



NETCARE

# Vacancy

Closing date: 26.01.2024

## Role profile

|                     |                               |
|---------------------|-------------------------------|
| Role title          | Registered Nurse              |
| Division            | Netcare Primary Care Division |
| Location            | Medicross Randburg            |
| Reporting structure | Clinic Manager                |

## Role summary

The Registered Nurse is a professional who is responsible for the assessment, planning and implementation of individualised and holistic nursing care of patients, their families or the community, either performed directly or indirectly.

The incumbent ultimately coordinates patient care within the concept of the multi-disciplinary health team.

The incumbent also fulfils the role by the use of scientifically based nursing theories and processes, treating the patients as a physical, social and spiritual individual and by use of educational and technical means applicable to health care practice.

## Key work output and accountabilities

- Assist with safe quality nursing care: permanent and temp nursing staff.
- Assist with equipment need analysis for budget/capital expenditure purposes.
- Assist with new medical equipment, preventative services and repair and maintenance within legal specifications.
- Ensure correct billing, assist with stock management, month end, stock-take and purchasing according to standard product list and minimum and maximum stock levels.
- Assist with investigating of all negative clinical incidents.
- Assist with monitoring safety standards in accordance with the Machine and Occupational Safety Act (Act 6 of 1983).
- Report all accidents and incidents to Line Manager/Safety Representatives.
- Assist with compliance with protocols, policies and Acts.
- Report all equipment not in working order.
- Assist with the control of asset register.
- Assist with medical healthcare waste management and compliance to legal requirements.
- Participation, representation and/or chair on committee's e.g. Occupational Health and Safety, Infection and Prevention, Clinical Governance.
- Assist with ensuring unit is providing safe, cost effective quality patient care in line with Clinical Governance strategy and evidence-based practice.

- Assist with evaluating the patient's journey through patient experience and stakeholder input.
- Assist with evaluation of nursing quality indicators and clinical outcomes.
- Effective communication with patients regarding their care.
- Promotion of health and well-being.
- Ensure principles of infection prevention, all standard precautions, clean hygienic environment are adhered to.
- Promote good public relations with patients, relatives, visitors and sales representatives.
- Identify quality improvement opportunities and assist with ensuring of appropriate strategy and quality improvement initiatives are developed and measured.
- Assist with implementing group quality initiatives.
- Assist with effective and formal communication: Registered Nurses to attend Sisters' meetings.
- Assist and ensure a professional environment at all times: Netcare way, Medicross Policies and Procedures.
- Assist to comply with the transformation goals of the organisation.
- Outside orientation: Awareness of outside constituencies, emphasizing particularly the need to respond to the requirements of customers, suppliers, partners, shareholders and other interest groups such as local communities affected by the organisation.
- Global mind-set: Possessing a global frame of reference that enables one to scan the external world environment for different perspectives and to adopt successful practices. The capacity to inculcate a global mentality in others by instilling shared values and cross-cultural sensitivity.
- Assist with participation in your EPD performance appraisals.
- Assist the Charge Sister with action and development plans and ensure adherence thereof.
- Assist the Charge Sister with identifying, training and retaining of nursing staff.
- Assist with the completion of Training Needs Analysis according to nursing technical matrix, competencies and business requirements.
- Keep up to date with Netcare's / Medicross evolving policies and procedures.
- Keep abreast of current research in their discipline.
- Attend training / seminar / workshops etc.
- Assume responsibility for own personal and professional development (20 in service hours, 20 own time hours).
- Assist with management and supervision of nursing staff and all related issues.
- Assist in monitoring of nursing staff attendance and/or absenteeism.
- Adhere to staff dress code within and on leaving the clinic.
- Assist with the orientation and sign off competencies of new nursing staff, temp nursing staff and nursing students.
- Participate in ongoing performance appraisals.
- Coaching and mentoring of other nursing staff.
- Build and maintain effective relationships with doctors, staff, patients, visitors, sales representatives and the Departments of Health and Labour.

- Build strategic interdepartmental relationships.
- Assist in the effective management of doctors and patients.
- Attend to nursing complaints and prioritise improvement of customer care.
- Ensure compliance to “Netcare way”.
- Assist in originating action to improve existing work processes and conditions for improved quality of outputs.
- Produce high quality work by accurately performing processes and tasks.
- Assist in identifying and understanding problems and opportunities in order to implement appropriate action and/or to resolve problems effectively.

## Skills profile

### Education

- Grade 12 or equivalent NQF 4 certificate.
- Registered as a Professional Nurse with the South African Nursing Council or equivalent NQF level 7 qualification.

### Work experience

- Previous experience in hospital/clinic environment would be desirable.
- Knowledge of Medical Schemes advantageous.
- Computer literacy.

### Knowledge

- Thorough knowledge of general / primary care nursing theory and practice.
- Extensive knowledge of modern nursing care principles and practices in the highly specialised field of the intensive care nursing.

### Non Managerial/ Specialist Skills

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|-------------------------------------|--|
| Customer Focus and Service Delivery | The capacity to identify and respond to the needs of *internal and external customers.<br><br>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship |
| Continuous Improvement              | The capacity to improve systems and processes to facilitate continuous improvement.  |
| Personal Work Ethic                 | Capacity to instil an ethic of quality and consistency in self and others.   |
| Building Relationships              | Capacity to establish constructive and effective relationships.  |
| Communication                       | The capacity to clearly present information, either written or verbal.   |
| Teamwork                            | Capacity to cooperate with others to work towards a common goal.   |

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| Technical Knowledge          | The capacity to perform a technical function to required standards.  |
| <b>Values and behaviours</b> |  |
| Netcare values               | <p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> <li>• Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li> <li>• Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li> <li>• Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li> <li>• Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families.</li> <li>• Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul> |
| The Netcare way              | <p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> <li>• I always greet everyone to show my respect.</li> <li>• I always wear my name badge to show my identity.</li> <li>• I am always well-groomed to show my dignity.</li> <li>• I always practise proper hand hygiene to show my care.</li> <li>• I always engage to show my compassion.</li> <li>• I always say thank you to show my appreciation.</li> <li>• I always embrace diversity to strengthen inclusivity and belonging.</li> </ul>  |

## Application process

### Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [pcdreruitment@netcare.co.za](mailto:pcdreruitment@netcare.co.za)

#### Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

