



REQUEST FOR EXPRESSION OF INTEREST FROM AN AUXILIARY NURSE, AN ADMINISTRATIVE OFFICER AND A COMMUNITY HEALTH NURSE TO RENDER BASIC FUNCTIONAL PRIMARY HEALTHCARE SERVICES IN THE OLIEVENHOUTBOSCH MOBILE CLINIC IN A DEFINED GEOGRAPHIC AREA FOR A 12-MONTH PERIOD FROM 1 JULY 2022 (OR NEAREST DATE) TO 30 JUNE 2023

The City of Tshwane has embarked on an initiative to improve and expand access to healthcare services through the contracting of an Auxiliary Nurse, an Administrative Officer and a Community Health Nurse to render services to the community and households. This initiative is in support of the National Health Insurance pilot that aims to improve access to high-quality public sector healthcare services.

AUXILIARY NURSE

QUALIFYING CRITERIA

- One-year auxiliary nursing course
- Registered with the South African Nursing Council as an Auxiliary Nurse
- Must be acquainted with the standard operating procedures and policies of the primary healthcare standard treatment guidelines
- Must have work experience at primary healthcare facilities
- No criminal record or dismissal for misconduct at a previous place(s) of work

PRIMARY FUNCTIONS TO BE PERFORMED FOR EIGHT HOURS PER DAY FROM MONDAY TO FRIDAY

The Auxiliary Nurse will be responsible for the rendering of basic functional primary healthcare services within the following statutory scope of practice:

- Provide basic nursing care and treat patients with stable and uncomplicated health conditions in all settings
- Assess and screen health status through basic observation, interaction and measurements
- 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
 - Obtaining specimens (such as sputum)
 - Conducting pregnancy tests
 - Testing blood glucose (finger prick only)
 - Conducting eye tests
 - Nebulising patients
 - Taking pap smears
- Promote health by providing relevant information
- Obtain 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
- Apply wound care

- 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

REMUNERATION

R16 116,58 per month

ADMINISTRATIVE OFFICER

QUALIFYING CRITERIA

- Grade 12 or equivalent qualification
- Relevant experience in administrative support services
- Computer literacy
- A valid C1 or EC1 driving licence with a valid professional driving permit (PrDP)

PRIMARY FUNCTIONS TO BE PERFORMED FOR EIGHT HOURS PER DAY FROM MONDAY TO FRIDAY

The Administrative Officer appointed for the mobile clinic will be responsible to collect and drive the mobile clinic to the designated spot in the informal settlements of Olievenhoutbosch. The Administrative Officer will also be responsible for rendering administrative support and recording services in the primary healthcare clinic to ensure effective service delivery as follows:

- Provide a client reception, admission and appointment service
 - Admitting clients on computer or facility registers (where applicable)
 - Making appointments with hospitals, private medical practitioners and other institutions
 - Placing clients in the relevant queues
- Insert and update personal data in client records
- Retrieve and file client records (knowledge and implementation of archive procedures)
- Receive and file X-ray reports in client records
- Perform a specialised administrative function:
 - Conducting contact tracing
 - Sending reminders to attend services
 - Recording client information for X-ray purposes
 - Populating the electronic register to register tuberculosis patients
 - Populating the paper-based register of tuberculosis patients
- Prepare documentation for defaulter tracing
- Request, trace and transfer client records from other facilities according to prescribed procedures
- Computerise and record client records transferred from one facility to another
- Trace lost records on request, and make and send duplicates
- Arrange emergency transport or ambulances in case of facility emergencies on request of professional facility staff
- Maintain facility registers and relevant statistical registers, such as laboratory registers, minimum data set records, etc
- Maintain confidentiality in respect of all personal and medical client information
- Compile and submit the attendance register weekly to the Chief Community Health Nurse
- Prepare agendas, and take and type minutes of meetings

REMUNERATION

R16 116,58 per month

COMMUNITY HEALTH NURSE

QUALIFYING CRITERIA

- A four-year bachelor's degree or diploma in nursing science or equivalent qualification
- Registered with the South African Nursing Council as a Professional Nurse
- Experience in primary healthcare

PRIMARY FUNCTIONS TO BE PERFORMED FOR EIGHT HOURS PER DAY FROM MONDAY TO FRIDAY

Render functional clinical services as per the primary healthcare comprehensive core package and approved service profile of the Health Services Division, including the following:

- Female reproductive health
 - Manage and prevent genetic disorders and birth defects
- Integrated Management of Childhood Illness (IMCI)
- Immunisation
- Adolescent and youth health
- Manage communicable diseases
 - Sexually transmitted infections
 - HIV/AIDS
 - Tuberculosis
- Trauma and emergency
- Victims of sexual abuse, domestic violence and gender violence
- Chronic diseases and geriatrics
- Execute primary healthcare functions within the statutory scope of practice requirements which entail the under-mentioned actions with regard to all categories of primary healthcare patients and clients:
 - Taking patient history
 - Conducting assessments
 - Diagnosing diseases and identifying problems
 - Using the clinical case management plan
 - Conducting evaluation and revision where indicated
 - Recording information (manually and digitally)

The activities reflected above further entail the independent execution of a combination of any of the under-mentioned functions:

- 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 Auxiliary Nurse, Administrative Officer and Community Health Nurse 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 Ms Nadine C Roberts at nadiner@tshwane.gov.za.

ENQUIRIES: Nadine Roberts (012 358 8644)

CLOSING DATE: 5 JULY 2022 AT 12:00

