29 JUNE 2020

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.G20/2020

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:­

1. The following documents must be submitted:-
   (c) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.
   (d) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. Persons with disabilities should feel free to apply for the post.

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

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

4. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications.

CLOSING DATE FOR APPLICATIONS IS 24 JULY 2020

HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL
DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

NOTE: Applications must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

POST: CLINICAL PSYCHOLOGIST (X1 POST): GRADE 1: REFERENCE NO. G32/2020

CENTRE: King Edward VIII Hospital

CLUSTER: Medico – Legal Management Unit

SALARY: R545 796.00 - R605 751.00

Other benefits: 13TH CHEQUE, HOUSING ALLOWANCE (employee must meet prescribed requirements) , medical aid(optional )

REQUIREMENTS FOR THE ABOVE POST: -

- Appropriate qualification as Psychologist PLUS
- Registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-

- Sound knowledge of clinical psychologist’s diagnostic, assessment and treatment procedures
- Good communication skills
- Leadership, supervisory skills and management skills
- Sound planning and administrative skills
- Computer knowledge

RECOMMENDATIONS:-

Experience in working with children with neurodevelopmental problems would be an added advantage

KEY PERFORMANCE AREAS:-

- Provide psychology services to inpatients and outpatients in King Edward VIII Hospital
- To administer, interpret and write reports on psychometric assessments
- To provide individual and group therapy to patients referred to that department
- To provide supervision to intern psychologist placed at the hospital
- To participate and contribute to the community mental health activities conducted by the hospital
- Liaise and cooperate with external stakeholders and other disciplines regarding clinical psychology services provision
POST: DENTIST (MAXILLO FACIAL AND ORAL SURGERY) X1 POST: REF.NO G33/2020

CENTRE: King Edward VIII Hospital

CLUSTER: Medico – Legal Management Unit

Grade 1: R 797 109.00 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

Experience: The appointment to grade (1) requires appropriate qualification plus registration with the HPCSA as a Dentist

The appointment to grade (1) requires 1 year relevant experience after registration as a Dentist with a recognised foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

Grade 2: R 938 964.00 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional.

Experience: The appointment to grade (2) requires appropriate qualification, registration certificate plus (7) years’ experience after registration with HPCSA as Dentist.

The appointment to grade 2 requires (8) years relevant experience after registration as Dentist with a recognised foreign health professional council in respect of a foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.

Grade 3: R 1089 693.00 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional.

Experience: The appointment to grade three (3) requires appropriate qualification, registration certificate plus (12) years’ experience after registration with HPCSA as Dentist.

The appointment to grade 3 requires (13) years relevant experience after registration as Dentist with a recognised foreign health professional council in respect of a foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.

MINIMUM REQUIREMENTS:

BDS or BCHD or equivalent qualification PLUS
Registration with HPCSA as a dentist PLUS
Current registration(2020) with HPCSA

RECOMMENDATIONS:

- Clinical experience in Maxillo Facial and oral surgery environment
- Certificate in Basic Life Support
- ATLS is highly recommended
- Clinical experience in the public sector will be an advantage

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Sound knowledge and understanding of Maxillo Facial and Oral Surgery
- Competence in examination of and treatment planning for Maxillo Facial and oral surgical patient.
- Competence in assessing Maxillo facial and Oral surgical patients pre-operatively
- Competence in post-operative management of Maxillo Facial and Oral surgical patients
- Good decision making, problem solving skills ,leadership and mentoring skills
- Good verbal and communication skills

KEY PERFORMANCE AREAS

- Management of patients presenting for Maxillo Facial and Oral Surgery
- Management of patients in the clinic under local anaesthesia
- Assist in the management of patients in the operating theatre under general anaesthesia
- Contribute to the training of nursing personnel and medical personnel in operating theatre
- Participate in academic activities of the hospital
- Participate in research activities in the unit
POST: CHIEF DIETITIAN: GRADE 1 (X1 POST) REFERENCE NO.G34/2020

