



**REQUEST FOR EXPRESSION OF INTEREST FROM AUXILIARY NURSES (24 POSTS), COMMUNITY HEALTH NURSES (54 POSTS) AND STAFF NURSES (24 POSTS) TO MANAGE THE CLINICAL AND OPERATIONAL ASPECTS OF A PRIMARY HEALTHCARE CLINIC IN A DEFINED GEOGRAPHIC AREA IN TSHWANE; ENVIRONMENTAL HEALTH PRACTITIONERS (14 POSITIONS) TO SUPPORT MUNICIPAL HEALTH SERVICES FUNCTIONS; AND POST BASIC PHARMACIST ASSISTANTS (24 POSITIONS) TO SUPPORT PHARMACEUTICAL SERVICES IN CITY OF TSHWANE CLINICS FOR A CONTRACT PERIOD FROM 1 MAY TO 30 JUNE 2020**

## **AUXILIARY NURSE (24 POSTS)**

The City of Tshwane needs to increase its nursing staff complement during the coronavirus pandemic by contracting auxiliary nurses to render the services listed here in its primary healthcare (PHC) clinics.

### **Qualifying criteria**

- Registration with the South African Nursing Council as an auxiliary nurse
- Knowing the standard operating procedures and policies of the PHC standard treatment guidelines
- Working experience at PHC facilities
- Not having a criminal record
- Not having been dismissed for misconduct at a previous place(s) of work

### **Primary functions to be performed daily from Monday to Friday**

The auxiliary nurse will be responsible for rendering the following basic, functional PHC services within the following statutory scope of practice parameters:

- Provide basic nursing care and treatment to patients with stable and uncomplicated health conditions in all settings
- Assess and screen patients' health status through basic observation, interaction and measurement
- Manage all aspects of delegated nursing care:
  - Weighing babies, children and adults
  - Measuring temperature in babies, children and adults
  - Measuring patients' blood pressure
  - Performing urine tests
  - Testing haemoglobin levels
  - Obtaining specimens (eg sputum)
  - Conducting pregnancy tests
  - Performing blood glucose tests (finger prick only)
  - Conducting eye tests
  - Nebulising patients
  - Taking pap smears
- Promote health by providing relevant information
- Obtain patients' complete medical history by following protocol
- Give informal demonstrations to patients, peer groups and students
- Execute tasks with regard to the PHC service package

- Render wound care
- Record medical results in the pathology and patient record files
- Render basic reception tasks in the absence of the clinic clerk, eg drawing and filing patient records

### **Remuneration: R12 000 per month**

The auxiliary nurses will be contracted through a City of Tshwane contract. Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, their experience and contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**Enquiries:** Ms Nadine Roberts (012 358 8644)

## **COMMUNITY HEALTH NURSE (54 POSTS)**

The City of Tshwane needs to increase its nursing staff complement during the coronavirus pandemic by contracting community health nurses to render the services listed here in one of its PHC clinics.

### **Qualifying criteria**

- Registration with the South African Nursing Council as a professional nurse
- Being acquainted with the standard operating procedures and policies of the PHC standard treatment guidelines
- Working experience at PHC facilities
- Not having a criminal record
- Not having been dismissed for misconduct at a previous place(s) of work

### **Primary functions to be performed daily, from Monday to Friday**

The community health nurse will be responsible for rendering basic, functional PHC services that are part of a PHC package that was defined after detailed consultations with national experts and provincial staff. Broadly outlined, the community health nurse will do the following:

- Carry out evaluations and revisions where indicated
- Record information (manually or using a computer)
- Conduct patient consultations
- Conduct complete physical and psychosocial assessments of patients with the help of diagnostic data and medical evaluations
- Interpret and use assessment findings and problems identified to plan and provide the appropriate care towards the patient's optimal wellness
- Conduct certain requested diagnostic laboratory tests or take samples, interpret the results, and base certain interventions thereon
- Counsel patients (eg about HIV and COVID-19, termination of pregnancy, adolescence, etc) in order to provide psychological support and assistance with accepting problems or diagnoses, and with decision-making
- Prescribe and/or issue medication within the framework of statutory requirements, protocols and procedures
- Manage medical emergency situations which emerge from the daily execution of clinic functions, and walk-in emergencies such as cardiac respiratory incidents and fractures, with appropriate case management

