



## **INTERNAL ADVERTISEMENT FOR THE FOLLOWING VACANCIES**

### **IN JEREMIC HOSPITAL**

Applications are invited from suitably qualified candidates for the following positions for full-time Contracts: -

#### **1. CLINICAL OFFICER (1 POSITION)**

**Reports to:** Medical Officer/Hospital Administrator

#### **Duties and Responsibilities**

1. Supervise Junior health workers
2. Examine, diagnose and treat patients;
3. Filter and refer patients appropriately.
4. Consult patient and prescription for laboratory for further treatment.
5. Prescribe drugs and review the patient treatment, provide specific feedback
6. Assess, plan and prioritize clinical care for patients with mental problem or emergency.
7. Coordinate patient care on care units; evaluate care given to the patient.
8. Work closely with nurses and chief nurses for quality service to the patient.
9. Assist nursing team on patient and discharge plan.
10. Functions as a leader, problem solver, and resource person to the nursing personnel.
11. Suggest new methods, and patient treatment.
12. Work closely with Doctors and nurses to provide quality services to patients.
13. Provide advice to all hospital workers to ensure efficient service delivery;
14. Coordinate and advice the Kitchen staff on patient diet.
15. Plan to attend administrative meetings as scheduled.
16. Perform other duties as assigned by the Chief Medical Officer/Hospital Administrator.

#### **Required Qualifications and Experience**

1. Diploma in Clinical Medicine from Kenya Medical Training College or from an accredited university or its equivalent;
2. KCSE Certificate;
3. Must be registered by the Clinical Officers Board and must have a valid practicing license;
4. Relevant work experience of at least 5 years in a busy hospital is required;
5. Excellent attendance and punctuality record is essential.
6. Ability to work long hours in a stressful environment;
7. Must have strong communication skills of both English and Kiswahili languages;
8. Excellent time management skills is essential;
9. Semester Performance Contract evaluation reports with a minimum score of A.
10. Must be proficient in the use of computers and especially Hospital Management System, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, University Management System and Internet.

## **2. NURSES/NURSING OFFICERS (2 POSITIONS)**

**Reports to:** Chief Nursing Officer

### **Duties and Responsibilities**

1. Administers prescribed medications to patients.
2. Performs prescribed treatments.
3. Transcription of written orders
4. Plan, supervise and co-ordinate nursing care
5. Ensure availability of medical supplies
6. May be assigned to writes patient progress notes;
7. Reports and transfers information to nurses of oncoming shifts.
8. Participates in required unit meetings.
9. Assesses and reports emergency situations to nursing chief nurse.
10. Familiar with treatment program, individualized structure of patients on unit
11. Charting patient's response to medications.
12. Provides clinical supervision to attendants and care area environmental maintenance staff.
13. Supervises and/or administers medications and treatments.
14. Assesses medication needs of patients; assists medication review relative to patient response and reaction to drugs with recommendation to attending physician.
15. Performs admission procedures based on doctor's advice and evaluates new patients, observations, identifies patient health needs; obtains patient's history; develops and implements patient care plans; records and reports indicative signs and behavior;
16. Maintains patient confidence and protects operations by keeping information confidential;
17. Supervises patient background and prescribes nursing care.
18. Responsible for charting on patients needing seclusion; including a complete nursing.
19. Assessment of each patient's mental and physical conditions with emphasis on deviation from usual condition and behavior;
20. Completes standard admission nursing assessment on all patients admitted.
21. Conducts nursing groups on the unit.
22. Counseling clients, patients and staff under him/her
23. Directs change-of-shifts meetings and participates appropriately with input.
24. Assumes an active role in unit quality assurance program.
25. Responsible to oversee all charting on patient records.
26. Responsible for admission nursing assess and for correct implementation of orders.
27. Orders for medications and supplies for unit.
28. Ensures medication/treatment room environment is clean, clean, safe, hazard-free.
29. Maintains patient confidence and protects operations by keeping information confidential.
30. Works in shifts and duties as assigned and expected to be conversant with all nursing skills;
31. Maintains a cooperative relationship among health care teams by communicating information, responding to requests, building rapport, participating in team problem solving methods.
32. Maintain confidentiality and ethics at work place.
33. Perform other duties that may be assigned by the Hospital Administrator or Medical Doctor.

