

INTERNAL VACANCY

Company:	Workforce Healthcare
Area:	Pinetown, Durban
Position:	Occupational Health Nurse Practitioner (Permanent)
Inherent requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in Occupational Health Nursing. • Registered with South African Nursing council (SANC). • Proof of SASOHN membership/Professional indemnity. • Dispensing certificate. • Audiometry, Spirometry, and Vision certificates. • Basic understanding of Occupational Health and Safety Act with Regulations. <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"> • Advanced computer on a management level is essential in order to support and manage staff
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. <p>Team player</p>
Duties and responsibilities:	<p>The duties and responsibilities of an Occupational 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 and occupational 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. • 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 • Oversee a multi-disciplinary team and report to the regional manger. • Develop, implement and evaluate a site-specific health evaluation program in accordance with the available Occupational Hygiene Survey (includes Pre-employment, Baseline, Annual, Transfers, and Exit Medical Screening). • Implement and maintain a Hearing Conservation Program.

	<ul style="list-style-type: none"> • Implement, supervise, and maintain a Chronic Disease Management Program. • Implement and maintain Covid-19 tracing and reporting program. • Manage the performance and recording of Health Risk Assessments and facility inspections and reporting of the findings. • Provision of primary health care and emergency service and the follow up of such cases. • Implementation of infection control measures. • Performance and monitoring of medical and biological surveillance within the prescribed company protocol. • 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 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. • Administrative functions including data capturing on the health management system. <p>Operational Service Delivery</p> <ul style="list-style-type: none"> • Ensure legally compliant, quality, efficient and effective service delivery to all clients as per SLA • Manage current service offerings: PHC, OHC, Walk-in-Centres, Mobile Units, Chronic Disease Management and COVID Management at the clients • Manage the marketing, branding, and communications for the client <p>Customer Satisfaction</p> <ul style="list-style-type: none"> • Attend scheduled meetings, HR, SHERQ and operations and prepare minutes of meeting • Provide feedback from client regards level of service • Report on specific issues raised and solutions implemented • Ensure Customer satisfaction index are being completed and report compiled per clinic <p>Reports</p> <ul style="list-style-type: none"> • Prepare clinical monthly report for client to include trends, compliance, and proposed solutions • Report back to management regards standard of service, nurse, and doctor • Report back on performance of support from head office to clinic • Report on stock <p>ISO</p> <ul style="list-style-type: none"> • Complete scheduled audits • Feedback on Non conformances and closures thereof • Review policies as and when requested • Mini monthly audit to be completed • Manage ISO policy and procedure
--	--

	<p>Human Resource Management</p> <ul style="list-style-type: none"> • Continuous Staff development and training • Support staff with challenges they have when required • Induction and Orientation for all new staff • Performance management of staff - yearly appraisals • Conduct One on Ones quarterly • Monitor staff's timekeeping • Establish a pool of locums together with HR • In emergency cases fill in for nurse if required if no locum can be sourced <p>Equipment</p> <ul style="list-style-type: none"> • Maintenance of Equipment including calibration • Ensure Testing of equipment daily and complete register <p>Financial Management</p> <ul style="list-style-type: none"> • Budget compliance • Feedback to head office regards any issues with suppliers, waste, oxygen, stock, and stationery • Review and authorize timesheets • Complete documentation for HR when required, contracts, annexures etc. • Ensure stock takes completed correctly and timeously <p>Technology</p> <ul style="list-style-type: none"> • Ensure nurses capturing daily on HMS and report back on activities • Ensure all nurses have access to SharePoint and teams • Ensure connectivity at all clinics • Ensure printer and scanners functional <p>SHERQ (Safety, Health, Environmental, Risk & Quality) Compliance</p> <ul style="list-style-type: none"> • Comply with clients' standards and legislation • Perform ad-hoc functions as requested by the Managing Director. <p>Computer literacy</p> <ul style="list-style-type: none"> • Support staff with systems and programs such as: <ul style="list-style-type: none"> - Microsoft Excel - HMS (Healthcare Management System) - Microsoft Outlook
Character traits:	<p>Ability to consistently perform job duties as outlined in the job description.</p> <p>Demonstrate commitment to professional growth and competence.</p> <p>Demonstrate and support service excellence standards outlined in the employee handbook.</p> <p>Demonstrate compliance with patient confidentiality 100% of the time.</p>
Working hours:	<p>Monday – Friday</p> <p>08h00-16h30</p> <p>(Overtime as and when needed)</p>
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:	OPEN <i>Please note: should you not receive a response within one week of applying, you may consider your application as being unsuccessful.</i>
Please note that appointments will be made in line with the Group's EE targets	