

VACANCY – HILLCREST

ROLE PROFILE

Role Title	UNIT MANAGER – MEDICAL WARD 1
Department	NURSING
Reporting Structure	NURSING MANAGER
Closing date	15 APRIL 2021

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 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.

RESPONSIBILITIES AND DUTIES

- Manage Acuties and Skill Mix in such a way as to ensure cost effective Quality Care.
- Ensure correct Billing, Stock Management and Ordering/replenishment.
- Facilitate timeous and accurate compilation of files
- Identify Quality Improvement opportunities and ensure appropriate strategy and Quality Improvement initiatives are developed and measured.
- Manage, advise and influence the delivery of cost-effective quality nursing care whilst enhancing the Patient Journey through monitoring and intervention.
- Manage and support cost efficient nursing care whilst ensuring quality care, policies and SOPs are maintained
- Participate in the implementation of National Core Standards and other Busamed audits and quality initiatives and any other duties assigned by Management
- Conduct active patient surveillance for Infection Prevention & Control (IPC) liaising with nursing staff and doctors
- Implement an IPC programme tailored to the needs of the ward and in alignment with hospital IPC strategy.
- Monitor IPC compliance and identify areas of non-compliance through clinical audits and CSA, remedial action to be implemented and assessed for effectiveness.
- Investigate all negative Infection Prevention & Control incidents / Adverse events and ensure appropriate recording and intervention.
- Maintain and update Barnowl: incident reporting, initiation and closure of Action Plans and regular review of department's Risk Register and mitigation of risk.
- Ensure compliance with Protocols, Policies and Acts.
- Ensure a safe working environment is maintained in accordance with the Machinery and Occupational Safety Act.
- Maintenance of Asset Register and contents (including all equipment and ward environment), ensuring service schedule is met, repairs signed off and maintenance schedule facilitated.
- Ensure adherence to requirements of POPI Act and Patient Confidentiality
- Evaluate Nursing Quality Indicators and Clinical Outcomes.
- Communicate effectively with patients, families and parents regarding the patient's care.
- Ensure the principles of Infection Prevention and all standard precautions are adhered to.

- Participate in hospital-cover (weekend call etc); rotational cover of Night Manager absence and scheduled time to work with and meet staff on Night Duty
- Facilitate a culture that is supportive of talent management and the initiation of required implementations to hone nursing talent
- Monitor and Control Staff Attendance and/or Absenteeism and ensure action is taken accordingly.
- Facilitate personal and professional staff development through an active coaching and mentoring programme aligned to the yearly Performance Development Programme (PDP)

EDUCATION

Essential:

- 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
- Compliance with the SANC code for a Registered Nurse and all applicable health care legislations

Preferred:

- A relevant Management Qualification

WORK EXPERIENCE

Essential:

- An intermediate level of Computer proficiency

Preferred:

- 2 or more years' experience in a private hospital setting
- Experience in clinical leadership
- Sound financial knowledge and the ability to interpret financial data

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.hillcrest@Busamed.co.za before the closing date cited above.

Kindly indicate the name of the position you are applying for in the subject line of your email. Please consider your application unsuccessful should you not hear from us by the 30 April 2021.