## **Required Qualifications and Experience**

1. Diploma in Nursing from Kenya Medical Training College or its equivalent;
2. KCSE Certificate;
3. Be registered by the Nursing Council of Kenya and must have a valid practicing license;
4. Relevant work experience of at least 2 years in a busy hospital is required;
5. Excellent attendance and punctuality record is essential.
6. Ability to work long hours in a stressful environment;
7. Must have strong communication skills of both English and Kiswahili languages;
8. High standards of personal hygiene and excellent time management skills;
9. Semester Performance Contract evaluation reports with a minimum score of A.
10. Must be proficient in the use of computers and especially Hospital Management System, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, University Management System and Internet.

### **3. CHIEF NURSING OFFICER (1 POSITION)**

**Reports to:** Chief Nursing Officer

#### **Duties and Responsibilities**

1. Must be in-Charge of nursing department of the hospital;
2. Provides leadership to nurse employees that will give their support, create ownership of goals, and have them actively participate in decisions that impact the hospital;
3. Plan, supervise, evaluate and coordinate activities and care of patients.
4. A member of the Hospital Committee and required to attend meetings;
5. Organize Health education seminars
6. Maintain discipline within the nursing cadre
7. Ensure the availability and inventory of supplies.
8. Plans new services that generate additional sources of profitable revenue;
9. Creating an environment that will encourage recruiting and retention of nursing employees.
10. Managing costs in nursing and care areas by continually seeking data that will identify opportunities and take action to eliminate non-value costs.
11. Assisting in establishing standards for nursing practices and maintaining authority, accountability and responsibility. For nursing services.
12. Develops hospital patient care programs, policies and procedures that describe how nursing care is delivered, assessed and evaluated.
13. Ensuring sufficient number of qualified staff in the hospital through assessment of patient needs.
14. Preventing complications and promoting improvement of patient comfort and wellness.
15. Analyze and identify areas that need nurse's performance improvement.
16. Responsible for disciplinary actions of nursing care staff.
17. Responsible for quality nurse care service throughout in the hospital.
18. Conduct regular meetings with nurses for better service.
19. Prepare schedule for 24hrs shift.
20. Facilitate nurses off and annual leave.
21. Oversees the scheduling and coordination of 24-hour coverage seven days a week for nursing.
22. Responsible for daily duties of nurses, including reporting time.

23. Develops job descriptions for nurses and nurse assistants.
24. Ensure the uniform for nurses and nurse assistants.
25. Recommend and consult hospital management in development of staff improvement plan.
26. Provide and maintain nursing discipline and quality improvement plan.
27. Address problems in crisis and emergency situation.
28. Conduct performance appraisal of workers every semester and forward the assessment reports to Quality Assurance;
29. Rotate or assign, nurses and nurse assistants in the ward and outpatient.
30. Plan and determine nurse requirements.
31. Coordinate and advice with Kitchen staff for patients on special diet.
32. Perform other duties that may be assigned by the Hospital Administrator or Medical Doctor.

### **Required Qualifications and Experience**

1. Bachelor's Degree in Nursing from accredited university or its equivalent;
2. KCSE Certificate;
3. Must be registered by the Nursing Council of Kenya and must have a valid
4. practicing license;
5. Relevant work experience of at least 10 years in a busy hospital is required;
6. Excellent attendance and punctuality record is essential.
7. Ability to work long hours in a stressful environment;
8. Must have strong communication skills of both English and Kiswahili languages;
9. High standards of personal hygiene and excellent time management skills;
10. Semester Performance Contract evaluation reports with a minimum score of A.
11. Must be proficient in the use of computers and especially Hospital Management
12. System, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft

## **4. PATIENT ATTENDANTS/NURSE AIDES (3 POSITIONS)**

**Reports to:** Chief Nursing Officer

Nursing aides provide direct patient care under the supervision of a licensed Chief Nurse. Certified nurse aides work closely with nurses and medical staff to ensure that a patient is provided basic care on a daily basis.

