

### ROLE PROFILE

Role Title	<b>UNIT MANAGER – OPERATING THEATRE</b>
Department	<b>NURSING</b>
Reporting Structure	<b>NURSING MANAGER</b>
Closing Date	<b>05 FEBRUARY 2021</b>

### ROLE SUMMARY

The Unit 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 Unit. 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 Unit costs are maintained within budget.

- Administer and supervise thus ensuring standards for quality nursing care are met in Theatre, evaluate on an on-going basis and take appropriate action.
- Monitor and enforce Theatre standards, procedures and staff performance. Manage Theatre 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. Set stock standard levels.
- Always Monitor and manage staff attendance and ensuring coverage of all theatres. Complete duty roster and record books in accordance with Employment Act. Allocate staff, based on workload and level of competence.
- Promote and maintain good working and inter-personnel relationships with management, patients, 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
- Ensure processes are in line with the working procedures and policies of Busamed Hillcrest 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 Hospital Environment
- Experience in clinical leadership
- Experience in a Theatre environment is 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.gateway@busamed.co.za](mailto:applications.gateway@busamed.co.za)

Should you not receive feedback two weeks after the closing date, kindly consider your application unsuccessful.

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