Committee.
- Responsible for managing daily activities of Planning Unit when O/C on vacation.
- Supervised clerical and support staff of the Planning Unit.
- Worked as Supplies Manager with SUMA during Hurricanes Francis and Jeanne.
- Produced the Ministry of Health's MOH Newsletter.
- Worked along with Health Planning consultant.

Coordinator, Trained Clinical Nursing Programme

College of The Bahamas

2002-2004

- Assisted with the development of the curriculum for the First Trained Clinical Nursing Programme within the College of The Bahamas.
- Coordinated and administrated the Trained Clinical Nursing Programme.
- Supervised faculty of the Programme.
- Lectured in medical/surgical nursing, sociology, psychology, anatomy and physiology and first aid.
- Prepared students for Nursing Council exams, 100% passes
- Prepared reports relevant to the Trained Clinical Programme upon requests.

- Planned, organised, coordinated, directed clinical experiences for TCN nursing students.
- Researched and prepared transcripts for past nursing students of the Bahamas School of Nursing/ Ministry Health School of Nursing.
- Responded to any queries pertaining to training programmes held at the Ministry of Health/Bahamas School of Nursing.

Research Nurse, Office of the Director of Nursing

Ministry of Health — Nassau, Bahamas

1999-2002

- Provided administrative support to the Office of the Director of Nursing.
- Developed proposal and established Nursing Research Unit.
- Organised and conducted research workshops for nursing staff and nursing students.
- Edited and produced “The Researcher” a nursing research newsletter to disseminate current research findings relevant to improving the quality of nursing care.
- Assisted with the preparation of research proposals, literature searches and reviews.
- Member of the College of The Bahamas’ Student Nurses Research defence committee.
- Resource person for College of The Bahamas Nursing Students conducting research.
- Collated data collected in preparation for research study on recruitment and retention of nurses in the Commonwealth of The Bahamas.
- Read and condense lengthy documents.
- Produced report on preliminary research study for development of strategic plan for the recruitment and retention of nurses in the Commonwealth of The Bahamas.
- Collected data and information for presentations and speeches.
- Assisted with writing of speeches.
- Assisted with clerical duties in absence of Secretary.
- Served on the School of Nursing research defence committee.

Nursing Officer II Princess Margaret Hospital

Ministry of Health — Nassau, Bahamas

1994-1999

- **Nursing Officer in charge of the Infectious Units**, which housed males, females and paediatric clients with HIV/AIDS and TB. Responsibilities included the daily management of Units, supervision of nursing and ancillary staff as well as intern nursing students. Planned, coordinated and directed care for clients housed in units. Prepared work schedules, monitored and evaluated staff performance, and prepared performance appraisals for nursing staff. Provided counselling for clients and families relative to HIV/AIDS and TB. Ensured that adequate

supplies and materials were available to maintain the efficient functioning of these units. Conducted in-service education for staff members.

- **Nursing Officer in charge of the Male and Female Medical wards,** responsible for the day to day management of units, supervision of nursing staff, nursing students and ancillary staff. Planned, organised, coordinated and directed nursing care for clients with medical conditions. Prepared work schedules, monitored, and evaluated staff performance and wrote performance appraisals for nursing and ancillary staff. Conducted in-service education for staff members
- Counselling staff in regards to academic, and career choices.
- Assisted in providing hospital and area administrative coverage.
- Examiner for Registered Nurses examination for practice Nursing council Examination.
- Lectured on management/research-related topics to first-line Management Students.
- Assisted First Line Management students with research proposal and projects.

**Staff Nurse, Rand Memorial Hospital / Princess Margaret Hospital
Sandilands Rehabilitation Centre / Department of Public Health** 1980-1994

- Responsible for ward management, doctors rounds, planning and providing nursing care for clients in the above hospitals as well as the community settings
- Supervised nursing students, junior and ancillary staff
- Counselling clients and family members on health promoting behaviours

Graduate Nurse, Princess Margaret Hospital 1979 – 1980

- One of a select group of Graduate Nurses placed on the Newly opened Paediatric Surgical Unit with responsible for daily management, planning of and provision of nursing care of patients on the paediatric surgical ward

Teaching/Lecturing/Training Experience 1990 - 2012

- Planned, coordinate and implement HIV/AIDS training for health care, allied health, and other stakeholders in the community.
- Conduct trainings, workshops and seminars for health and allied health professionals.
- CHART trainer – HIV/AIDS related training.
- Taught Research Methodology to graduate students at McHari College.
- Prepared and conducted lectures and examinations in medical - surgical nursing, First Aid, sociology and psychology for 49 students enrolled in the Trained Clinical Nursing Programme at the College of the Bahamas.
- Clinical Preceptor for Trained Clinical Nursing Students enrolled at the College of The Bahamas.
- Monitored and evaluated practical skills of nursing students.