### **Duties and Responsibilities**

1. Work under the instruction and supervision of nurses;
2. Feed, bathe and dress patients
3. Help patients who need assistance going to the bathroom.
4. Serve meals and help patients eat
5. Take and observe patients' vital signs and report to the nurse accordingly.
6. Turn or reposition patients who are bedridden or unable to turn
7. Collect information about conditions and treatment plans from caregivers, nurses and doctors
8. Provide and empty bedpans
9. Lift patients into beds, wheelchairs, exam tables, etc.
10. Answer patient calls
11. Examine patients for bruises, blood in urine or other injuries or wounds
12. Clean and sanitize patient areas

13. Change bed sheets and restock rooms with necessary supplies
14. Monitor vital signs, such as blood pressure, pulse and temperature and report.
15. Report any irregularities in vital signs or health concerns expressed by patients to supervising nurses or doctors.
16. Clear the dishes and silverware of residents after meals.
17. Remove soiled bedpans; sweep and wipe down furniture; and change bedding.
18. Maintain cleanliness of patient and the environment.
19. Assist in movement of patients within the health center.
20. Assist nurses and doctors while carrying out procedures e.g., taking blood samples, fixing drips, giving medication
21. Carry out simple procedures like bed bathing, dressing simple wounds while referring difficult procedures to the nurse.
22. Perform other duties that may be assigned by the Chief Nursing Officer or Nurses on duty;

### **Required Qualifications and Experience**

1. Nurse-Aid Certificate from an accredited institution. At least six months training;
2. KCSE or equivalent;
3. High standard of English and computational skills are required.
4. Ability to work for long hours;
5. Excellent attendance and punctuality record is essential.
6. Semester Performance Contract evaluation reports with a minimum score of A.
7. Must be proficient in the use of computers and especially Hospital Management System, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, University Management System and Internet.

## **5. MEDICAL LABORATORY TECHNOLOGIST (1 POSITION)**

**Reports to:** Hospital Administrator/Medical Officer

### **Duties and Responsibilities**

1. Shall be in-charge of the laboratory in the absence of Senior Medical Laboratory Technologist;
2. Analyze laboratory findings to check the accuracy of the results.
3. Conducts chemical analysis of body fluids, blood and urine, spinal fluids to determine the presence of normal and abnormal components.
4. Enters and keeps data for various laboratory procedures performed (including referral cases);
5. Prepare blood, urine and tissue samples for analysis
6. Use sophisticated laboratory equipment to look for microorganisms
7. Monitor tests and procedures and analyze the chemical content of fluids;
8. Match blood for transfusions and test for drug levels in the blood to show how a patient is responding to treatment;
9. Ensure that all the equipments are in good working condition
10. Makes duty roster and ensures that it is strictly followed;
11. To be responsible for quality control, test result reporting and troubleshooting;
12. Responsible for blood banking and maintaining proper safety procedures in the laboratory and patient care area with regard to laboratory matters.
13. Maintain confidentiality and ethics at work place;
14. Responsible for arranging for on-call coverage overnight or on the weekends and public holidays;

15. Perform other duties that may be assigned by the Hospital Administrator or Medical Doctor.

### **Required Qualifications and Experience**

1. Diploma in Medical Laboratory Technology from Kenya National Examination Council or its equivalent;
2. Must be registered by the Kenya Medical Laboratory Technicians and Technologists Board and possess a valid practicing license.
3. Must have KCSE Certificate;
4. Relevant work experience of at least 2 years in a busy environment in the medical laboratory science area is required;
5. If they are more than one laboratory technicians; the Senior Medical Laboratory Technologist will be responsible and take charge as superintendent.
6. The license of the employee will be used for the registration of the laboratory as required by the law (in cases where there are more than one lab technician only one license will be used and the bearer of the license will be the in-charge or laboratory superintendent.
7. Excellent attendance and punctuality record is essential.
8. Ability to work long hours in a stressful environment;
9. High standards of personal hygiene and excellent time management skills;
10. Semester Performance Contract evaluation reports with a minimum score of A.
11. Must be proficient in the use of computers and especially Hospital Management System, Medical Laboratory Software, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, University Management System and Internet.

