



## VACANCY: JOINT MEDICAL HOLDINGS

<b>DIVISION:</b>	<b>CITY HOSPITAL</b>
<b>JOB TITLE:</b>	<b>NIGHT SUPERVISOR</b>

### PURPOSE OF POSITION

- Represent the Nursing and hospital managers on night duty by supervising the hospital as per the guidelines in terms of the nursing and administration department, and basic operations.

### KEY PERFORMANCE AREAS

- Implement, Monitor, evaluate and maintain standards of planned patient care processes thereby ensuring provision of optimum quality within budgetary constraints.
- Maintain records pertaining to patient care, statutory requirements (drug books), duty schedules and any other record as required in an up-to date and accurate condition.
- Carry out Nursing Audits as required to identify areas for improvement and to meet medico-legal requirements.
- Contribute to the setting of Nursing Standards for the hospital as a whole and to developing standards for the department in particular.
- Liaison with Doctor's, Case Manager and Pharmacy Manager in regard to treatment protocols, costs and other matters pertaining to nursing quality or management of care.
- Monitor infection rates and liaise with the infection control officer in this regard.
- Provisions of agreed standards and quality of care
- Create a working environment for staff to feel well managed and supported and to achieve jointly agreed productivity levels both in quantity and quality output.
- To participate in Clinical Governance and audit programmes and research as appropriate.
- To review practices and procedures and make recommendations for improvement.
- To monitor and evaluate the standards of care provided.
- To maintain clear and concise records.
- To implement and monitor effective measures for infection control in conjunction with the Infection Control Nurse in order to maintain both patient and staff safety.
- To promote good interdepartmental relationships

### COMPETENCIES (The following will be advantageous)

<p><b>MINIMUM REQUIREMENTS</b> (Educational Qualifications &amp; Experience)</p>	<ul style="list-style-type: none"> <li>• Must have Leadership ability with sound business acumen.</li> <li>• Must be results driven in a fast paced, multi-faceted environment.</li> <li>• Must have the ability to think critically and make sound decisions.</li> <li>• The ideal candidate must have the willingness to assume job ownership, work independently and apply principles of continuous improvement.</li> <li>• Must be computer Literate.</li> <li>• Must have basic understanding of BCEA and LRA</li> </ul>
<p><b>SKILLS</b> (Practical &amp; Technical)</p>	<ul style="list-style-type: none"> <li>• Must have excellent telephone skills.</li> <li>• Must possess excellent inter-personal skill</li> </ul>
<p><b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)</p>	<ul style="list-style-type: none"> <li>• Professionalism and initiative</li> <li>• Well-spoken and respectful</li> <li>• Must be able to adhere to all company rules and policies.</li> </ul>
<p><b>JMH VALUES</b> (Commitment)</p>	<ul style="list-style-type: none"> <li>• We respect the dignity of an individual.</li> <li>• We are committed to giving our doctors top quality service.</li> <li>• We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential.</li> <li>• We are committed to providing our shareholders with a fair rate of return on their investment.</li> <li>• We will act in a responsible manner towards our physical and social environment.</li> </ul>
<p>CV's together with supporting documents should be submitted to: <a href="mailto:recruitment@jmh.co.za">recruitment@jmh.co.za</a></p>	
	<p style="text-align: center;"><b>NB: Only short-listed candidates will be contacted.</b></p> <p style="text-align: center;"><b><u>POPIA CLAUSE – HR ADVERTS</u></b></p> <p>Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).</p> <p>By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.</p> <p>If unsuccessful, your personal information is securely destroyed and is not retained by the company.</p> <p style="text-align: center;"><b>Closing date for applications is 19 July 2023.</b></p> <p style="text-align: center;"><b>Yours faithfully</b> <b>Jenny Bux</b> <b>Group HR Manager</b></p>