DIRECTORATE: HR

Durban Road ,Richmond
P.O Box 133 RICHMOND
Tel: 033 2122170 Fax: 033 212-3450
www.kznhealth.gov.za

Private Bag 133
RICHMOND
3780

VACANCIES IN THE DEPARTMENT OF HEALTH (RICHMOND HOSPITAL)
CIRCULAR MINUTE NO RCH 01/2025
The content of this Circular Minute must be brought to the notice of all eligible officers and Employee's on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

DIRECTIONS TO THE CANDIDATES
(a) The following documents must be submitted: Amended Application for Employment (Z83) Which is obtainable from Department OR from the website – www.kznhealth.gov.za NO FAXED APPLICATIONS!
NB: SECTION A AND B MUST ALSO BE FILLED.
(b) **The following documents must be submitted: Applications for employment must submit fully completed Z83 form and fully updated CV only, Copies of certified qualification and other relevant documents will be requested from shortlisted candidate only. No faxed applications will be considered, Application received after closing date and those that do not comply with the requirements will not be considered**
NB: failure to comply with the above instruction will disqualify applicants
(c)The reference number must be indicated in the column provided on the form Z.83
E.g., reference number RCH 04/2023
(d) The appointment is subject to the positive outcome obtained from NIA/CIPC to the following checks: (security checks, credit records, qualification, citizenship and previous experience verification)
(e) Please note due to the large number of applications anticipated, applicants will not be acknowledged. Only those interviewed will be informed of the outcome.
(f) Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their application were unsuccessful
NB: failure to comply with the above instructions will disqualify applicants.

(This department is an equally opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the department).

NB! DUE TO FINANCIAL CONSTRAINTS, NO S&T WILL BE PAID TO CANDIDATES.

PEOPLE WITH DISABILITIES ARE INVITED TO APPLY AS WELL

ALL APPLICATIONS TO BE FORWARDED: OR HAND DELIVERED TO

The Human Resource Manager
Richmond Hospital
P.O Box 133
Richmond
3780

Original signed by CEO

DR BI GEBASHE
ACTING CHIEF EXECUTIVE OFFICER
RICHMOND HOSPITAL

ADVERTISEMNET OF POST: PROFESSIONAL NURSE GRADE1- SPECIALITY TRAUMA&EMERGENCY

POST : PROFESSIONAL NURSE GRADE 1 – (SPECIALITY) TRAUMA & EMERGENCY

NUMBER OF POSTS: 01

INSTITUTION : RICHMOND DISTRICT HOSPITAL

REFERENCE NO : RCH 01/2025

SALARY : R476367.00
ALLOWANCES : 13TH CHEQUE

HOUSING ALLOWANCE (Employee must meet prescribed requirements)
Medical Aid (Optional)

MINIMUM REQUIREMENT FOR THE POST:

- Grade 12 (Senior Certificate)
- Diploma/Degree in General Nursing and Midwifery
- Current Registration certificates with SANC as a General Nurse and Midwifery
- A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse
- (1) year post basic qualification in Trauma and Emergency Nursing Science
- Current registration receipt with SANC (2025)
- Proof of current and previous working experience endorsed by Human Resource Department (certificate of service)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of Public Services acts, regulations and policies.
- Demonstrate and understanding of Nursing legislation and related legal and ethical Nursing practices standards.
- Perform a clinical Nursing practice in accordance with scope of practice and Nursing standards as determined by relevant health facility
- Demonstrate effective communication with client/patients supervision and other clinicians, including report writing when required.
- Able to plan and organize own work and that of support personnel to ensure proper Nursing care
- Knowledge and experience in implementation of Batho Pele principles, patients' rights charter and code of conduct.
- Establish and maintain constructive working relationships with Nursing and other stakeholders.
- Perform Multi-skilled and complex Nursing care duties requiring frequent interpretation of information.

KEY PERFORMANCE AREAS:

- Render optimum, holistic, specialized nursing care within set standards and professional/legal framework.
- Manage effectively and efficiently the utilization and supervision of all resources.
- Participate in analysis, formulation and implementation of polices, practices, procedures and guidelines.
- Implementation and management of Infection Control and Prevention Protocols
- Maintain accurate and complete patient records according to legal requirements.
- Participate in quality improvement programmes and Clinical Audits
- Ensure that equipment in the unit is adequate, checked and functional
- Assist in planning, organizing and monitoring of objectives of the specialized unit
- Staff development and training including in-services on emergency care
- Monitor and improve emergency services rendered in the department
- Monitor and control the quality of patient care.
- Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes
- Compile monthly and quarterly report.
- Establish and maintain adherence to clinical governance pillars and processes.
- Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele.
- Advocate and ensure promotion of Nursing Ethos and Professionalism.
- Participate in health promotion and illness prevention initiatives
- Assist in Employee Performance Management Development System (EPMDS) of staff and implement Employee Assistance Program (EAP).

TELEPHONE: 033212 2170
ENQUIRIES : Mr SG Ndaba

CLOSING DATE: 20 May 2025

Original signed by CEO

DR BI GEBASHE
ACTING CHIEF EXECUTIVE OFFICER
RICHMOND HOSPITAL