TO: HEADS OF ALL DEPARTMENTS  
VACANCIES IN EDENDALE HOSPITAL  
CIRCULAR MINUTE: EDH 12/2020

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
   - Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
   - Certified copy of Identity Document.
   - Updated Curriculum Vitae with full record of service.
   - Certified Copy of Highest Educational Qualifications

NB: CERTIFIED COPIES SHOULD NOT BE THREE MONTHS OLDER

2. The Reference Number must be indicated in the column provided on the Z83, e.g. HRM 1/2018.

NB: Failure to comply with the above instructions will disqualify applicants.

3. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications).

4. Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful.

5. Edendale Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution.

6. Preference will be given to the following candidates as per Employment Equity target: Any person with disability (regardless of race and gender), African Male, Indian Male, White Male, Indian Female, Coloured Male, White Female, Coloured Female.

7. Please note that due to financial constraints no S&T payments will be considered for payment to candidates that are invited for interview.

8. ALL APPLICATIONS SHOULD BE FORWARDED TO:
   CHIEF EXECUTIVE OFFICER OR HAND DELIVERED TO THE BOX BY THE MAIN GATE.
   EDENDALE HOSPITAL BEHIND SECURITY OFFICE
   PRIVATE BAG X 509 PLESSISLAER
   3216
   FOR THE ATTENTION OF: MR. L. MAKHAYE
   N.B: NO REGISTERED MAIL AND FAXED APPLICATIONS WILL BE CONSIDERED

CLOSING DATE FOR APPLICATIONS: 07 April 2020

Original signed by the CEO (Available on request)
CHIEF EXECUTIVE OFFICER
EDENDALE HOSPITAL
DATE: 24 March 2020
RE-ADVERTISEMENT

POST TITLE : CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE)
NO. OF POST : 01
CENTRE : EDENDALE HOSPITAL
COMPONENT : PLANNING, MONITORING AND EVALUATION DEPARTMENT
REFERENCE : ME 23/2020
SALARY NOTCH : GRADE 1: R 444 276.00 – R 500 031.00
OTHER BENEFITS : 13th Cheque
8% Inhospitable Area Allowance
Medical Aid (Optional)
Housing Allowance
(Employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST:
- Grade 12 / Matric or equivalent certificate
- Diploma /Degree in General Nursing that allows registration with the SANC as Professional Nurse
- Registration certificate from SANC as a professional nurse in General
- A minimum of 7 years appropriate / recognizable experience in Nursing after Registration as Professional Nurse with the SANC in General Nursing
- Proof of current registration with SANC as Professional nurse for the year 2020
- NB: Attach Certificate of Service that must be stamped and endorsed by the HR Department.

RECOMMENDATIONS:
- Computer Literacy
- Valid code 08 (EB) driver’s license
- Experience in the Quality Assurance Field will be an added advantage

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
- Knowledge of health policies in respect of Medical, Paramedical, Nursing and Administrative functions.
- Working knowledge of report writing; health policies; current public service and health related Legislations. Knowledge of Kwazulu-Natal hospitals and clinics within the uMgungundlovu District
- Ensure clinical practices in accordance with the scope of practices
- Promote quality of care as directed by professional scope of practices and standards as determined by the relevant health facility
- Demonstrate a basis understanding of HR and financial policies and practices
- Knowledge of norms and standards and provincial initiatives (Human Rights, Batho Pele, and Patient’s Rights Charter)
- High level of verbal and written communication skills, Numeric skills, High level of interpersonal relationship skills, Computer literacy in word processing, spreadsheet packages, Presentation skills.
- Assertiveness and diplomacy. Level of initiative and innovation, Ability to liaise with management concern for excellence, Innovation, drive, capacity to build and maintain relationships, Stress tolerance, empathy, credibility, responsiveness, professionalism, supportive, assertive and must be a team player

KEY PERFORMANCE AREAS:
- Ensure the implementation of National and Provincial quality initiatives at the institution, PHCs and Gateway facility
- Co-ordinate all quality improvement initiatives at the institution
- Ensure the implementation of norms and standards for key services at relevant health facilities (norms and standards for PHCs, Gateway and the institution)
- Monitor, evaluate and report on the delivery of quality care at institutional level including clinical care, waiting times and client experiences at institution, Gateway and PHC health facilities.
- Promote a quality assurance culture within the institution.
- Co-ordinate the development of appropriate intervention programmes which support the attainment of quality compassionate patient care.
- Provide advice on various aspects of quality care to health facilities within the institution.
- Monitor the compliance to national and provincial quality programmes i.e. KZN Norms & Standards for PHC, district hospitals, and regional hospital package of care.
- Monitor & Evaluate the implementation of the Performance Assessment Tools for Hospitals programmes
- Co-ordinate and facilitate health promoting hospital quality improvement projects and quality improvement projects and quality days.
- Facilitate education and training on National Core Standard, norms and standards, Ideal hospital, maintenance and realization framework (IHRMF) and other quality assurance initiatives
- Coordinate, consolidate and report all quality assurance indicators and quality improvement plans.
- Coordinates, provide ongoing feedback to management and quality teams on local and national programs and Quality patient care in order to ensure that the accreditation process remains on track.
- Ensure that all institutional standard operating procedures are reviewed and implemented accordingly.
- Lead and ensure the functionality of the institutional quality improvement committees.
- Represent the institution on the District Quality Improvement Committee

Enquiries: Mrs. S. Roopan
Telephone (033) 395-4006

Closing Date: 07 April 2020