



Nakekela Christian Community Centre Association

Voluntary Association

(Care-centre for terminally ill patients)

Registration Number: 092-054-NPO

PBO Registration 930040184

Tel: (+27) 013 945 6861
Fax: (+27) 013 945 6861
Email: nakekelaoffice@gmail.com
Website: www.nakekela.co.za

Stand 121 & 122
Tweefontein 'G'
PO Box 20400
KwaMhlanga MP 1022

JOB TITLE : Professional Nurse
COMPANY : Nakekela Christian Community Centre Association
DEPARTMENT : Health and Social Services

MAIN JOB FUNCTION

The scope of practice of a registered nurse shall entail the following acts or procedures, which may be performed by scientifically based physical, chemical, psychological, social, educational and technological means applicable to health care practice:

Purpose (Core objectives/ outcomes)

To lighten the burden that has been created by the AIDS-pandemic by providing palliative and where possible curative care to terminal and seriously ill patients in a holistic manner that address the whole person including their, physical, emotional and spiritual needs

Scope (Indication of size of the job – number of people, geographical responsibility)

Size of Facility : 20 patients
Number of Workers: 36

Key Responsibilities (List main duties and functions)

- ✓ The diagnosing of a health need and the prescribing, provision and execution of a nursing regimen to meet the need of a patient or group of patients or, where necessary, by referral to the doctor.
- ✓ Supervision of the new admissions – assist with intake including the shower and hygiene procedure
- ✓ The execution of a program of treatment or medication prescribed by the clinic. Hospital or a doctor.

- ✓ The treatment and care of and the administration of medicine to a patient, including the monitoring of the patient's vital signs and of his reaction to disease conditions, trauma, stress, anxiety, medication and treatment; this will also include the administration of IV- and IM Medication prescribed by the doctor.
- ✓ The prevention of diseases and promotion of health and family planning for the patients.
- ✓ The prescribing, promotion or maintenance of hygiene, physical comfort and reassurance of the patient.
- ✓ The promotion of exercise, rest and sleep with a view to healing and rehabilitation of a patient.
- ✓ The facilitation of body mechanics and the prevention of bodily deformities in a patient in the execution of the nursing regimen.
- ✓ The supervision over and maintenance of fluid, electrolyte and acid base balance of a patient – in case of managing the hydration state of a patient the inducing of IV-lines with fluid to rectify dehydration when necessary is part of the practice.
- ✓ Supervising and execution of wound management – sacral bedsores and other skin afflictions in patients that can include irrigation and superficial debridement. – and wound packing as prescribed by the doctor.
- ✓ The facilitation of the maintenance of bodily regulatory mechanisms and functions in a patient.
- ✓ The facilitation of the maintenance of nutrition of a patient.
- ✓ The supervision over and maintenance of elimination by a patient.
- ✓ The facilitation of communication by and with a patient in the execution of the nursing regimen.
- ✓ The facilitation of the attainment of optimum health for the individual, the family, groups and the community in the execution of the nursing regimen.
- ✓ The establishment and maintenance, in the execution of the nursing regimen, of an environment in which the physical and mental health of a patient is promoted
- ✓ Preparation for and assistance with operative, diagnostic and therapeutic acts for the patient.
- ✓ The co-ordination of the health care regimens provided for the patient by other categories of health personnel.
- ✓ The provision of effective patient advocacy to enable the patient to obtain the health care he needs.
- ✓ Care of the dying patient and the care of a recently deceased patient within the execution of the nursing regimen.
- ✓ Packing of medication in all the pill boxes of the patients.

Operational Planning & Management

- ✓ Reporting & escalation of all incidents and/ or serious concerns and challenges to the next appropriate levels of management.

People Management

- ✓ Manpower planning including training, development & succession planning

- ✓ Supervision of staff and volunteers
- ✓ Coaching and mentoring of staff and volunteers
- ✓ Attendance & performance management of staff and volunteers
- ✓ Ensuring that all staff are up to date with the Nakekela policies and procedures
- ✓ Initiation of company disciplinary / grievance procedures where required

Medical Activities

- ✓ Oversee all specialized nursing activities
- ✓ Coordinate medical service delivery arrangements with the doctor and other professional service providers to Nakekela
- ✓ **Ensure all care workers are giving physiotherapy to patients as needed**

Record Keeping (up-to date, complete, accurate; on-time)

- ✓ Recording all necessary information concerning the patient condition on a progress report form and complete all other forms that are in the patient file.

Relationships with Local clinics/Hospitals/National Department of Health

- ✓ Develop & maintain an effective network of contacts at all levels in the South African health society, including professional practitioners etc.

Other

- ✓ **Ensure strategic plan action items are completed as scheduled.**
- ✓ **Train others to be your back up when you are on leave**
- ✓ **Attendance at management, staff and devotional meetings.**
- ✓ **Management of all staff attendance, staff performance and they have the necessary and suitable tools to work with.**
- ✓ **Demonstrate faith in Jesus Christ as defined by the Bible and lived consistently through a godly lifestyle with active participation in a Christian church.**
- ✓ **Follow the mission statement, guiding principles, policies and procedures as well as the code of conduct**
- ✓ **Demonstrate organizational and planning skills, timeliness, information gathering and monitoring skills, and attention to detail and accuracy.**
- ✓ **Demonstrate personal initiative, reliability, confidentiality, and communication skills with all levels of personnel. Make decisions, ensure accountability for all issues and manage when issues arise and put solutions in place.**

