



Vacancy

Role Title	Ward Administrator – Cardiac Ward
Division	Hospital Division
Location	Netcare St Anne’s Hospital
Closing Date	26 September 2024

Role Summary

The incumbent will be responsible for the co-ordination of all secretarial and administration work in the ward. The Ward Administrator is also responsible for receiving all new patients, visitors and doctors in the ward and to make them feel welcome. Assist in maintaining stock levels in the ward and assisting the Unit manager with stock related issues. Document bookings from the Bed Booking Clerks and allocate beds to new patients in the ward. Incumbent will work closely with the allocated stock controller, ward staff and Unit Manager. Clinical work station must be accurate-check that the patient is in the correct room and bed. Correlate SAP, CareON and IMT (Correct patient in correct bed). Ensure that the nurse’s station & ward reception area is neat and tidy at all times. Ensure CareON charging station is clean and assist the UM/Shift leader with the control of the IPADS. Ensure that patient statistics are captured. Update IMT daily - IMT-Merge patient information, Load devices, Stop devices, Check and load CRE and MRSA info. Care ON-Update patient information. Ensure that discharge process has been completed on CareON by the relevant nursing staff. Ensure discharge files are accurately completed and sent to billings. Ultimately, maintain excellent customer care with all ward stakeholders.

Inherent Requirements

- Grade 12 or equivalent NQF Level 4 Qualification.
- Business Administration and / or Secretarial Qualification would be advantageous.
- 2-3 years’ experience in administration position is required.
- Computer literate.
- Knowledge of SAP IS-H is advantageous.

Application process

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to stannesvacancies@netcare.co.za.

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.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days after the closing date of this advert should consider their application as unsuccessful. 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.

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 compassionate about quality care and professional excellence.

OUR STRATEGY

Person centered health and care: Empowering Patients to participate in their health. Delivering the best quality and consistency of care.

Digitally enabled - Digitising all patient touch points to create a unified, integrated experience.

Data driven - a 360-degree view of our targeted clinical decision -making patient engagement, and informed business decisions.

Our redesigned health and care offering will be highly differentiated in SA and will create a sustainable competitive advantage for the Group – we call this *the Netcare moat*.

Our basic service standard holds us accountable for the below seven behaviours:

I always greet everyone to show my respect.

I always wear my name badge to show my identity.

I am always well-groomed to show my dignity.

I always practice proper hand hygiene to show my care.

I always seek consent to show my compassion.

I always say thank you to show my appreciation.

I always embrace diversity to strengthen inclusivity and belonging.

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 living with a disability.