



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	JOINT MEDICAL HOLDINGS - GROUP
JOB TITLE:	GROUP NURSING SERVICES MANAGER

PURPOSE OF POSITION

- The Group Nursing Services Manager is responsible for the planning of staffing resources, on-going and systematic gathering and assimilation of data relating to the delivery of quality nursing and patient care services.

KEY PERFORMANCE AREAS

- Support participation in national program recognition as directed by the Board.
- Review laws, regulations, and literature to determine areas that need to be assessed to ensure standards required by OHSC, DOH, DOL, OHS, MCC, CDC, SANC and other statutory requirements (medical related) and accrediting bodies.
- Create quality improvement processes, policies and manuals as needed.
- Help to develop a culture of patient centered, data driven care, with high reliability of clinical processes.
- Promote on-going proactive reduction of safety risks to patients in the design and redesign of organizational processes, functions and services using quality and performance improvement model.
- Manage the process of continuous clinical quality improvement through relationships with clinical providers, specialists, and ancillary departments.
- Act as liaison between administrative, management, medical staff and employees.
- Oversee and maintain guidelines to monitor and report written documentation for quality measures (Benchmarks, LSI's and KPI's, track and trend risks).
- Participate in internal, local, or regional improvement projects and initiatives as needed to improve the Group's performance as it relates to clinical quality.
- Identify Hospital-wide opportunities for clinical quality process improvement, including formal studies related to organizational performance.
- Assist in implementation of clinical documentation audits of clinical quality processes.
- Develop structured auditing criteria of medical records to determine compliance with standards of clinical care.
- Perform internal clinical audit in the various hospitals.
- Educate providers regarding best clinical quality practices as required.
- Collaborate with Medical Team, Nursing Teams and other staff to improve quality of patient care.
- Investigate clinical quality issues and work with the NSM on resolutions.
- Interface with pharmacy staff in establishment of medication and prescribing quality initiatives.
- Work with the Medical /Nursing Teams to define and oversee specific educational objectives for developing awareness and support for quality programs and services through consultation with department heads and managers.
- Communicate updates and new information to Medical Leadership, Clinical Leadership and direct care providers; monitors and ensures compliance with medical protocols, policies and procedures.
- Maintain leading-edge knowledge of contemporary healthcare organization quality improvement processes and issues.
- Represent quality interests in the development of an electronic system for staff education and development.
- Assist with the design and implementation of clinical informatics to enable the care process.
- Plan, lead and manage monthly QA meetings, providing pertinent data and trends relative to medical services to QA Committee's and at management meetings and the JMH Medicals Ethics committee.

- This will require close collaboration with departments such as Information Systems and Medical Records department, as well as with the department managers.

COMPETENCIES (The following will be advantageous)

<p>MINIMUM REQUIREMENTS (Educational Qualifications & Experience)</p>	<ul style="list-style-type: none"> • A Master’s or BCurr Degree in Nursing • Over 10 years’ experience in nursing management. • Knowledge of health care related laws and regulations. • Experience with healthcare quality improvement, clinical research, informatics, and continuous quality improvement principles and practices. • Experience abstracting clinical information from medical records. • The ability to appropriately evaluate medical records and other health care data. • Organized, accurate, detail oriented. • Experienced with the use of Windows-based PC applications with emphasis on word processing, database, and spread sheet software (e.g., MS Word and Excel and PowerPoint).
<p>SKILLS (Practical & Technical)</p>	<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in writing. • Ability to establish and maintain effective and cooperative working relationship with staff and others contacted in the course of the work. • Promote staff awareness of the organization's medical quality improvement initiatives and quality outcomes. • Ability to maintain confidentiality of sensitive medical information. • Ability to effectively prioritize multiple tasks and deadlines, and work under pressure.
<p>BEHAVIOURAL ATTRIBUTES (Personality Characteristics)</p>	<ul style="list-style-type: none"> • Professionalism and initiative. • Well-spoken and respectful. • Must be able to adhere to all company rules and policies.
<p>JMH VALUES (Commitment)</p>	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.

CV’s together with supporting documents should be submitted to: recruitment@jmh.co.za

NB: Only short listed candidates will be contacted.
POPIA CLAUSE – HR ADVERTS

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

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.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

Closing date for applications is 10 December 2024

Yours faithfully
Jenny Bux
Group HR Manager