CENTRE: King Edward VIII Hospital

CLUSTER: Medico – Legal Management Unit

SALARY: R466 119.00 per annum

REQUIREMENTS FOR THE ABOVE POST: -
• Appropriate qualification as a Dietitian PLUS
• Current registration with the Health Professions Council of South Africa as a Dietitian for independent practice. PLUS
• 3 years current clinical experience as a Dietitian PLUS experience working with neurologically impaired paediatric patients PLUS
• Unendorsed valid Code B driver’s licence (Code 08).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-

• Sound knowledge of dietetics procedures, practices and equipment
• Sound clinical knowledge of human nutrition and appropriate therapeutic nutrition interventions
• Knowledge of scope of practice, ethical code and relevant legislations
• Sound knowledge in the management of human resources, financial resources and equipment.
• Clinical reasoning and decision making skills for nutrition assessment, classification, counselling and support of patients.
• Excellent communication (verbal and written), organisational, time management, computer and interpersonal skills
• Ability to work within a multi-disciplinary team
• Demonstrate sound management and reporting skills

KEY PERFORMANCE AREAS

• Comprehensive assessment of paediatrics and general dietetic service using the correct therapeutic and diagnostic techniques
• Plan and implement optimal Dietetic services to paediatrics
• Treat and manage a clinical caseload including practical teaching and mentorship.
• Develop evidence based standard operating procedures for the nutrition care and management of patients with disabilities.
• Perform all delegated clinical and management responsibilities within applicable legislation
• Facilitate and conduct nutrition education and promotion activities as required.
• Conduct visits to PHC feeder clinics / home visits for identified patients and support institutions in the area to develop appropriate nutrition support services for patients with disabilities.
• Maintain health information statistics in line with department of health guidelines and policies and provide regular reports.
• Plan and Manage resources (financial, inventory and human) in line with budget allocations for nutrition services.
• Ensure that nutrition care records of assessment, treatment and progress are maintained in accordance with HPCSA requirements.
• Monitor and evaluate the effects of nutrition care interventions on individuals or groups of patients.
• Improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimize nutrition care.
• Participate and contribute to clinical working groups.
• Implement quality improvement / assurance measures to maintain high standards of nutrition services.
• Maintain CPD accreditation as regulated by HPCSA.
POST: CLINICAL TECHNOLOGIST-NEUROPHYSIOLOGY X1 POST: REFERENCE NO.G36/2020

CENTRE: King Edward VIII Hospital
CLUSTER: Medico – Legal Management Unit
SALARY: R317 976.00 per annum

Grade 1 – R317 976.00 pa, Plus 13th cheque, Medical Aid -Optional & Housing Allowance: Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist (Neurophysiology) in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Clinical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa

Grade 2: R372 810 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Minimum 10 years relevant experience after registration with the HPCSA as a Clinical Technologist (Neurophysiology) in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

Grade 3: R439 164 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Minimum of 20 years relevant experience after registration with the HPCSA as a Clinical Technologist (Neurophysiology) in respect of RSA Qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Clinical Technologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

MINIMUM REQUIREMENTS:
- Tertiary educational qualification National Diploma in Clinical Technology (Neurophysiology) or Degree in Clinical Technology(Neurophysiology).
- Current Registration with HPCSA as a Clinical Technologist

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
- Competency and skills in independently performing Electroneuro-diagnostic studies for paediatric populations: including routine, mobile and long term EEG, transcranial Doppler ultrasound, visual- auditory- and somatosensory evoked potentials, basic and advanced nerve conduction studies and assisting physicians with EMG examinations.
- Additional experience in sleep testing will be an advantage. Technical report writing skills for previously mentioned procedures.
- There must be willingness to learn additional skills, such as autonomic testing, and basic clinical knowledge of diagnostic and therapeutic procedures are required. Good communication, organisational and interpersonal skills. They must be ability to work independently and in a team.
- Knowledge of ethical code of conduct, patient’s right and Batho Pele Principles.

