



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 Job title: Assistant Senior Nursing Officer

A2 Department/Programme: Administration

A3 Section/Project: Medical

A4 Reports to (position): Senior Nursing Officer

A5 Supervises (Name of Positions): Enrolled nurse, Registered nurse. Nursing Assistants/Ward Attendants.

B JOB DESCRIPTION

B1 Overall purpose of the job.

To administer the nursing staff to ensure proper delivery of the nursing care.

Key Responsibilities

- Perform administrative duties at ward/ unit level
- Ensure quality nursing care is achieved by implementing nursing protocol
- Ensure a continuous nursing coverage on wards/units and receive daily reports.
- Ensure smooth running of ward/unit by allocating duties to nursing staff
- Ensure that wards are adequately equipped with equipment, supplies and drugs
- Provide educational and counselling services to staff and patients attendants
- Organise special clinics and outreach programs
- Call and conduct regular meetings for nurses and attend hospital management committee meetings.
- Participate in offering nursing care
- Participate in the periodical review of manpower in the hospital and advise the medical superintendent on the requirements.
- Participate in Primary health care activities.
- Compile monthly reports generated by the wards and submit a single report to the Medical Superintendent.
- Prepare and release duty rosters and annual leave plans for Nursing staff.
- Identify promotional and training needs of nursing staff and recommend to the Medical Superintendent.
- Participate in organization of Continuous medical education for Nursing staff.
- Conduct support supervision within and to lower units.
- Participate in the appraisal for all the nursing staff in the hospital.
- Participates in planning and budgeting for the hospital and lower units.
- Ensure compliance to company and hospital SHE policies
- Implement standard SOPs including PPE donning and doffing procedures for Covid / Ebola patients in quarantine / isolation ensuring MOH mandatory protocols
- Attending Continuous Professional Development (CPD) regularly and maintaining CME records
- Perform any other duties as maybe assigned by the Medical Superintendent/Management from time to time.

C Knowledge, qualifications & Experience

CI.1 Education:

Diploma in midwifery / General Nursing

An area of specialisation in a relevant field in nursing will be an added advantage

Must be registered with the Uganda Nurses and Midwives council

Experience, Skills and Competences:

Must have at least three (3) years of working experience at the level of a nursing officer