



NETCARE

Vacancy

Closing date: 14.02.2025

Role profile

Role title	Night Manager
Division	Hospital Division
Location	Netcare Mulbarton Hospital
Reporting structure	Nursing Manager

Role summary

The Night Manager will assume overall responsibility for the hospital ensuring a safe environment to all patients, staff and stakeholders.

The incumbent will also be responsible for all operational activities in the absence of other Managers. In accordance the incumbent will be accountable for coordinating capacity building, mentoring and training.

Key work output and accountabilities

- Ensure the effective management of all nursing related services and activities, according to the policies, procedures and objectives of Netcare
- Assist the Nursing Manager and Unit Managers to develop and implement action plans to improve problem areas and to monitor progress at night
- Monitor results of the Staff Survey and assist the Nursing Manager and Unit Managers to address problem areas and staff concerns
- Liaise with agencies to provide additional staff where required
- Monitor quality care delivered by all staff including agency staff
- Ensure that the nursing standards, quality assurance and risk management is maintained in the hospital.
- Determine acuity and workload of all wards/units and allocate staff appropriately.
- Identify quality improvement opportunities and ensure appropriate strategy and quality improvement initiatives are developed and measured.
- Ensure the principles of infection prevention and all standard precautions are adhered to.
- Implement group quality initiatives. Investigate all negative incidents and ensure appropriate capturing on IMS
- Monitor safety standards in accordance with the Machine and Occupational Safety Act (Act 6 of 1983). Report all accidents and incidents to Line Manager / Safety Representatives
- Ensure compliance with protocols, policies and Acts
- Ensure that all equipment is in working order and properly maintained

- Control of asset register Develop and continue quality circles in the departments
- Co-ordinate and monitor all nursing activities in the hospital
- Ensure smooth delivery of care by regular ward rounds and audits
- Monitor the management of all medication
- Conduct regular checks of emergency equipment
- Facilitate patient referrals where required
- Liaise with the treating Doctors and ensure their orders are carried out
- Ensure achievement of transformation goals as set out by the Transformation Committee
- Actively participate as a member of a team to achieve goals
- Active involvement in own professional development to maintain a satisfactory level of skill and knowledge
- Keep up to date with Netcare's evolving policies and procedures
- Keep abreast of current research in the applicable discipline
- Create an environment where staff are aware of the role they play in the provision of quality nursing care and their value to the organization
- Assign decision making, authority, tasks and responsibility to appropriate persons in order to maximize organisation and employee effectiveness.
- Develop a talented nursing workforce.
- Facilitate a culture that is supportive of talent management and the initiation of required implementations to hone nursing talent
- Facilitate effective change and conflict management
- Ensure professional conduct and appearance of staff
- Maintain the process of Maximising Performance and Balanced Score Cards.
- Maintain a student friendly, academic environment in the hospital at night and work closely with the Clinical Facilitation Department to address problems and to implement solutions where applicable.
- Encourage in-service training for nursing staff based on their Individual Development Plans
- Monitor absenteeism rates of nursing staff and assist the Nursing Manager and Unit Managers to manage appropriately
- Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial
- Create and maintain a positive environment where the differences of others are recognized, understood, and valued, so that all can reach their full potential and maximize their contributions
- Develop collaborative relationships to help accomplish work goal
- Maintain alignment with hospital Nursing Strategy

Skills profile

Education

- A relevant nursing qualification (Diploma in General Nursing/ B Cur Degree) or equivalent NQF 7 qualification
- Registration with the South African Nursing Council as a Registered Nurse
- Compliance with the SANC code for a Registered Nurse and all applicable health care legislations
- A qualification in BLS/ALS is beneficial

Work experience

- An intermediate level of Computer proficiency
- 1 to 2 more years' experience in a private hospital setting
- Experience in clinical leadership

Knowledge

- Good general knowledge and understanding of legislation pertaining to the specific business environment

Managerial Skills

Coaching Others	The capacity to recognise development areas in others and support them to facilitate personal development through coaching.
Leading and Managing Change	The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.
Performance Development	The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.
Taking Action	Capable of recognising the need for action, considering possible risks and taking responsibility for results.
Decision Making	Capable of making decisions timeously and taking responsibility for the consequences.
Managing Self	Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.
Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers. *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship
Adapting and Responding to Change	Capable of supporting and advocating change initiatives and managing own reaction to change.
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Technical Knowledge	The capacity to perform a technical function to required standards.

Values and behaviours

<p>Netcare values</p>	<p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> • Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization. • Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential. • Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding. • Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families. • Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.
<p>The Netcare way</p>	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> • I always greet everyone to show my respect. • I always wear my name badge to show my identity. • I am always well-groomed to show my dignity. • I always practise proper hand hygiene to show my care. • I always engage to show my compassion. • I always say thank you to show my appreciation. • I always embrace diversity to show I am not a racist.

Application process

Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to Rebecca.kgagara@netcare.co.za

Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.