KEY PERFORMANCE AREAS:
- Work in an active Neurophysiology unit King Edward VIII hospital EEG laboratory.
- Performing of EEG’s, NCS’s, EP’s, TCCDD’s, sleep studies and long term epilepsy monitoring.
- Ensure integrity of the recording systems.
- Ensure high quality and technically sound recordings of tests performed.
- Promote Batho Pele principles in order to promote effective service delivery.
- Maintain and check equipment regularly in order to comply with safety requirements.
- Exercise patient care and expertise when performing procedures.
POST : SOCIAL WORKER: GRADE 1 - 4 (X1 POST) REFERENCE NO. G37/2020

CENTRE : King Edward VIII Hospital

CLUSTER : Medico – Legal Management Unit

Grade 1: R257 952.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience : No experience is required

Grade 2 : R316 794.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience: A Minimum of 10 years appropriate experience in social work after registration as Social worker with the SACSSP

Grade 3 : R384 228.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience: A minimum of 20 years appropriate experience in a social work after registration as a Social Worker with the SACSSP

Grade 4: R472 551.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience: A minimum of 30 years appropriate experience in a social work after registration as a Social Worker with the SACSSP

REQUIREMENTS FOR THE ABOVE POST: -

- Bachelor of Social worker. PLUS Current registration with the SACSSP as Social worker. PLUS
- Unendorsed valid Code B driver's license (Code 08).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-

- Theoretical knowledge, practical knowledge and all methods of social work.
- Knowledge of government policies and legislation pertaining to social work practices.
- Social work skills: Counseling, Psychosocial assessment, Networking skills
- Communication and interpersonal skills
- Ability to communicate in English and IsiZulu
- Problem solving skills and maintaining
- Conflict management skills
- Ability to work under pressure

RECOMMENDATIONS:

- Experience in working with children with disabilities would be an added advantage.
- Experience in statutory social work as well as compiling and presenting report for the court of law would be an added advantage.

KEY PERFORMANCE AREAS:

- Conduct Psycho-social assessments of patients and families
- Provide screening, counselling, social support and therapeutic program for children and adults with disabilities and families.
- Provide discharge planning of patients
- Conduct community outreach services and develop appropriate screening and social support services for children and adults with disabilities and their families
- Establish and maintain social support services for children and adults with disabilities including communication with relevant internal and external stakeholders and partners
- Provide and maintain records of Social Work interventions, process and outcomes
- Implement the recommended Interventions by providing continued support counseling, guidance plus advice to the affected individuals, groups and families
- Participate in under and post graduate research projects including conducting in-service training programmes for social workers and other health professionals
- Compile patient’s reports and facilitating referrals to higher level of care or the relevant community organisations.
POST : PHYSIOTHERAPY: GRADE 1 – 3 (X1 POST): REFERENCE NO. G38/2020

CENTRE : King Edward VIII Hospital

CLUSTER : Medico – Legal Management Unit

Grade 1: R317 976.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience: No experience required after registration.

Grade 2: R372 810.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience: A Minimum of 10 years appropriate experience in Physiotherapist after registration with the Health Professions Council of South Africa (HPCSA)

Grade 3: R439 164.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience A Minimum of 20 years appropriate experience in Physiotherapist after registration with the Health Professions Council of South Africa (HPCSA).

REQUIREMENTS FOR THE ABOVE POST: -
• Appropriate qualification as a Physiotherapist PLUS registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist.

RECOMMENDATION:
• Neurodevelopmental training would be an added advantage

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-
- Sound knowledge of Physiotherapy diagnostic & therapeutic procedures,
- Knowledge on use and care of equipment
- Good knowledge on scope of practice, ethical codes & relevant legislation.
- Clinical reasoning and decision making skills,
- Ability to work within a multidisciplinary team,
- Good organisation and time management skills,
- Excellent communication and interpersonal relations.
- Basic supervisory skills.
- Skills in management of patients with cerebral palsy /neurological conditions would be an advantage.

KEY PERFORMANCE AREAS
- Comprehensive assessment of all patients using correct diagnostic and therapeutic techniques.
- Development of appropriate treatment programmes for patients.
- Provision of appropriate mobility and seating devices to patients.
- Recording of clinical findings and discussions in patient files.
- Practise holistic management of patients by referring to appropriate disciplines.
- Maintain statistics for clinical and non-clinical tasks.
- Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor.
- Participate in Quality Improvement programmes of the physiotherapy department and institution as requested.
- Involvement in monitoring and evaluation programmes of the physiotherapy department such as clinical and documentation audits, leave and attendance audits, NCS, Ideal Hospital assessments etc.
- Participate in regular performance management assessments.
- Participate in staff development activities e.g. CPD, in-service training, case presentations etc.
- Ensure safety and security of equipment and consumable resources of the department.
POST: OCCUPATIONAL THERAPIST: GRADE 1 – 3 REFERENCE NO.G39/2020 (X2 POST)

CENTRE: King Edward VIII Hospital

CLUSTER: Medico – Legal Management Unit

Grade 1  R317 976.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

Experience: No experience required after registration.