- Trace patients and their contacts
- Identify or diagnose statutory notifiable communicable diseases and notify the relevant authorities according to the National Health Act, 2003 (Act 61 of 2003)
- Apply epidemiological principles regarding the prevention and control of communicable diseases: disease surveillance, case follow-up, disease outbreak control and epidemic prevention
- Prevent medico-legal hazards through high-quality nursing practices and quality assurance measures
- Liaise with and refer patients to the appropriate and relevant health professionals, outside agencies, institutional groups, resources and/or a higher level of care, ie hospitals
- Act as a mediator of the interaction between patients and others through consultative exchanges on behalf of the patients
- Implement ethical codes of practice and decision-making, and maintain a professional code of conduct (comply with ethical, professional and legal requirements)
- Execute medical and diagnostic procedures, such as HIV testing, etc
- Implement infection-control measures according to the policies and procedures to prevent health hazards in the workplace and for the public, and apply other general health and safety mechanisms according to legislative and policy requirements
- Execute programmes or projects, eg HIV/AIDS and immunisation campaigns
- Provide document care and other pertinent data in a concise manner in the relevant records and registers that are consistent with the approved system of documentation and with the legal requirements, ensuring an effective and continuous service
- Foster good public relations while interpreting the philosophy, goals, objectives, policies and procedures to patients and the public (fulfil a patient advocacy role)
- Demonstrate and maintain effective and courteous relationships with patients, and resolve patients' problems or complaints in such a manner as to benefit the patient, the employer's image and the nursing profession
- Maintain patient confidentiality as per the statutory requirements
- Execute interdisciplinary collaboration
- Liaise with the medical staff to coordinate the medical and nursing management of patient care
- Collaborate with other members of the PHC team to optimise patient care, and act as a patient care facilitator

### **Remuneration: R27 000 per month**

The community health nurses will be contracted through a City of Tshwane contract. Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, their experience and contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**Enquiries:** Ms Nadine Roberts (012 358 8644)

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### **STAFF NURSE (24 POSTS)**

The City of Tshwane wants to improve and expand access to healthcare services by contracting staff nurses to render the following services to the community:

#### **Qualifying criteria**

- Registration with the South African Nursing Council as a staff nurse
- Being acquainted with the standard operating procedures and policies of institutional pharmacy and PHC standard treatment guidelines

- Working experience at PHC facilities
- Not having a criminal record
- Not having been dismissed for misconduct at a previous place(s) of work

### **Primary functions to be performed daily, from Monday to Friday**

The staff nurse will be responsible for rendering basic, functional PHC services within the following statutory scope of practice parameters:

- Provide healthcare to patients with complicated health problems or unstable conditions under the supervision of a professional nurse
- Provide basic emergency care
- Assess and screen patients' health status through basic observation, interaction and measurement
- Develop plans for nursing care that meet patients' basic health and nursing needs
- Manage all aspects of delegated nursing care:
  - Weighing babies, children and adults
  - Measuring temperature in babies, children and adults
  - Measuring blood pressure
  - Conducting urine testing
  - Testing haemoglobin levels
  - Drawing blood specimens
  - Obtaining specimens (eg sputum)
  - Conducting pregnancy tests
  - Performing blood glucose tests (finger prick only)
  - Conducting eye tests
  - Nebulising patients
  - Taking pap smears
- Promote health by providing relevant information
- Maintain the continuity of care by reporting to and communicating with caregivers and members of the healthcare team
- Obtain patients' complete medical histories by following protocol
- Give informal demonstrations to patients, peer groups and students
- Execute tasks with regard to the PHC service package
- Issue prepacked and labelled family planning medicine
- Administer intramuscular injections (immunisations, etc) according to prescriptions
- Render wound care
- Treat and refer patients to a professional nursing practitioner where necessary
- Record data on the records retained by the patients and by the clinic
- Record medical results in the pathology and patient record files
- Render basic reception tasks in the absence of the clinic clerk, eg drawing and filing patient records
- Manage and deal with uncomplicated clinic enquiries
- Provide relevant health information services to patients or to the help desk
- Conduct group and individual education sessions for patients
- Provide relevant counselling on HIV/AIDS
- Receive and refer patient complaints according to the policy
- Update health information displays (posters and pamphlets)
- Capture data daily on the Minimum Data Set