## **6. PHARMACEUTICAL TECHNOLOGIST (1 POSITION)**

**Reports to:** Hospital Administrator/Medical Officer

### **Duties and Responsibilities**

1. Shall be the Pharmacy Superintendent and in-charge of the pharmacy in the absence of Senior Pharmaceutical Technologist;
2. Responsible for maintaining proper safety procedures in the pharmacy, patient care area with regard to pharmaceutical matters.
3. Ensure medicinal products are stored appropriately and securely to ensure freshness and effectiveness;
4. Ensure medication reaches the patient in the correct form and dose: This may include tablets, capsules, ointments, injections, inhalers and creams;
5. Be responsible for the accurate dispensing and timely distribution of drugs and medicines for inpatients or outpatients;
6. Supervising and checking the work of less experienced and less qualified staff;
7. Responding to medication-related queries from within the hospital, other hospitals and the general public;
8. Keeping up to date with, and contributing to, research and development, often in collaboration with medical staff and colleagues in the pharmaceutical industry;
9. Developing policy guidelines for drug use within the hospital, preparing bulletins and implementing hospital regulations;
10. Providing information to individual wards on budgets and expenditure on drugs;
11. Setting up clinical trials, evaluating new medications against claims made by pharmaceutical companies and recommending new medicines that are the safest and most effective for individual patient needs;

12. Participating in ward rounds, taking patient drug histories and contributing to the treatment decision-making process – this includes highlighting a drug’s potential side effects, identifying harmful interactions with other drugs and assessing the suitability of treatments for patients with particular health conditions;
13. Communicating with doctors, nurses and other fellow health care professionals to ensure the delivery of safe, effective and economic drug treatment.
14. Support and promote the safe and ethical use of investigational drugs;
15. Develop standard operating procedures for pharmacy management as per study protocols;
16. Counseling patients on the effects, dosage and route of administration of their drug treatments, particularly those who require complex drug therapy;
17. Attend ward round in company of medical doctors to ascertain patient responses and reactions to pharmaceutical drugs and respond to doctor questions regarding drugs.
18. Assist in developing the pharmacy quality improvement plan for the hospital;
19. Conduct timely inventories and control pharmaceutical stocks well to avoid expiries.
20. Responsible for arranging for on-call coverage overnight or on the weekends and public holidays;
21. Maintain confidentiality and ethics at work place.
22. Perform other duties that may be assigned by the Hospital Administrator or Medical Doctor.

### **Required Qualifications and Experience**

1. Diploma in Pharmaceutical Technology from Kenya Medical Training College or its equivalent;
2. Must be registered by the Pharmacy and Poisons Board and possess a valid practicing license;
3. Must have KCSE Certificate;
4. Relevant work experience of at least 2 years in a busy environment in the pharmaceutical area is required;
5. Be a member of the Kenya Pharmaceutical Association;
6. If they are more than one Pharmaceutical Technologists in the hospital; the Senior Pharmaceutical Technologist will be responsible and take charge as a pharmacy superintendent;
7. The license of the employee will be used for the registration of the pharmacy as required by the law. In case the hospital has more than one Pharmaceutical Technologists, only one license will be used and the bearer of the license will be the in-charge or pharmacy superintendent;
8. Must have strong communication skills of both English and Kiswahili languages;
9. Excellent attendance and punctuality record is essential.
10. Ability to work long hours in a stressful environment;
11. High standards of personal hygiene and excellent time management skills;
12. Semester Performance Contract evaluation reports with a minimum score of A.
13. Must be proficient in the use of computers and especially Hospital Management System, Medical Laboratory Software, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, University Management System and Internet.

