



ROLE PROFILE	
ROLE TITLE	NIGHT MANAGER
DEPARTMENT	NURSING
REPORTING STRUCTURE	NURSING SERVICES MANAGER
CLOSING DATE	9 AUGUST 2019
ROLE SUMMARY	
<p>The Night Manager will be responsible for coordinating Improved Quality Nursing Care by ensuring compliance to professional and ethical practice. The incumbent will be accountable for coordinating Training, Development and Mentoring of staff in the Hospital. The incumbent will also be expected to apply and manage the best and most effective operational practice by focusing on the integration of people, technology and finance drivers in ensuring that costs are maintained within budget.</p> <ul style="list-style-type: none"> • Administer and supervise thus ensuring standards for quality nursing care are met in the hospital, evaluate on an on-going basis and take appropriate action. • Monitor and enforce standards, procedures and staff performance. Manage hospital activities including irregularities and policy violations and take corrective and follow up action. Perform clinical instruction as necessary. • Control drugs as per regulations of the Pharmacy Act (Act 53 of 1974), perform checks on drug totals and drug register, ensure that procedures and recording are adhered to. Rationalise and control emergency stock. • Monitor and manage staff attendance and ensuring coverage of hospital at all times. Allocate staff, based on workload and level of competence ensuring optimal staff usage and maintaining the stability of nurse/patient ratio. • Promote and maintain good working and inter-personnel relationships with management, patients, staff, doctors and colleagues. Co-ordinate the activities of all hospital departments to provide uniformity of direction. • Demonstrate professional ethics and leadership qualities. Maintain standards and conduct to the South African Nursing Act and SANC Regulations • Conduct frequent hospital rounds and provide top quality, customer-centric service • Ensure processes are in line with the working procedures and policies of Busamed Paardevlei Private Hospital. 	

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification
- A relevant nursing qualification (Diploma in General Nursing/ B Cur Degree) or equivalent NQF 7 qualification
- Registration with the South African Nursing Council as a Registered Nurse
- Post basic qualification in Management will be an advantage

WORK EXPERIENCE

- At least five (5) years relevant experience in a Private Hospital Environment
- Experience in clinical leadership
- Experience in a Casualty unit will be advantageous

KNOWLEDGE

- Computer Literacy essential
- Sound financial knowledge and the ability to interpret financial data
- Excellent organisational skills
- Excellent interpersonal skills
- Report writing skills
- Analytical thinking
- Must be able to function effectively independently

APPLICATION PROCESS

BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER

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

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to applications.paardevlei@busamed.co.za and highlight Night Manager Application as the Subject of the e-mail.

Should you not hear from us by the 31st August 2019, please accept that your application was unsuccessful.
