

INTERNAL VACANCY

Company:	Workforce Healthcare
Area:	Gauteng – Hyde Park
Position:	Primary Health Nurse Practitioner
Inherent requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Primary Health Nursing / Registered Nurse • Registered with South African Nursing Council (SANC). • Proof of SASOHN membership/Professional indemnity. • Dispensing certificate / Registered for the course <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. • Mathematical acumen. • Reasoning ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. • 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:	<p>The duties and responsibilities of a Primary Health Nurse Practitioner include, and not limited to the following:</p> <ul style="list-style-type: none"> • Manage the administrative and operational activities of the primary health care clinics to ensure a quality, legally, compliant, efficient, and effective service delivery. • Adhere to and implement the employer’s policies and procedures. • Adhere to and implement all legislation related to clinical operations of a primary health service and dispensing of medication • Manage the clinic’s budget. • Order clinic stock and equipment as well as the keeping of inventory. • Oversee and assist with the housekeeping and maintenance of the clinic and clinic equipment • Initiating, facilitating and follow up of all referrals to the General/Primary Medical Practitioner or outside healthcare providers and services • Implement, supervise, and maintain a Chronic Disease Management

	<p>Program.</p> <ul style="list-style-type: none"> • Proper and compliant recordkeeping with regards to primary healthcare, chronic management, health education, dispensing of medication and all other clinic related actions • Implement and maintain Covid-19 tracing and reporting program. • Provision of primary health care and emergency service and the follow up of such cases. • Implementation of infection control measures. • Monitor and analyse health trends and the reporting thereof cases according to company policy. • Aid the client with the absenteeism management and sick leave follow up. • Provision of appropriate health educations programs and wellness to employees and first aiders. • Attendance and record keeping of Health and Safety meetings, monthly management meetings or any other relevant meetings. • Meet with client at least once a month to present report.
Character traits:	<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.
Working hours:	<p>Monday – Friday</p> <p>07h00-15h00</p>
Salary:	Negotiable
Benefits:	As per company benefits
Interviewing process:	1 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>24 September 2021</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>
Please note that appointments will be made in line with the Group's EE targets	