## **7. HOSPITAL ADMINISTRATOR (1 POSITION)**

**Reports to:** General Manager for Industries/Medical Director

## **Duties and Responsibilities**

1. Secretary to the hospital board.
2. Secretary to the house keeping committee.
3. Responsible for day-to-day operation of the hospital.
4. In charge of personnel administration of the hospital.
5. In charge of finance administration of the hospital.
6. Ensures that all hospital workers have job descriptions
7. Ensures that all hospital workers maintain discipline and good ethics.
8. Ensures that all departments in the hospital work together as a team and maintain a healthy work atmosphere in order to achieve the desired results.
9. Ensures that workers report to work on time and work diligently in the performance of their duties.
10. Promote professional growth of the workers.
11. Encourages workers to attend beneficial professional meetings, seminars and training.
12. Processes leaves for workers in consultation with department heads and maintains record of the same.
13. Spearheads the recruitment and hiring of doctors, nurses and other hospital personnel.
14. Ensures that all customers are well handled and treated.
15. Ensures that work performance evaluations are regularly carried out
16. Review contract terms.
17. In charge of quality assurance of service delivery.
18. Develops procedures for medical treatment in consultation with Medical Director.
19. Processes supply orders for the hospital in consultation with Medical Director.
20. Maintains good financial records for the hospital.
21. Makes annual budget for the hospital and presents the same to the hospital board for approval.
22. Ensures that the hospital budget is strictly followed.
23. Presents any proposed adjustment of the hospital budget to the hospital board for approval.
24. Prepares monthly financial statements of the hospital and gives copies to the Medical Director, the General Manager-Auxiliary Enterprises, the UEAB DVC-Finance and UEAB VC and present the same to the hospital board for approval.
25. Regularly review financial reports and take appropriate actions.
26. Ensure the hospital is financially viable and operates successfully.
27. Coordinates the development of strategic objectives, goals, and plans for the hospital and presents the strategic plan to the hospital board for approval.
28. Review hospital policies in consultation with the Medical Director and propose any changes to the hospital board for approval.
29. Ensures that the hospital policies, rules, and regulations are implemented.
30. Ensure good maintenance of all hospital facilities.
31. Attends the health planning meeting, fund-raising events and professional association conventions.
32. Promoting or Marketing the hospital.
33. Perform other duties as assigned by the General Manager of Industries/Medical Director.

## **Required Qualifications and Experience**

1. Master's Degree in Nursing/Public Health/Nutrition and Dietetics/Medical Laboratory Science from an accredited university;
2. Bachelor's degree in Nursing/Public Health/Nutrition and Dietetics/Medical
3. Laboratory Science with at least second-class upper division or its equivalent;
4. Must have proficiency in the use of Hospital Management and Inventory Control software;

5. At least 3 years of experience as Assistant Hospital Administrator or equivalent position;
6. Semester Performance Contract evaluation reports with a minimum score of A.
7. Must be proficient in the use of computers especially Hospital Management System, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook, E-Learning and Internet.

## **8. JUNIOR CLERK: ACCOUNTS (1 POSITION)**

**Reports to:** Chief Accountant

### **Duties and Responsibilities**

1. Receive and bank revenue.
2. Accurately maintain petty cash and cheque payments
3. Maintain ledger books and preparation of financial statements;
4. Prepare and balance cash books.
5. Prepare bank reconciliation statements.
6. Maintain assets Registers.
7. Prepare income and expenditure day book.
8. Summarize statutory deduction
9. Preparation and maintenance of General Ledger accounts.
10. Preparation of monthly financial reports.
11. Processing petty cash and replenishment; record daily transactions
12. Assists the receptionist with patient coordination; schedule follow-up visits and answer calls/books appointments as necessary.
13. Follow up patients who have been extended credit and have not settled debts.
14. Follows-up and handles the NHIF funds for proper disbursement.
15. Collect cash receipts and remit on daily basis to the university cashier for deposit
16. Prepare payments for LOCUM doctors and forward to the finance office for final payment;
17. Perform other duties that may be assigned by the Hospital Administrator

### **Required Qualifications and Experience**

1. At least Certified Public Accountant – I : CPA-I, Section I;
2. High standard of English and mathematical skills are required.
3. Ability to work for long hours;
4. Excellent attendance and punctuality record is essential.
5. One-year experience required. However, for direct entry no experience is required.

