



REQUEST FOR EXPRESSION OF INTEREST FROM COMMUNITY HEALTH NURSES (4 POSTS), STAFF NURSES (20 POSTS) AND DRIVER (1 POST) TO MANAGE THE CLINICAL, OPERATIONAL, DRIVING AND LOGISTICAL ASPECTS OF A PRIMARY HEALTHCARE CLINIC IN A DEFINED GEOGRAPHIC AREA IN TSHWANE: 1 AUGUST 2022 TO 30 JUNE 2023

COMMUNITY HEALTH NURSE (4 POSTS)

The City of Tshwane needs to increase staff during the coronavirus pandemic through the contracting of Community Health Nurses to render the following services in primary healthcare clinics.

QUALIFYING CRITERIA

- Registered with the South African Nursing Council as a Professional Nurse
- Must be acquainted with standard operating procedures and policies of institutional pharmacy and primary healthcare standard treatment guidelines
- Must have working experience at primary healthcare facilities
- No criminal record or dismissal for misconduct at a previous place(s) of work

PRIMARY FUNCTIONS TO BE PERFORMED PER DAY, FROM MONDAY TO FRIDAY

The Community Health Nurses will be responsible for rendering basic functional primary healthcare services that are part of the primary healthcare package that was defined following detailed consultation with national experts and provincial staff, and entails the following services (broadly outlined):

- Conduct evaluations and revisions were indicated
- Record information (manually and digitally)
- Conduct patient and client consultations
- Conduct a complete physical and psychosocial assessment of a patient or client assisted by diagnostic data and medical evaluations
- Interpret and use assessment findings and problems identified to plan and provide appropriate care towards the patient's optimal level of wellness
- Request the execution of certain diagnostic laboratory tests or samples as well as the interpretation thereof and certain interventions based thereon
- Conduct patient counselling, for example HIV, termination of pregnancy, adolescents, etc, for psychological support and assistance with acceptance of problems or diagnosis and decision-making
- Prescribe and/or issue medication within the framework of statutory requirements, protocols and procedures
- Manage medical emergency situations emerging from the daily execution of clinic functions and walk-in emergencies, for example cardiac respiratory cases and fractures, with appropriate case management
- Trace patients and their contacts
- Identify and/or diagnose statutory notifiable communicable diseases and notify the relevant authorities according to the Health Act, 2003 (Act 61 of 2003)

- Conduct communicable disease prevention and control through disease surveillance, case follow-up, disease outbreak control, prevention of epidemics and application of epidemiological principles
- Prevent medico-legal hazards through high-quality nursing practice and quality assurance measures
- Liaise with and refer patients to appropriate and relevant health professionals, outside agencies, institutional groups, resources and/or a higher level of care, such as hospitals
- Act as mediator in the interaction between patients or clients and others through consultative exchanges on behalf of patients and clients
- Implement ethical codes of practice and decision-making, and maintain a professional code of conduct (according to ethical, professional and legal requirements)
- Execute medical and diagnostic procedures, for example HIV testing, etc
- Implement infection control measures according to policies and procedures to prevent health hazards in the workplace and for the public
- Apply other general health and safety mechanisms according to legislative and policy requirements
- Conduct programmes and projects, for example HIV/AIDS and immunisation campaigns
- Apply document care and record other pertinent data in a concise manner in relevant records and registers that is consistent with the approved system of documentation and with legal requirements, as well as to ensure an effective and continuous service
- Foster good public relations while interpreting the philosophy, goals, objectives, policies and procedures with patients and the public (patient advocacy role)
- Demonstrate and maintain effective and courteous relationships with consumers and act to resolve consumer problems and complaints to be beneficial to the consumer and the image of the employer and the nursing profession
- Maintain patient confidentiality as per statutory requirements
- Ensure interdisciplinary collaboration
- Act in liaison with medical staff to coordinate medical and nursing management of patient care
- Collaborate with other members of the primary healthcare team to optimise patient care (act as patient care facilitator)

REMUNERATION

R29 599,79 per month

The Community Health Nurses will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria need to express their interest by sending a brief profile of themselves, and their experience and contact details to **Ms Nadine C Roberts at nadiner@tshwane.gov.za**.

