

## INTERNAL VACANCY

<b>Company:</b>	Workforce Healthcare
<b>Area:</b>	SSDA – Cresta & Douglasdale - Sandton
<b>Position:</b>	<b>Primary Health Nurse Practitioner</b>
<b>Inherent requirements:</b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Primary Health Nursing / Registered Nurse</li> <li>• Registered with South African Nursing Council (SANC).</li> <li>• Proof of SASOHN membership/Professional indemnity.</li> <li>• Dispensing certificate.</li> </ul> <p><b>Language Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual.</li> <li>• Mathematical acumen.</li> <li>• Reasoning ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.</li> <li>• Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.</li> </ul> <p><b>Computer Skills:</b></p> <ul style="list-style-type: none"> <li>• Minimum to intermediate computer skills is essential.</li> </ul>
<b>Preferred requirements &amp; skills:</b>	<ul style="list-style-type: none"> <li>• Must be detail orientated, have ability to multitask and possess great interpersonal skills.</li> <li>• Management and leadership skills.</li> <li>• Team player</li> </ul>
<b>Duties and responsibilities:</b>	<p><b>The duties and responsibilities of a Primary Health Nurse Practitioner include, and not limited to the following:</b></p> <ul style="list-style-type: none"> <li>• Manage the administrative and operational activities of the primary health care clinics to ensure a quality, legally, compliant, efficient, and effective service delivery.</li> <li>• Adhere to and implement the employer's policies and procedures.</li> <li>• Adhere to and implement all legislation related to clinical operations of a primary health service and dispensing of medication</li> <li>• Manage the clinic's budget.</li> <li>• Order clinic stock and equipment as well as the keeping of inventory.</li> <li>• Oversee and assist with the housekeeping and maintenance of the clinic and clinic equipment</li> <li>• Initiating, facilitating and follow up of all referrals to the General/Primary Medical Practitioner or outside healthcare providers and services</li> <li>• Implement, supervise, and maintain a Chronic Disease Management</li> </ul>

	<p>Program.</p> <ul style="list-style-type: none"> <li>• Proper and compliant recordkeeping with regards to primary healthcare, chronic management, health education, dispensing of medication and all other clinic related actions</li> <li>• Implement and maintain Covid-19 tracing and reporting program.</li> <li>• Provision of primary health care and emergency service and the follow up of such cases.</li> <li>• Implementation of infection control measures.</li> <li>• Monitor and analyse health trends and the reporting thereof cases according to company policy.</li> <li>• Aid the client with the absenteeism management and sick leave follow up.</li> <li>• Provision of appropriate health educations programs and wellness to employees and first aiders.</li> <li>• Attendance and record keeping of Health and Safety meetings, monthly management meetings or any other relevant meetings.</li> <li>• Meet with client at least once a month to present report.</li> </ul>
<b>Character traits:</b>	<ul style="list-style-type: none"> <li>• Ability to consistently perform job duties as outlined in the job description.</li> <li>• Demonstrate commitment to professional growth and competence.</li> <li>• Demonstrate and support service excellence standards outlined in the employee handbook.</li> <li>• Demonstrate compliance with patient confidentiality 100% of the time.</li> </ul>
<b>Working hours:</b>	<p>Douglasdale - Mon - Fri 09h00-13h00</p> <p>SSDA – Mon &amp; Wed 15h00-18h00</p>
<b>Salary:</b>	Negotiable
<b>Benefits:</b>	As per company benefits
<b>Interviewing process:</b>	1 Interview
<b>Reporting to:</b>	Regional manager
<b>Starting date:</b>	As soon as possible
<b>Contact:</b>	Yurika Scheepers
<b>Send application to:</b>	recruitment@wfhc.co.za
<b>Closing date for applications:</b>	<p>24 September 2021</p> <p><b><i>Please note: should you not receive a response within one week of applying, you may consider your application as being unsuccessful.</i></b></p>
Please note that appointments will be made in line with the Group's EE targets	