Grade 2  R372 810.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

Experience: A Minimum of 10 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA)

Grade 3  R439 164.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

Experience: A Minimum of 20 years appropriate experience in Occupational Therapist after registration with the Health Professions Council of South Africa (HPCSA)

REQUIREMENTS FOR THE ABOVE POST: -
- Appropriate qualification as an Occupational Therapist PLUS registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist.

RECOMMENDATION: -
- Neurodevelopmental training would be an added advantage

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-
- Sound knowledge and skill in OT paediatric and general diagnostic and therapeutic procedures.
- Skill and knowledge in the use of OT equipment and assistive devices.
- Knowledge of departmental administrative tasks.
- Knowledge of ethical code and scope of practice.
- Ability to problem solve, and apply analytical processes to patient care.
- Supervisory skill for junior staff and students.

KEY PERFORMANCE AREAS
- Provision of effective and comprehensive assessment and treatment for paediatrics and general occupational therapy services to all patients.
- Assessment, manufacture, and issue of assistive devices including supportive seating and wheelchairs/ buggies.
- Comprehensive care giver training, patient education and related concerns.
- Perform outreach services as needed
- Conduct group work/ therapy and/ or block therapy as identified.
- Confidential and ethical multidisciplinary approach and treatment of patients.
- Provide expert advice for environmental redesign, conduct home &school visits and other community visits as needed.
- Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. Disability grants, medicolegal, work, insurance.
- Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital etc.)
- Effective communication with all stakeholders (patients, NGOs, caregivers, etc.)
- Ensure professional development in line with patient care profile.
- Support the supervisor in all projects and transformative efforts.
POST : CHIEF OCCUPATIONAL THERAPIST: GRADE 1: (X1 POST) REFERENCE NO.G89 /2020

CENTRE : King Edward VIII Hospital

CLUSTER : Medico – Legal Management Unit

SALARY : R466 119.00 per annum

REQUIREMENTS FOR THE ABOVE POST: - Appropriate qualification as a Chief Occupational Therapist PLUS registration with the Health Professional Council of South Africa (HPCSA) as a Chief Occupational Therapist.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-
- Sound knowledge and skill in OT paediatric and general diagnostic and therapeutic procedures.
- Good skill and knowledge in the use of OT equipment and assistive devices.
- Good management and supervisory skill for staff and patients.
- Good Knowledge of skill of institutional administrative tasks and duties.
- Good knowledge of ethical code and scope of practice.
- Knowledge of relevant health acts and legislation that governs KZN and profession e.g. Health and safety, scope, National health Act, etc.
- Excellent verbal and written communication skills
- Ability to problem solve and apply analytical skill in patient care and management procedures.
- Ability to plan and work within a multidisciplinary team.

KEY PERFORMANCE AREAS
- Plan and/or implement an optimal occupational therapy service
- Perform all delegated clinical and management responsibilities within applicable legislation.
- Treat and manage a clinical case load including practical teaching & mentorship.
- Ensure a comprehensive paediatric and general OT service encompassing assessment, treatment, caregiver training, community/ home/ clinic visits, outreach, group work, block therapy and assistive device manufacture, issue and replacement including specialised seating and wheelchairs/ buggies.
- Develop and implement quality assurance programmes, clinical guidelines, audits (core standards, infection control, ideal hospital, etc.)
- Provide supervision, support and mentorship to junior staff.
- Initiate/ Implement and participate in professional development programmes and teaching.
- Plan/assist manager with planning and implementation of operational & procurement plans and budget analysis for the department.
- Manage or assist with an appropriate budget for adequate equipment, consumables and assistive devices in line with the clinical services rendered.
- Assume effective administrative responsibilities: report writing, statistics, audits, performance appraisals, meetings, legal report writing, labour relations, leave, policy development, etc.
- Ensure good interpersonal skills with staff, patients and consultants.
- Ensure a cost effective service with adequate resources.
- Safeguard and evaluate the status of equipment and infrastructure with a repair and maintenance programme.
- Support the manager in all transformative changes and additional management tasks as
POST: AUDIOLOGIST: GRADE 1 – 3 (X 1 POST) REFERENCE NO.G40/2020

CENTRE: King Edward VIII Hospital

CLUSTER: Medico – Legal Management Unit

Grade 1: R317 976.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience: No experience required after registration.

