



**NETCARE**

# Vacancy

Closing date: 28.03.2024

## Role profile

|                     |                                    |
|---------------------|------------------------------------|
| Role title          | <b>Unit Manager - Medical Ward</b> |
| Division            | Hospital                           |
| Location            | Unitas Hospital                    |
| Reporting structure | Unit Manager                       |

## Role summary

Promote improved operational performance and patient care experience through quality delivery of services and patient interaction, by subscribing to the highest level of integrity and professionalism. Engage relevant stakeholders to ensure that operational efficiencies are coordinated to improve patient outcomes. The duties of the post are carried out in accordance with Netcare's Policies and Procedures and/or as determined by Netcare's Audit requirements. The incumbent will be responsible to coordinate all secretarial work in the ward, stock and responsible for all customers.

## Key work output and accountabilities

- The overall responsibility of the Unit Manager is the efficient supervision and direction of all activities and related activities of the Unit, with the primary management function being effective patient care whilst adhering to the policies, procedures, philosophy and objectives of Netcare and the Hospital.
- Management and supervision of staff.
- Management of Patient Care.
- Public Relations which include liaison with doctors/specialists, hospital management, staff, patients and their family.
- Cost Centre Management which includes control of equipment and stock.
- To perform week-end and on call duties.
- Management of aspects pertaining student accompaniment and in-service training.
- Maintaining of high Nursing standards.
- The ability to take prompt action to accomplish work objectives.
- The ability to produce work of a high quality by accurately checking processes and tasks.
- The ability to work under pressure and to maintain effectiveness during changing conditions.

## Skills profile

### Education

- A relevant nursing qualification (Diploma in General Nursing/ B Cur Degree) or equivalent NQF 7 qualification with Maternity
- A minimum of 5 years practical experience as a Registered Nurse
- Experience in Medical ward is essential
- A minimum of 2-4 years' experience in a managerial/ shift leader position with a proven track record would be advantageous

## Work experience

- An intermediate level of Computer proficiency
- 2 or more years' experience in a private hospital setting
- Experience in clinical leadership

## Knowledge

- Thorough knowledge of general / specialized nursing theory and practice
- Extensive knowledge of modern nursing care principles and practices in the highly specialised field

## Managerial Skills

|                                     |   |
|-------------------------------------|---|
| Coaching Others                     | The capacity to recognise development areas in others and support them to facilitate personal development through coaching.   |
| Leading and Managing Change         | The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.   |
| Performance Development             | The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.   |
| Taking Action                       | Capable of recognising the need for action, considering possible risks and taking responsibility for results.   |
| Decision Making                     | Capable of making decisions timeously and taking responsibility for the consequences.   |
| Managing Self                       | Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.   |
| Customer Focus and Service Delivery | The capacity to identify and respond to the needs of *internal and external customers.<br><br>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors, and any other person that requires a relationship |
| Adapting and Responding to Change   | Capable of supporting and advocating change initiatives and managing own reaction to change.  |
| Continuous Improvement              | The capacity to improve systems and processes to facilitate continuous improvement.   |
| Technical Knowledge                 | The capacity to perform a technical function to required standards.   |

## Values and behaviours

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|----------------|--|
| Netcare values | At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence. |
|----------------|--|

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|-----------------|--|
|                 | <ul style="list-style-type: none"> <li>• Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li> <li>• Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li> <li>• Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li> <li>• Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families.</li> <li>• Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul> |
| The Netcare way | <p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> <li>• I always greet everyone to show my respect.</li> <li>• I always wear my name badge to show my identity.</li> <li>• I am always well-groomed to show my dignity.</li> <li>• I always practise proper hand hygiene to show my care.</li> <li>• I always engage to show my compassion.</li> <li>• I always say thank you to show my appreciation.</li> <li>• I always embrace diversity to strengthen inclusivity and belonging.</li> </ul>  |

## Application process

### Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [patience.sigonde2@netcare.co.za](mailto:patience.sigonde2@netcare.co.za)

### Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.

- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

