



NETCARE

# Vacancy

Closing date: 26.01.2024

## Role profile

Role title	Enrolled Nurse
Division	Netcare Primary Care Division
Location	Medicross Tokai
Reporting structure	Clinic Manager

## Role summary

The Enrolled Nurse is responsible for direct and/or indirect nursing care of a patient or group of patients and will function under the direct and/or indirect supervision of the Registered Nurse.

The incumbent is also responsible for and is held accountable for his/her own acts and omissions. Nursing activities form part of a nursing regime that is planned and initiated by the Registered Nurse. The Enrolled Nurse is responsible for the assessment, care and needs of patients; and for the development, implementation and evaluation of appropriate programmes of care, ensuring the delivery of high quality care to patients.

## Key work output and accountabilities

### Administration Management

- Ensure that all documentation is maintained timeously and accurately, reflecting patient care.
- Ensure all stock is charged appropriately.
- Assist with file compilation.

### Governance, quality and risk management

- Maintain a therapeutic, clean and safe environment that is free from medico-legal hazards.
- Adhere to Netcare medical waste management principles and all other waste management principles.
- Maintain a safe working environment in accordance with the Machinery and Occupational Safety Act.
- Report potential/actual risks identified.
- Ensure all stock is well controlled and managed.
- Responsible for ensuring correct use, cleaning and storage of equipment.
- Report equipment needing repair or replacement to the Sister-In-Charge.
- Maintain a professional conduct and standards at all times in accordance with hospital policies and procedures.
- Maintain patient confidentiality at all times.

## Patient care

- Practice patient care according to the Scope of Practice and assume total responsibility for these activities.
- Contribute to the holistic care of patients.
- Participate in clinic's quality improvement programme.
- Effective communication with patients regarding their care.
- Promotion of patient overall health and wellbeing.
- Practice the principles of infection prevention and all standard precautions.
- Promote and maintain good public relations with patients, relatives and visitors.
- Execute all procedures according to given standards as per the scope of practice.
- Report all complaints from patients and doctors to the Theatre Unit Manager.
- Report all incidents and near misses to the Theatre Unit Manager.
- Carry out all departmental duties as assigned by the Registered Nurse / Theatre Unit Manager.
- Ensure that patient valuables are locked away.

## Teamwork

Actively participate as a member of a team to achieve goals.

## Skills profile

### Education

- Grade 12 or equivalent NQF 4 certificates.
- Registration with the South African Nursing Council as an Enrolled Nurse or equivalent NQF level 4 qualification.
- Compliance with the SANC code for an Enrolled Nursing and all applicable Health Care Legislations.

### 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

Customer Focus and Service Delivery

The capacity to identify and respond to the needs of \*internal and external customers.

	*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.
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 show I am not a racist.</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.

