

INTERNAL VACANCY

Company:	Workforce Healthcare
Area:	Mpumalanga, Delmas
Position:	Occupational Health Nurse Practitioner (Permanent)
Inherent requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Occupational Health Nursing OR similar • Basic life support certificate • Registered with South African Nursing council (SANC). • Proof of Professional indemnity. • Dispensing certificate. • Audiometry and Spirometry qualification. • Understanding of Occupational Health and Safety Act with Regulations. <p>Experience:</p> <ul style="list-style-type: none"> • 5+ years experience in Occupational Healthcare • 3+ Yeats experience in Managing an Occupational Healthcare Clinic preferred • Experience in the mining industry is a must <p>Language Skills:</p> <ul style="list-style-type: none"> • Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual. • Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. <p>Computer Skills:</p> <ul style="list-style-type: none"> • Minimum to intermediate computer skills is essential.
Preferred requirements & skills:	<ul style="list-style-type: none"> • Must be detail orientated, have ability to multitask and possess great interpersonal skills. • Management and leadership skills. • Team player.
Duties and responsibilities:	<ul style="list-style-type: none"> • Ensure and adherence to, and implementation of company policies and procedures. • Ensure adherence to and implementation of all legislation related to clinical operations. • Management and adherence to the clinic budget. • Order clinic stock timeously and from formulary (list of prescription drugs, both generic and brand name). • Maintain a register for all chronic patients and report on compliance and control. • Implement, maintain and supervise the Chronic Disease Management program as and when required (should the Primary Health Nurse Practitioner not be available). • Maintain an accurate list of stock and equipment on hand • Oversee and assist with the housekeeping and maintenance of the

	<p>clinic and equipment.</p> <ul style="list-style-type: none"> • Ensure medical surveillance program in accordance with the available Occupational Hygiene Survey's conducted. • Ensure performance and recording of Health Risk Assessments and facility inspections and report on all findings. • Provide primary health care and emergency service within scope of practice as and when required (should the Primary Health Nurse Practitioner not be available). • Initiate and facilitate all referrals to the Occupational Medical Practitioner or external healthcare providers and services and ensure follow up of such cases • Implement an infection control programme. • Monitoring of medical and biological surveillance within the prescribed company protocols as per defined risk. • Monitor and analyse health trends and report on trends. • Manage and follow up on all injuries on duty cases according to company policy and legislation. • Assist clients with absenteeism management and sick leave follow up as and when required (should the Primary Health Nurse Practitioner not be available). • Provide appropriate health education programs to employees and first aiders. • Ensure accurate record keeping of attendance, health and safety meetings, monthly management meetings and/or any other relevant meetings. • Meet with clients on a monthly basis and present report status reports. • Conduct health evaluations. • Identify health risk and provide solutions thereto. • Ensure all administration is completed in accordance with company requirements. • Maintain and order clinic stock and equipment timeously. • Ensure accurate data capturing on Workforce Healthcare's database. • Ensure that reports are sent to head office timeously. • Perform any other reasonable duties as requested by management.
<p>Character traits:</p>	<ul style="list-style-type: none"> • Ability to consistently perform job duties as outlined in the job description. • Demonstrate commitment to professional growth and competence. • Demonstrate and support service excellence standards outlined in the employee handbook. • Demonstrate compliance with patient confidentiality 100% of the time. • Ability to perform under pressure

	<ul style="list-style-type: none"> Ability to plan the week accordingly
Working hours:	Monday – Friday 08h00-16h30
Salary:	Negotiable
Benefits:	As per company benefits
Interviewing process:	Panel interview
Reporting to:	Regional manager
Starting date:	As soon as possible
Contact:	Yurika Scheepers
Send application to:	Recruitment@wfhc.co.za
Closing date for applications:	<p>OPEN</p> <p><i>Please note: should you not receive a response within one week of applying, you may consider your application as being unsuccessful.</i></p>
<p>Please note that appointments will be made in line with the Group’s EE targets</p>	