



# Internal Vacancy



**Company:**

Workforce Healthcare

**Area:**

Western Cape

**Position:**

**REGIONAL OCCUPATIONAL HEALTH NURSE MANAGER**

**Contract type:**

**PERMANENT**

**Inherent requirements:**

- Bachelor's Degree or Certificate in Occupational Health Nursing
- Registered with South African Nursing council (SANC)
- South African Society of Occupational Health Nursing (SASOHN) membership
- Dispensing Certificate
- Certificate in Audiometry and Spirometry
- Basic understanding of the Occupational Health and Safety Act (OHSA) with regulations
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Mathematical acumen
- Reasoning ability to solve 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
- Good communication skills in English (both verbal and written)
- Intermediate computer literacy skills (MS Office)
- Detail oriented, have ability to multitask and possess great interpersonal skills
- Ability to travel to other company sites as required

**Duties and responsibilities:**

### **Regional Management**

- Ensure medical assessments are conducted in a professional manner and comply with Company policies and procedures
- Ensure client satisfaction and that queries are dealt with in a professional manner
- Work within the agreed budget framework
- Ensure adequate and relevant staffing for clinics
- Compile standard operation procedure guidelines for the region
- Ensure standards of professional practice are adhered to
- Compile medical surveillance reports and submit to clients on a monthly basis
- Submit reports to management on a monthly basis
- Liaise with head office regarding operational support



## Duties and responsibilities:

### **Clinic Management**

- Ensure that clinics are staffed with sufficient stock
- Ensure that appropriate locums are available
- Ensure that Service Level Agreements (SLA's) are met and adhered to
- Ensure that staff are working within the framework of professional practice and legal compliance
- Ensure that score cards are completed and sent to head office timeously
- Conduct monthly or random visits to clinics as per the agreed yearly program
- Schedule internal training as per needs

### **Staff Management**

- Ensure the accurate management of staff time and attendance
- Develop, review and update staff job descriptions as and when required
- Conduct performance appraisals with staff and conclude relevant salary increases/ incentives
- Identify skills gaps, training needs and address gaps
- Coordinate leave (annual, sick, unpaid, and family responsibility) and report to head office
- Ensure that the appropriate disciplinary process is followed when disciplining staff

### **Administrative Management**

- Ensure that all direct reporting nurses report on the following, on a monthly basis: reconciled petty cash; attendance registers and overtime sheets for all permanent and temporary staff
- Ensure that all new temporary employee contracts are sent to the Managing Director for approval prior to appointing the temporary employee
- Sign off invoices related to doctors as proof that they have worked in that month and submit to Workforce Healthcare accounts department by the 25th of every month
- Reassess usage of waste boxes and oxygen cylinders quarterly
- Ensure that orders are sent by the end of every month as per Pharmacy Stock Administrator schedule and inventory for assessment and sign-off
- Ensure that the clinic in your respective region submits monthly reports as per company procedures
- Perform quarterly audits on all direct report nurses to ensure compliance with company policy and procedures and Healthcare legislation



## Duties and responsibilities:

### **Financial Management**

- Ensure that budgets are properly managed and utilised
- Manage profit and loss reports, monthly expenses and variables as well as expenditure for the region
- Ensure that invoices, order confirmations, attendance registers and timesheets are submitted to head office as per the agreed cut-off dates

### **Auditing of clinics**

- Conduct random and annual audits to identify gaps and institute remedial action

### **Clients Liaison**

- Schedule regular client visits to ensure that SLA's are being met and identify and pitch new business
- Manage Client Relationship Managers to ensure client satisfaction and SLA objectives are met

### **Medical Surveillance**

- Ensure fitness is determined with set parameters and standards
- Ensure that equipment is in good working order and regularly maintained and calibrated as per legislation

### **Clinical Mentor**

- Ensure that professional nurses are working within their scope of practice, updated and advised when necessary

### **Special Projects**

- Assist Head Office with the coordination and staffing of special projects e.g. Drug Testing, Volunteer Counselling Testing (VCT), etc.
- Manage immunization campaigns
- Develop and implement methods of measuring nurses' performance

### **Communication**

- Provide solutions to all issues / queries brought to your attention immediately
- Ensure weekly communication with managers within your region
- Ensure that clinics maintain the filing system as per company procedures
- Ensure that nurses within your region submit a report on chronic treatment distributed on a monthly basis
- Ensure that drug registers are completed daily
- Complete and send weekly consultation sheets statistics timeously and accurately to management
- Submit monthly clinics report to management
- Reconcile petty cash and submit to the Accounts Payable Administrator monthly
- Ensure that accurate stock takes are conducted on a monthly basis



#### Duties and responsibilities:

##### **Clinic Function as an OHNP**

- Ensure adherence to, and implementation of company policies and procedures
- Ensure adherence to and implementation of all legislation related to clinical operations
- Management of 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 clinic and equipment
- Ensure that a medical surveillance program is implemented, 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 and follow up on leave, 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 status reports
- Conduct health evaluations
- Ensure accurate data capturing on Workforce Healthcare's database
- Ensure all administration is completed in accordance with company requirements



<b>Working hours:</b>	08h30 to 17h00 (Monday to Friday) <i>Overtime as and when required</i>
<b>Salary:</b>	To be discussed
<b>Benefits:</b>	As per Company benefits
<b>Interviewing process:</b>	Panel interview
<b>Reporting to:</b>	Regional Manager
<b>Starting date:</b>	As soon as possible
<b>Contact:</b>	Monica Miya
<b>Send application to:</b>	monicami@wfhc.co.za
<b>Closing date for applications:</b>	Wednesday, 06 November 2024

- **Please note should you not receive a response within one week of applying, you may consider your application as being unsuccessful**
- **Please note that appointments will be made in line with the Company's EE targets**