- Conducted revision classes for licensure examination – 100% passes.
- Counselling Trained Clinical Nursing Students relative to personal, academic and social issues.
- Lectured on Management/Administrative and Research Methodology for staff Nurses in First Line Management Course.
- Lectured on Research Methodology / Research Facilitator for registered nurses, medical students and interns.

Committees

- Member of the National HIV/AIDS Committee – 2011- 2014
- Member PEPFAR Technical Working Group — 2010-2012
- Member of National Ethics and Research Committee 2010- 2017
- Secretary of National Ethics and Research Committee, disseminate documents for review, prepare committee responses to proposal requests — 2007-2010
- Member, National Task Force Telemedicine/Telehealth — Nassau, Bahamas — 2008-09
- Member, UWI/PHA Ethics Committee — 2008- 2010
- Member, Technical Working Group development of CHART Business Plan — 2009

Training Courses / Workshops / Internships/Awards

- Zenith Nursing Award for excellence in nursing, contribution to nation building, Community Development and Religion
- Caribbean Regional Training Workshop- HIV and AIDS Estimation and projection methods - Trinidad and Tobago- 2011
- United Nations General Assembly Special Session (UNGASS) report writing workshop — Georgetown, Guyana — November, 2009
- Provider Initiated Testing and Counselling Training of Trainers workshop — Trelawney — Jamaica, 2009
- CHART general meeting, St Kitts & Nevis - 2008
- Trainer of Trainers workshop HIV Stigma and Discrimination — Trinidad — 2008
- HIV/AIDS Decentralisation Training Workshop at the University of Mahidol, Thailand — 2008
- 3 month Internship, Library, World Health Organisation — Geneva, Switzerland May-July 2007
- Microsoft Project Management Training — Nassau Bahamas — 2007
- Workshop, Bridging the Research – Policy Gap Communicating Health Research, Montego Bay, Jamaica — 2007
- Proposal writing workshop — Trinidad — 2006
- SPSS Basic training — 2006
- Scaling Up HIV in Institutions – Trinidad — 2005
- SUMA training – training in the management of relief supplies following national Health Systems Strengthening Workshop — Belize City, Belize — 2005

Computer skills

Microsoft Word, Excel, Publisher and Power Point Applications, desk top publishing

Extracurricular activities

- Founder and CEO of Faith Based Organisation
- Professional development services/training
 - Leadership training workshops
 - Goal setting workshop
 - Visioning seminar
- Public and motivational speaker
- Dissertation consultant/Thesis writing
- Research consultant.
- Career counselling for students
- John Maxwell Certified Coach, Speaker, and Trainer,
- Life Coach, mentoring young professionals

EDUCATION

Doctor of Education Degree, Double Major - Organisational Leadership and Human Services Administration, Nova Southeastern University 2009 - 2104
GPA 4.0

- Completed all course work inclusive of Organisational Leadership, Human Resources Development, Strategic Planning and Program Evaluation
- Dissertation: Organisational Citizenship Behaviours Among Nurses working in a Tertiary setting: A Bahamian Perspective

MA in Library and Information Science

University of South Florida — Tampa, Florida - 2005-07

- GPA 3.77

B.Sc. in Nursing Administration

University of the West Indies — Kingston, Jamaica — 1996-97

- Second Class Honours (Lower Division)

Certificate, Advanced Nursing Administration – Honours

University of the West Indies — Kingston, Jamaica — 1995-96

Ministry of Health – Nassau, Bahamas — 1983

- Diploma, Psychiatric Nursing

Bahamas School of Nursing — 1976-79

- Diploma in General Nursing

West Indies College High School, Mandeville Jamaica - 1974 - 1976

Saint Augustine's College, Nassau Bahamas - 1970 - 1974