ENQUIRIES: NC Roberts (012 358 8644)

STAFF NURSE (20 POSTS)

The City of Tshwane has embarked on an initiative to improve and expand access to healthcare services through the contracting of Staff Nurses to render the following services to communities and households:

QUALIFYING CRITERIA

- Registered with the South African Nursing Council as a Staff Nurse
- Must be acquainted with standard operating procedures and policies of institutional pharmacy and primary healthcare standard treatment guidelines
- Must have working experience at primary healthcare facilities
- No criminal record or dismissal for misconduct at a previous place(s) of work

PRIMARY FUNCTIONS TO BE PERFORMED PER DAY, FROM MONDAY TO FRIDAY

The Staff Nurse will be responsible for rendering basic functional primary healthcare services within the statutory scope of practice parameters.

- Provide basic nursing care and treat patients with stable and uncomplicated health conditions in all settings
- 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 health status through basic observation, interaction and measurements
- Develop nursing care plans to meet basic health and nursing needs
- Manage all aspects of delegated nursing care
 - Weighing babies, children and adults
 - Measuring the temperature of adults, babies and children
 - Measuring blood pressure
 - Testing urine
 - Testing haemoglobin
 - Drawing blood specimens
 - Obtaining specimens (such as sputum)
 - Conducting pregnancy tests
 - Testing blood glucose (finger prick only)
 - Conducting eye tests
 - Nebulising patients
 - Taking pap smears
- Promote health through the provision of relevant information
- Maintain continuity of care through reporting and communicating to caregivers and members of the healthcare team
- Obtain a complete medical history of clients according to protocol
- Give informal demonstrations to patients, peer groups and students
- Execute tasks with regard to the primary healthcare package of services
- Issue ready-packed and labelled family planning medicine
- Administer intramuscular injections (immunisations, etc) according to prescriptions
- Apply wound care
- Refer patients to a professional nursing practitioner where need be
- Record in the patient-retained and clinic-retained records
- Record medical results in the pathology and patient record files
- Render basic reception tasks in the absence of the clinic clerk, for example drawing and filing client records
- Manage and deal with uncomplicated clinic enquiries
- Provide relevant health information services to clients (help desk)
- Provide group and individual education sessions to clients
- Provide relevant counselling on HIV/AIDS
- Receive and refer patient complaints according to policy
- Update health information displays (posters and pamphlets)
- Conduct daily data capturing on MDS

REMUNERATION

R18 808,02 per month

The Staff Nurses will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria need to express their interest by sending a brief profile of themselves, and their experience and contact details to **Ms Nadine C Roberts** at nadiner@tshwane.gov.za.

ENQUIRIES: NC Roberts (012 358 8644)

DRIVER (1 POST)

The City of Tshwane has embarked on an initiative to improve and expand access to healthcare services through the contracting of a driver responsible to drive the COVID-19 mobile clinic to the different sites where screening, testing and vaccination will be conducted.

QUALIFYING CRITERIA

- **Grade 10 or equivalent qualification**
- Relevant experience in administrative support service
- Computer literacy
- A valid C1 or EC1 driving licence with a valid professional driving permit (PrDP)

PRIMARY FUNCTIONS TO BE PERFORMED PER DAY, FROM MONDAY TO FRIDAY

The driver will be responsible to collect and drive the mobile clinic to the designated spot where COVID-19 screening, testing and vaccination will be done by the ward-based outreach team.

- Prepare vehicle by conducting operator maintenance
- Plan routes and requirements by studying schedule or *ad hoc* requests by the office
- Transport mobile clinic staff
 - Ensure that the vehicle is roadworthy regarding the licence, tires, etc
 - Transport personnel to and from work areas according to the supervisor's orders
 - Ensure the safety of personnel while in transit
 - Transport personnel with different vehicles, such as tractor and trailer, truck, car and bakkie
- Conduct maintenance of vehicle
 - Conduct daily maintenance of vehicle, such as checking water, oil, brake fluid, etc
 - Check fuel level of vehicle in the morning
 - Maintain log sheets
 - Report problems to the supervisor
 - Conduct vehicle check lists weekly, monthly and annually
- Keep vehicle clean and tidy
 - Ensure that vehicle is washed on a weekly basis outside
 - Ensure that the vehicle is cleaned on a weekly basis inside
- Perform any other tasks as assigned
- Perform any other related tasks or duties that the employer may reasonably direct the incumbent to perform in pursuance of the strategic goals and objectives of the section or division and the department

REMUNERATION

R16 116,58 per month

The driver will be contracted through a City of Tshwane contract.

Individuals who meet the qualifying criteria need to express their interest by sending a brief profile of themselves, and their experience and contact details to **Ms Nadine C Roberts** at nadiner@tshwane.gov.za.

ENQUIRIES: NC Roberts (012 358 8644)

CLOSING DATE: 15 JULY 2022 AT 12:00

