

Staff Member:	
Position title:	Nurse Assistant
Reporting to:	Matron/Medical Administrator
Position objective:	To deliver best nursing services to all patients and clients of SANITAS Hospital. To work closely with administration, claims, laboratory, nursing and pharmacy staff to ensure the best and most efficient manner of treatment is always performed for our patients. To contribute to the overall success of SANITAS as a renowned medical treatment centre in Dar es Salaam.
Key responsibilities:	<p>To attend patients in a warm and friendly manner, and to treat all patients and patient health information with the utmost respect and confidence.</p> <p>To measure all patient vital signs correctly according to protocol when stationed in the vitals station or on in-patient rounds or at doctors request. To record these measurements diligently in the patient file and to triage and communicate any outstanding measurement immediately to the doctor/s/medical personal concerned.</p> <p>To check the patient queues regularly and communicate with patients regarding any waiting time for procedures, vitals, surgeries or any other matter that may keep the patient waiting unduly.</p> <p>To communicate with reception and the Operations manager regarding credit patients status of authorization and ensuring that all claims are filled and filed correctly, all required authorizations are applied for and received and recorded in the patient file.</p> <p>To record ALL patient interactions in the patient file in hardcopy and softcopy. To ensure that patient files are fully up to date, that all procedures, medications, surgical notes, delivery notes, doctors notes, nursing observation charts, nursing care notes etc are ALL UP TO DATE every day before you leave your shift.</p> <p>To ensure that all nursing areas, treatment areas and delivery room are absolutely clean and all items are stored correctly and all equipment and facilities are in place for 100% compliance with IPC protocols and lawful requirements.</p>
Key responsibilities cont...	<p>To assist in instrument sterilization, to follow IPC protocols in treating used instruments immediately after use and following the three soak rule. To pack appropriately and record all sterilization batches in the sterilizer. To record all sterilization batches correctly in the log and on the batches themselves.</p> <p>To assist the nursing department as a whole in keeping full stock of required items, recording items received in the stock management software and making orders.</p>

	<p>To handle all equipment with the utmost care and treat all machines with respect and follow all procedures and protocols when using them. To report any issue or malfunction with any equipment or supplies to the Medical administrator immediately.</p> <p>To keep up to date in your knowledge of good nursing practices and to continue to develop and improve your knowledge and abilities in the same.</p>
Key Performance measures	<p>Patient and client relations, ability to relate and treat all patients with a level of care and compassion whilst maintaining a professional relationship, not generating any complaints.</p> <p>Demonstrated knowledge and abilities in nursing procedures, patient relations, quality care and abilities in delivery room procedures, working as part of a team, taking responsibility for your patients, communicating with all departments involved. Showing autonomous ability and accountability.</p> <p>Correct processing and authorizing of credit patients, ensuring the doctor has filled the form correctly, ensuring the patient has signed the form, ensuring all services have been recorded correctly. Not generating any payment rejections.</p> <p>Maintaining an organised nursing area, abiding by the work roster, arriving on time for your shift. Not generating any HR complaints or warnings.</p>
Skills required	<p>The minimum qualification for this position is a Certificate of Nursing. All applicants should be fully registered according to their certifications and provide certified copies.</p> <p>All applicants should have some competency in computers and using different software, all SANITAS systems are computer based. All applicants should be team players, be prepared to work a flexible roster and able to arrive for duty on time.</p>

CERTIFICATION:

This is to certify that the contents are correct and complete and that the duties and responsibilities described are required for the proper accomplishment of the functions of this position.

Signed by:

Section Head: The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.		
Title	Signature	Date

Human Resources Delegate: Job Description Approved.		
Title	Signature	Date

Employee: - I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Title	Signature	Date