Grade 2: R372 810.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience: A Minimum of 10 years appropriate experience as an Audiologist after registration with the Health Professions Council of South Africa (HPCSA)

Grade 3: R439 164.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Experience: A Minimum of 20 years appropriate experience as an Audiologist after registration with the Health Professions Council of South Africa (HPCSA)

REQUIREMENTS FOR THE ABOVE POST:
- Appropriate qualification as Audiologist PLUS registration with the Health Professional Council of South Africa (HPCSA) as Audiologist.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:
- Sound knowledge of Audiological screening, diagnostic and therapeutic procedures and equipment.
- Sound knowledge of scope of practice, policies and clinical protocols, guiding the management of patients.
- Good verbal and written communication skills.
- Ability to work well in a multidisciplinary team.
- Dynamic problem solving skills and able to apply analytical processes to patient management.
- Knowledge of departmental administrative tasks
- Supervisor skill for junior staff and students.

KEY PERFORMANCE AREAS
- Provision of comprehensive Audiological screening, diagnostic assessment and therapeutic management of paediatrics and the general population.
- Conduct special tests, including Advanced Electrophysiology Tests, Auditory Processing Tests, Vestibular Assessments
- Assessments for and fitting of assistive hearing devices
- Provide aural rehabilitation, may including group therapy in a multidisciplinary team
- Develop, monitor & evaluate intervention programmes
- Host health education and training workshops, facilitate support services (e.g. caregiver support groups) and perform outreach as required
- Provide training, support and monitoring to develop, monitor and evaluate screening programmes (e.g. ototoxicity, Early Hearing Detection & Intervention (EDHI), ear & hearing care)
- Cerumen management
- Basic hearing assistive device trouble shooting and earmold modification
- Recommend school / vocational placement following assessment & management
- Liaise with relevant stakeholders
- Administrative tasks, e.g. recording keeping, report writing, referrals, participation in departmental meetings
- Quality improvement tasks: clinical guidelines, audits, infection prevention and control
POST : SPEECH THERAPIST: GRADE 1 – 3 (X2 POST) REFERENCE NO.G41/2020

CENTRE : King Edward VIII Hospital

CLUSTER : Medico – Legal Management Unit

Grade 1: R317 976.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

Experience: No experience required after registration.

Grade 2: R372 810.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

Experience: A Minimum of 10 years appropriate experience as a Speech Therapist after registration with the Health Professions Council of South Africa (HPCSA).

Grade 3: R439 164.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

Experience: A Minimum of 20 years appropriate experience as a Speech Therapist after registration with the Health Professions Council of South Africa (HPCSA)

REQUIREMENTS FOR THE ABOVE POST: -

- Appropriate qualification as a Speech Therapist PLUS registration with the Health Professional Council of South Africa (HPCSA) as a Speech Therapist.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED: -

- Sound knowledge and skill in speech therapy paediatric and general diagnostic and therapeutic procedures.
- Knowledge of departmental administrative tasks
- Knowledge of ethical code and scope of practice.
- Ability to problem-solve, and apply analytical processes to patient care.
- Supervisory skill for junior staff and students.

