VACANCIES IN THE DEPARTMENT OF HEALTH, ADDINGTON HOSPITAL; PROFESSIONAL NURSE SPECIALITY GRADE 1: MEDICAL & SURGICAL NURSING SCIENCE: OPERATING THEATRE NURSING SCIENCE X 4 POSTS. REFERENCE NO: PNS1/OT/2020

RE-ADVERTISEMENT

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in region/district offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal place 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](http://www.kznhealth.gov.za).
   - Certified copies of original documents (not originals or copies of copies) must be attached to your application form:
     - Identity document. – certified
     - A Degree/Diploma certificate in General Nursing and Midwifery.
     - Registration certificate with SANC as a General Nurse and Midwife.
     - A Degree/Diploma – post basic qualification: Operating Nursing Science. If not available, please approach your Nursing college or University for a letter confirming your qualifications.
     - Post Basic registration certificate with SANC in the relevant Specialty: Operating Theatre Nursing Science.
     - Current registration with the S.A. Nursing Council (2019).
     - Certified copies of certificates of service stating relevant experience as a Professional Nurse and if applicable Professional Nurse (Speciality) in Operating Theatre.
     - In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept.
     - Detailed updated Curriculum Vitae. – Please indicated a current email address.

2. The Circular Minute Number must be indicated in the column provided on the form Z83, e.g. Circular Minute Number N8/OT/2016. NB: Failure to comply with the above instructions will disqualify applicants.

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

4. Please note that due to the large number of applications received, applications will not be acknowledged. Should you not have been contacted within 90 days of the outcome kindly consider yourself as being unsuccessful.

5. PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS NO S & T AND RESETTLEMENT CLAIMS WILL BE CONSIDERED FOR PAYMENT TO CANDIDATES THAT ARE INVITED FOR THE INTERVIEW.

6. Applications to be forwarded to: H.R. Dept, Addington Hospital, P.O. Box 977, DURBAN, 4000: or dropped off in the application box at Security Department: Prince Street side of the Hospital.

(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).

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CHIEF EXECUTIVE OFFICER
CIRCULAR FOR VACANT POST

POST : PROFESSIONAL NURSE: SPECIALITY – GR 1 & 2
MEDICAL AND SURGICAL NURSING SCIENCE
OPERATING THEATRE NURSING SCIENCE
X 4 POSTS

POST REFERENCE NO : PNS1/OT/2020

INSTITUTION : ADDINGTON HOSPITAL

SALARY GRADE 1 : R383 226 per annum

EXPERIENCE : A minimum of 4 years appropriate recognizable
Experience in Nursing after registration as a Professional Nurse and Midwife with the
South African Nursing Council.
A post basic nursing qualification with a duration of at
least 1 year accredited with the SANC in Operating Theatre
Nursing Science.

SALARY GRADE 2 : R471 333 p.a.

EXPERIENCE : A minimum of 14 years appropriate recognisable
experience in nursing after registration as a Professional
Nurse with SANC in General Nursing.
At least 10 years of the period referred to above must be
appropriate/Recognisable experience in the specific
speciality after obtaining the 1 year post-basic
qualification in the Operating Theatre Nursing Science.

OTHER BENEFITS:

13TH Cheque : Optional
Medical Aid : Optional
Homeowners’ Allowance : Employee must meet prescribed requirements

MINIMUM REQUIREMENTS:

- Degree/Diploma in General Nursing and Midwifery.
- Registration Certificate with SANC as a General Nurse and Midwife.
- Degree/Diploma – Post Basic qualification – Operating Nursing Science.
- Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating
  Theatre Nursing Science.
- Certified copy of current registration receipt (2019) with SANC.
- In-Service applicants to produce SAQA verification if available may be requested from your
  Human Resource Dept.
- Certified copies of certificates of service stating relevant experience as a Professional
  Nurse AND if applicable Professional Nurse (Speciality) in Operating Theatre.

RECOMMENDATION:

At least 1 – 2 years’ experience in Operating Theatre Nursing would be an advantage.
KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED:

- Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks.
- Good verbal and written communication and report writing skills.
- Decision making and problem solving skills
- Conflict management and negotiation skills.
- Project Management skills.
- Must have good knowledge of Cardiac Conditions
- Basic Computer skills.

KEY PERFORMANCES AREAS:

- Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner.
- Assist in planning, organizing and monitoring of objectives of the specialised unit.
- Manage all resources within the unit effectively and efficiently to ensure optimum service delivery.
- Able to plan and organize own work and that of support personnel to ensure proper nursing care.
- Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele).
- Work as part of the multidisciplinary team to ensure good nursing care.
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
- Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction.
- Participate in the analysis and formulation of nursing policies and procedures.
- Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff.
- Provide direct and indirect supervision of all staff within the unit and give guidance.
- Order appropriate level of consumables and monitor utilization.
- Ensure that equipment in the unit is adequate and is checked and functional.
- Provide for a safe, therapeutic and hygienic environment.
- Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.
- Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

HOURS OF DUTY:

40 Hours per week.
Shift work – Day and Night duty.

ENQUIRIES OF THIS POST: MATRON L N MACKENZIE ☎ 031 327 2000

CLOSING DATE: 31 MARCH 2020

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING