



VACANCIES ANNOUNCEMENT

We are seeking to fill the following positions.

4 Nursing Managers –Inpatient and Outpatient

1 Nursing Manager - ICU

1 Nursing Manager – Accident and Emergency

1 Nursing –Manager – Renal

1 Nurse Manager - Theatre

Job Summary

- Reporting to the Chief Nursing Officer, the Nurse Managers will be responsible for directing, organizing and supervising the work of nursing staff in their respective departments. They will coordinate nursing efforts to ensure that effective patient care is being provided and that quality standards are met. The job descriptions of each position will be consistent with the job requirements of the respective departments.

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Nurse Managers key duties will be;

- Identifying's patient service requirements by establishing personal rapport with patients and other persons in a position to understand service requirements.
- Maintains nursing supplies inventory by studying usage reports; identifying trends; anticipating needed supplies; raising requisitions and follow up with procurement and relevant departments.
- Maintains nursing guidelines through policies and procedures.
- Assuring quality of care by proper interpretation of hospital and nursing departments standards of care;
- Enforcing adherence to Nursing Council of Kenya requirements and other statutory regulations; measuring health outcomes against standards;
- Orientation, and training of nurses and auxiliary staff in the department
- Completes patient care requirements by scheduling and assigning nursing and staff; following up on work results.
- Maintains nursing staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains safe and clean working environment
- Maintains documentation of patient care services by auditing patient and department records.

- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Ensures operation of medical and administrative equipment.
- Maintains professional and technical knowledge by attending educational workshops;
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
- The job descriptions will be consistent with the job requirements of the departments
- Maintaining accurate inventory of medicines, equipment and supplies in the department

ACADEMIC QUALIFICATION:

- Bachelor of Science Nursing Degree
- Diploma from an accredited School of Nursing KRN/KRCHN, and preferably one post-basic nursing qualification

EXPERIENCE:

- Minimum of 5 years as a senior nurse in a busy department
- Served in a similar or supervisory role for at least 3years
- BLS/ACLS training certificate

KNOWLEDGE, SKILLS AND ABILITIES

- Must be licensed to practice by, and in good standing with the Nursing Council of Kenya
- Knowledge of nursing practices and protocols
- Demonstrated ability
- Excellent clinical skills
- Demonstrated managerial and leadership skills.
- Ability to function in a multidisciplinary team
- Excellent interpersonal and communication skills
- Demonstrated planning and organising skills
- Good logical thinking skills.

Interested persons should submit a cover letter and a detailed CV addressed to:

The Chief Executive Officer

The Karen Hospital

P.O. Box 74240 -00200

Nairobi, Kenya,

And send to: hrm@karenhospital.org so as to be received on 26th Oct 2018, by 5.30pm.