**Remuneration: R18 000 per month**

The staff nurses will be contracted through a City of Tshwane contract. Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, their experience and contact details to Ms Nadine Roberts ([nadiner@tshwane.gov.za](mailto:nadiner@tshwane.gov.za)).

**Enquiries:** Ms Nadine Roberts (012 358 8644)

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## **ENVIRONMENTAL HEALTH PRACTITIONERS (14 CONTRACT POSITIONS)**

### **Qualifying criteria**

- National Diploma in Environmental Health, or equivalent qualification
- Registration with the Health Professions Council of South Africa (HPCSA) as an environmental health practitioner
- Possessing a driving licence and a vehicle for work
- Experience in municipal health services will be an added advantage

### **Primary function to be performed for eight hours per day from Monday to Friday**

Ensure the implementation of an environmental health service according to policy and procedural directives, including the following:

- Food control
- Waste management
- Chemical safety
- Health surveillance of premises
- Prevention of communicable diseases
- Environmental pollution control
- Disposal of the dead
- Monitoring of water quality
- Vector control

### **Remuneration: R27 000 per month**

The environmental health practitioners will be contracted through a City of Tshwane contract. Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Mr Thabo Nyawane ([thabony@tshwane.gov.za](mailto:thabony@tshwane.gov.za)).

**Enquiries:** Mr Jerry Motsamai (012 358 8609)

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## **POST BASIC PHARMACIST ASSISTANTS (24 POSITIONS) TO SUPPORT PHARMACEUTICAL SERVICES IN CITY OF TSHWANE CLINICS FOR A CONTRACT PERIOD FROM 1 MAY TO 30 JUNE 2020**

The City of Tshwane renders comprehensive PHC services at its clinics. The service requires medicines to be available and to be dispensed to patients as prescribed by authorised clinicians. These requirements can be achieved by the employment of post basic pharmacist assistants.

This initiative is in support of the National Health Insurance (NHI) which aims to improve access to high-quality public sector healthcare services.

**Qualifying criteria**

- Grade 12 certificate
- Registration with the South African Pharmacy Council as a post basic pharmacist assistant in an institutional or community sector pharmacy
- Being acquainted with standard operating procedures and policies of institutional pharmacies, and PHC standard treatment guidelines
- Current working experience at PHC facilities
- Not having a criminal record
- Not having been dismissed for misconduct at previous place(s) of work

**Primary functions**

The post basic pharmacist assistant will be expected to work under indirect supervision and perform the following duties within the scope of practice:

- Perform stock control
- Ensure the proper storage of medicines
- Dispense medicines
- Ensure appropriate use of medicines
- Perform dispensary administrative functions
- Participate in pharmacy education programmes
- Support Ward-based Outreach Team services in the community

**Remuneration: R127 per hour**

The post basic pharmacist assistants will be contracted through a City of Tshwane contract. Individuals who meet the qualifying criteria must express their interest by sending a brief profile of themselves, a summary of their experience and their contact details to Mrs Ria Pretorius ([riap@tshwane.gov.za](mailto:riap@tshwane.gov.za)).

**Enquiries:** Mrs Ria Pretorius (012 358 8769)

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**Closing date: 8 May 2020 at 15:00**

