TO HEADS OF ALL INSTITUTIONS
VACANCES AT ESTCOURT HOSPITAL
CIRCULAR MINUTE NO: EST/08/2020

The content of this circular Minute must be brought to the notice of all eligible Officers and employees on your establishment including those in Regional/ District Offices. Institution must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal places of work.

Direction to candidates:-

1. The following documents must be submitted:
   a) Application for employment form (Z83), which is obtainable at any government department.
   b) Certified copies of highest Educational qualification- copies of certified copy will not be accepted.
   c) Proof of current registration with SANC
   d) Curriculum Vitae.
   e) Certified copy of ID document.

2. The reference number must be indicated in the column provided on the form Z83. e.g. reference EST/08/2020

N.B. Failure to comply with the above instruction will disqualify the applicants.

3. Please note that due to the number of application received, applicants will not be acknowledged. However, applicants will be advised of the outcome of their application in due course.

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

This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. People with disabilities should feel free to apply.

NB. Subsistence and Travelling Claims will not be paid due to financial Constraints
POST: Clinical Programme Co-ordinator Grade 1
(Quality Assurance Co-ordinator)

CENTRE: ESTCOURT DISTRICT HOSPITAL

REFERENCE: EST/08/2020

SALARY: R 444 276.00 – R 500 031.00 PER ANNUM

OTHER BENEFITS:
- 13TH CHEQUE
- HOUSING ALLOWANCE
- MEDICAL AID OPTIONAL (Employee must meet prescribed requirements)
- 8% RURAL ALLOWANCE

MINIMUM REQUIREMENTS:
- Senior Certificate – Grade 12
- Degree/ Diploma in General Nursing
- Minimum of 7 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing
- Proof of Current registration with SANC (2020)
- NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.

RECOMMENDATIONS:
- Valid code 08 driver’s licence
- Computer Literacy
- Experience In Quality Assurance Management Programme

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
- Demonstrate an in depth understanding of nursing legislations related to and ethical nursing practices and how this impact to service delivery.
- Ensure clinical practices in accordance with the scope of practice.
- Promote quality of care as directed by professional scope of practice and standards ad determined by the relevant health facility.
- Demonstrate a basis understanding of HR and financial policies and practices.
- Strong interpersonal communication and presentation skills.
- Knowledge of Total Quality Management (TQM)
- Knowledge of Norms and Standards, ICR+M and IHR+M and provincial initiative (Human Rights, Batho Pele, and Patient’s Rights Charter)
- Knowledge of guidelines and policies.

KEY PERFORMANCE AREAS:
- Work as part of a multidisciplinary team to ensure good quality of care across all disciplines.
- Perform quality improvement audits and surveys and report to Senior Management and multidisciplinary health team.
- Monitor and evaluate delivery of quality care at the entire institution.
- Ensure implementation of standards and Norms and Standards provincial initiatives.
- Co-ordinate quality improvement plans and initiatives within the institution.
- Monitor and evaluate the National and Provincial quality programs.
- Provide advice on various aspects of quality care to the institution.
- Provide monthly reports to Supervisors and Senior Management about progress of the service delivery.
- Monitor clinical and non-clinical areas on regular basis to ensure compliance to processes for standardization.
- Ensure that all departments are providing quality services.
- Ensure proper reporting and recording to Web system.
- Represent the institution in District and Provincial QAM forums.

ENQUIRIES: Mrs. M. House (Assistant Nursing Manager (M&E))
TELEPHONE: 036 – 342 7209 / 7149
All applications must be forwarded to: The Human Resource Department
Estcourt Provincial Hospital
P/Bag x 7058
ESTCOURT
3310

Closing date: 2020/07/24

Original signed by CEO

CHIEF EXECUTIVE OFFICER