

POST : ASSISTANT MANAGER NURSING (CASUALTY /OPD)
REFERENCE : GAM CHC 16/2023
INSTITUTION : GAMALAKHE CHC
SALARY : R683 838.00 per annum

Other Benefit(s) :

13th Cheque plus 12 % rural allowance, GEHS (employee must meet prescribed requirements and Medical Aid (Optional)

REQUIREMENTS OF THE POST:

Senior Certificate

Degree/ Diploma in nursing that allows registration with South African Nursing Council as Professional Nurse.

Post basic qualification with duration of at least 1 year in Primary Health Care accredited with SANC.

Current registration with Nursing Council as Professional Nurse (SANC) 2023 Receipt

Computer Literacy (Ms Word, Power Point, Excel etc)

Valid Code 08 Driver's Licence

Proof of current and previous work experience (service record/ certificate of service) endorsed by HR will be requested from shortlisted candidates

EXPERIENCE

A minimum of 10 years appropriate / recognizable experience in nursing after registration as Professional Nurse.

At least Six (06) years of the period referred to above must be appropriate / recognizable experience in the specific speciality after obtaining the one (1) year post basic qualification in Primary Health Care.

Three (03) years of the period referred to above must be appropriate /recognizable experience at management level.

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SKILLS:

Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as:

Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

Leadership, Organizational, decision making and problem solving abilities within the limit or the public sector and institutional policy framework.

Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.

Financial and budgetary knowledge pertaining to the relevant resources under management.

Insight into procedures and policies pertaining to nursing care.

KEY RESPONSIBILITIES:

Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Provision of quality comprehensive PHC Package service in line with NHI initiative. Provision of administration services Participate in clinic arrangements and sustainability in the implementation Integrated Clinic Service Management (ICSM). Provide quality and complete patient information in Health Patient record.

Improve activities within HAST programme to achieve individual target linked to 90-90-90 strategy.

Manage Maternal, Child Women's health programmes to achieve targets linked to emergency, chronic and minor ailments. Manage the achievement of couple of the year protection (insertion of Long Acting Reversible Contraceptive Method). Participate in the community outreach services, campaign and Imbizo. Participate and lead in the implementation of all community campaigns. Improve quality by monitoring and evaluation of all programmes.

Conduct clinical audits for priority programme, analyse and develop quality improvement plans.

Participate in Quality programme that provide quality of care: patient complaints, safety, incidence experience of care and waiting times. Ensure that high nursing care is rendered to all clients accessing emergency, chronic and minor ailments. Maintain constructive working with the multi-disciplinary member. Provide effective and professional leadership in Clinical Governance to ensure clinical accountability and quality patient care.

Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Monitor infection prevention and control in the CHC setting.

Monitor implementation of Priority Programmes to reduce morbidity and mortality. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote quality of nursing care as directed by the professional Scope of Practice and standards as determined by the institution and other regulating bodies. Ensure implementation of Legislated Norms & Standards, Ideal clinic/CHC and other departmental initiatives including provincial priorities.

Maintain professional growth or ethical standards and self-development. Monitor and evaluate HR performances EPMDS for all relevant staff.

Participate in Nerve Centre Meetings and provide guidance. Monitor the verification and validation of data before submission to FIO. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural racial or religious differences.

ENQUIRIES: Mrs. TMM Ntuli

TEL: 039 318 1113

CLOSING DATE: 2023.12.08