KEY PERFORMANCE AREAS

- Provision of effective and comprehensive assessment and treatment for paediatrics and general speech therapy to services to all patients.
- Sound knowledge of paediatric dysphagia assessment and management.
- Comprehensive caregiver training, patient education and related concerns
- Perform outreach services as needed.
- Conduct group work/therapy and or block therapy as identified
- Confidential and ethical multidisciplinary approach to treatment of patients.
- Conduct home and school visits and other community visits as needed.
- Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. disability grants, medicolegal work and insurance.
- Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.)
- Effective communication with all stakeholders (patients, NGOs, caregivers, etc.)
- Ensure professional development in line with patient care profile.
- Support the supervisor in all projects and transformative efforts.
POST : DIETITIAN: GRADE 1-3 (X1 POST) REFERENCE NO.G42/2020

CENTRE : King Edward VIII Hospital

CLUSTER: Medico – Legal Management Unit

Grade 1: R317 976.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance - Employee must meet prescribed requirements.
Experience: No experience required after registration.

Grade 2: R372 810.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance - Employee must meet prescribed requirements.
Experience: A Minimum of 10 years appropriate experience in Dietitian after registration as a Dietitian with the Health Professions Council of South Africa (HPCSA)

Grade 3: R439 164.00 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance - Employee must meet prescribed requirements.
Experience: A Minimum of 20 years appropriate experience in Dietitian after registration as a Dietitian with the Health Professions Council of South Africa (HPCSA)

REQUIREMENTS FOR THE ABOVE POST: -
• Bachelor of Science Degree in Dietetics or equivalent PLUS
• Post graduate diploma in Dietetics or have completed a 4 year integrated course in Dietetic PLUS • Current registration with the Health Professions Council of South Africa as a Dietitian. PLUS • Completed community service year PLUS
• Unendorsed valid Code B driver’s licence (Code 08).

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-
- Sound clinical knowledge of human nutrition and appropriate therapeutic nutrition interventions.
- Broad understanding and knowledge of a range of therapeutic/nutrition conditions in both adults and paediatric patients, including neurological conditions and disability
- To identify/treat/follow-up and provide education for home care.
- Sound knowledge of dietetics procedures, practices and equipment.
- Skills on nutrition assessment and classification, counselling and support of patients with disabilities.
- Ability to co-ordinate and implement dietetic services.
- Demonstrate an understanding of the code of ethics and scope of practice for dietetics.
- Good communication, organisational, counselling and problem solving skills, including conflict management.
- Computer literacy, with knowledge of basic food analysis programmes.
- Good interpersonal skills.
- Demonstrate sound management and reporting skills.

KEY PERFORMANCE AREAS
- Manage Nutrition Services to ensure provision of nutrition services to both in and outpatients, and staff in a cost effective and appropriate manner within a multidisciplinary team, including patients with disabilities.
- Develop and monitor implementation of dietetics business plan in line with the organization's priorities.
- Develop and disseminate evidence based standard operating procedures for the nutrition care and management of patients with disabilities.
- Provide nutrition technical support to foodservices in the facilities.
- Coordinate and conduct training of staff to support implementation of quality nutrition services.
- Facilitate and conduct nutrition education and promotion activities Conduct visits to PHC feeder clinics / home visits for identified patients and support institutions in the area to develop appropriate nutrition support services for patients with disabilities.
- Maintain health information statistics in line with department of health guidelines and policies and provide regular reports.
- Plan and Manage resources (financial, inventory and human) in line with budget allocations for nutrition services.
- Ensure that nutrition care records of assessment, treatment and progress are maintained in accordance with HPCSA requirements.
- Monitor and evaluate the effects of nutrition care interventions on individuals or groups of patients.
- Improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimize nutrition care.
- Participate and contribute to clinical working groups.
- Implement quality improvement / assurance measures to maintain high standards of nutrition services.
- Maintain CPD accreditation as stipulated by HPCSA.

POST : CHIEF AUDIOLOGIST (X1 POST): REFERENCE NO. G43/2020

CENTRE : King Edward VIII Hospital

CLUSTER : Medico – Legal Management Unit

SALARY : Grade 1: R466 119 – R517 326 per annum

OTHER BENEFITS : 13th Cheques, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

REQUIREMENTS
- Appropriate qualification as Audiologist, registration with the Health Professional Council of South Africa (HPCSA) as Audiologist.
- Three (3) years experience as Audiologist.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:-
- Sound knowledge of Audiological screening, diagnostic and therapeutic procedures and equipment.
- Sound knowledge of scope of practice, policies (including relevant health acts and papers that govern KZN, RSA and profession e.g. from HPCSA) and clinical protocols, guiding the management of patients.
- Knowledge of current research and development within the profession.
- Knowledge of HR and Finance related policies and protocol.
- Good Knowledge of skill of institutional administrative tasks and duties.
- Good management and supervisory skills
- Excellent verbal and written communication skills.
- Ability to work well in a multidisciplinary team.
- Ability to plan, organise and motivate personnel.

