



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Hospital Administrator
- A2 Department/Programme:** Administration
- A3 Section/Project:** Medical
- A4 Reports to (position):** Medical Superintendent -MS
- A5 Supervises (Name of Positions)** Clinical Writers, Secretary, Sr. Computer Operators, General workers, Drivers, Kitchen employees, Laundry attendants, ward attendants

B JOB DESCRIPTION

B1 Overall purpose of the job.

To manage, supervise, monitor the performance of subordinate staff, report to the Medical Superintendent the daily administrative activities of the hospital and provide supportive role to other medical staff while providing health care services.

Key Responsibilities

Administration

- Liaise with the projects department to ensure the proper maintenance of infrastructure and logistics of Kakira hospital and the outreach centres.
- Oversee the general cleanliness of the Hospital especially the compound, wards, toilets, latrines, kitchen, laundry and Outpatients section.
- Identify manpower promotional and training needs of non-medical staff and recommend to the Medical Superintendent Co-ordinate school health activities.
- Call regular staff meetings and forward the minutes to the Medical Superintendent.
- Ensure that the hospital minibus is properly used and maintained well.
- Maintain staff discipline and code of conduct.
- Maintain the hospital float.
- Manage overtime related issues of the hospital personnel.

Record keeping and management

- Establish and maintain an effective and efficient record management system for patients treated both in Outpatient and Inpatient sections.
- Maintain health statistics, vital statistics and other medical records both for dispensaries and the hospital.
- Circulate duty rosters to hospital staff on a monthly basis.
- Prepare sick leave certificates and compile monthly sick leave reports.
- Prepare subsistence & re-imbursment for patients.

Supervision

- Compile and submit periodic reports to the Medical Superintendent.

Other duties.

- Budget for health inspection activities in the section
- Attend relevant meetings.
- Perform any other duties as maybe assigned by the Medical Superintendent/Management from time to time.

C Knowledge, qualifications & Experience

C1.1 Education:

A Minimum of a Degree in Social Sciences or Public Administration, Social Work and Social Administration from a recognized Institution.

MBA and health related course is an added advantage.

C1.2 Experience, Skills and Competences:

A minimum of Five (5) years relevant working experience as a Hospital Administrator in a Hospital setting or relevant work experience

CONSENT:

	Name	Sign	Date
Prepared by: HRBP			
Reviewed by: HOS			
Approved by: HOD			

SIGNATURES:

Job Holder (name):

Sign:..... **Date:**.....

Line Supervisor (name):

Sign: **Date:**