## **9. RECEPTIONIST (1 POSITION)**

**Reports to:** Hospital Administrator

### **Duties and Responsibilities**

1. Welcomes the visitors and patients to the hospital, in person or on the telephone; answering or referring inquiries.
2. Directs visitors and patients to where they will receive the needed services or assisting patients or visitors in finding their way around the hospital.
3. Informs the hospital staff the visitors'/patients' needs and assists in service delivery.
4. Maintains workplace security by checking and maintaining patient and visitor logs.
5. Maintains direct communication with visitors, patients and hospital personnel physically and on phone and also making announcements when necessary.

6. Provide basic and accurate information in-person or on phone or email and handle incoming and outgoing mail and phones;
7. Effectively handle all communication with patients by phone; record bookings, coordinate suppliers' requests and forward all consultation related calls to doctors and nurses.
8. Manage daily schedule for physicians; book reasonable number of appointments (mix between well and sick), determine optimal visit length per patient.
9. Distribute schedule daily for all office staff.
10. Prepare files for medical officers for visits; manage optimal order of patient visits based on emergency walk-ins, latecomers, and regularly schedule appointments.
11. Manage patient visits within clinic: assist with subsequent scheduling, distribution of forms, direction to medical officers and doctors' rooms, complaints, etc.
12. Contact patients by phone for scheduling reminders and for feedback on cancelled appointments.
13. Receive and file clinical, lab, and any medical cases results for clinic.
14. Arrange patient transfers and discharges from the hospital
15. Monitor and maintain office equipment.
16. Control inventory relevant to reception.
17. Provide general administrative and clerical report.
18. Receive, sort and distribute daily mail/deliveries and managing the junior staff;
19. Enter patient information into the database of the Hospital Management System and update patient information regularly;
20. Locate the electronic patient files from the Hospital Management System and/or the hard copy when required by the clinical personnel;
21. Ensure the safety of medical files and documents. No hospital document or patient's file can be released to a patient or anyone without being authorized by the hospital
22. administrator;
23. Call, answer and forward incoming phone calls;
24. Maintains safe and clean reception area with all necessary stationery and material (e.g., pens, forms and brochures) and complying with procedures, rules, and regulations.
25. Maintains accurate documenting and communicating actions, irregularities, and continuing needs.
26. Preparing meeting and training rooms.
27. Order front office supplies and keep inventory of stock and update calendars and schedule meetings;
28. Keep updated records of office expenses.
29. Contributes to team effort by accomplishing and assisting with a variety of administrative tasks including copying, taking notes and making travel plans.
30. Answer questions appropriately about the hospital and the surrounding area and take and pass on messages to patients and visitors;
31. Schedule and confirm appointments and maintain event calendars and inform other employees of patients' or visitors' arrivals or cancellations;
32. Perform other clerical receptionist duties such as filing, photocopying, transcribing;

### **Required Qualifications and Experience**

1. Certificate in Front Office Management or its equivalent;
2. KCSE or its equivalent;
3. High standard of English and Kiswahili are required.
4. Excellent attendance and punctuality record is essential.
5. One-year experience required. However, for direct entry no experience is required.

Please Send your applications, Curriculum Vitae with the telephone number and E-mail address, certificates and testimonials, letters of recommendation from references including a recommendation letter from the church pastor.

The application must be addressed to the Human Resource Manager, University of Eastern Africa, Baraton, by Email to: [hrm@ueab.ac.ke](mailto:hrm@ueab.ac.ke) by **Monday by Noon, April 26, 2021**.

***\*\*\*ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED\*\*\****