DUTIES
- Supervision and support of supervisees.
- Development of clinical guidelines, policies and procedures for Audiology.
- Plan, implement, monitor and evaluate quality improvement initiatives in Audiology, including patient care, maintenance of equipment, staff satisfaction and attitude
- Assist in planning and implementation of Operational, Strategic and Procurement Plans
- Ensure comprehensive Audiological assessment and therapeutic management of patients.
- Liaise with relevant stakeholders
- Host health education and training workshops, facilitate support services, Initiate/ Implement and participate in professional development programmes and teaching.
- Administrative tasks, e.g. report writing, managing statistics, audits (e.g. (core standards, infection control, ideal hospital, etc.), performance appraisals, meetings, intradepartmental policy development, etc.
- Support Management in transformative changes and additional managerial tasks
Fighting Disease, Fighting Poverty, Giving Hope

POST: CASE MANAGER: REFERENCE NO. G45/2020

CENTRE: King Edwards VIII Hospital

CLUSTER: Medico – Legal Management Unit

SALARY: R444276 – R500031 per annum Other benefits: 13th Cheque/service bonus, medical aid: optional home owners allowance subject to meeting prescribed requirements.

REQUIREMENTS:
- Degree or National Diploma in General Nursing
- Registration with SANC as a Professional Nurse
- 7 years’ experience in Nursing after registration as Professional Nurse
- Certificate of Service (Endorsed by HR)

RECOMMENDATION
- Valid Driver’s Licence
- Medico-legal experience will be added advantage.
- Experience in disability management, rehabilitation, case management, programme coordination or counselling
- Computer literacy

KNOWLEDGE & SKILLS:
- Sound knowledge and skill of institutional administrative tasks.
- Excellent knowledge and skill in medicolegal report writing.
- Knowledge of medicolegal procedures related to rehabilitation.
- Knowledge of all current legislation related to Health Sector
- Good knowledge of current research and development
- Excellent management and supervisory skill for both staff and students
- Excellent interpersonal and communication skills
- Excellent problem solving and analytical skill for patient care and management.
- Ethical reasoning in clinical and human resource management.
- Good leadership, flexible, innovative, resourceful and creative with excellent organisational and time management skills
- Good I.T. knowledge and skills – excel, word and power point

DUTIES:
- Ensures fast-tracking of referrals amongst multi-disciplinary teams for initial assessments to determine acute/chronic treatment and rehabilitation plan
- Develops, implements and carries out comprehensive case management plans through a collaborative process of assessment, planning, facilitating and advocacy (in conjunction with the MDT) that are specific and tailored to a client’s individual needs
- Provide direct psychosocial support, home visits and assist with managing crises, if needed
- Records and maintains accurate, detailed client’s information of interventions as well as keeps statistics in order to submit in the form of reports as required
- Conduct assessments, planning, facilitation and advocacy for all medico-legal cases referred to the institution
- To develop a professional relationship with medico-legal clients referred to KEH with an aim to co-ordinate their acute care by the multi-disciplinary team and subsequent down-referral for rehabilitative care
- To support quality assurance & improvement programmes for medico-legal cases as well as any other as assigned
- To collect relevant accurate health information as shall be required by institutional management, department of health or court of law regarding the care of the referent clients
- Evaluate whether patients meet the established admission criteria and discharge criteria
- Institute centralised bed authority and serve as conduit for all doctors admitting patients
- Attend to quality assurance measures in line with NCS.

ENQUIRIES: DR T MAYISE: (031) 360 3111

ALL APPLICATIONS SHOULD BE FORWARD ED TO: All applications should be forwarded to: The Chief Executive Officer: King Edward viii Hospital: Private Bag X02, Congella, 4013 OR Hand Deliver to: Corner of Sydney and Rick Turner (Francois) road, Congella.

(Attention: Mr KG Govender)