



Katito Medical Centre (KMC) is seeking to recruit qualified, dedicated and competent individuals to fill the following vacant positions within the newly established hospital in Mbita Town, Kenya: -

- |                                       |                         |
|---------------------------------------|-------------------------|
| 1. Patient Attendants / Nurse Aides   | - KMC/HRD/PATA/4/2023   |
| 2. Nursing Officers                   | - KMC/HRD/NURSEO/4/2023 |
| 3. Theatre Nurses                     | - KMC/HRD/NURSET/4/2023 |
| 4. Nutrition And Dietetics Assistant  | - KMC/HRD/NUTRIA/4/2023 |
| 5. Health Records Information Officer | - KMC/HRD/HRIO/4/2023   |

.....**START**.....

**A.**  
**POSITION: PATIENT ATTENDANTS / NURSE AIDES**  
**REF NO: KMC/HRD/PATA/4/2023 (10 POSITIONS)**  
**STATION: MBITA TOWN**

Role of Purpose

Provide support to clinical services within the hospital under the supervision of the nurse, the successful candidates will be responsible for the following roles amongst others: –

Duties and Responsibilities

- Maintaining general cleanliness of the wards and units;
- Transporting or wheeling patients to appropriate areas within the hospital and/ or its subsidiaries.
- Ensuring proper waste disposal of patient waste materials in accordance with the Hospital Waste Disposal Guidelines;
- Providing and assisting patients with food, beverages and any other forms of nourishment as required.
- Carbolizing of patient beds
- Helping with making of patient beds.
- Participate in cleaning and laundry services.
- Assisting patients who cannot reach the toilet by providing bed pan/urinal.
- Reporting any damaged/worn out of mattresses, beds and pillows for repairs;
- Sluicing of soiled linens;
- Keeping record of linen delivered to and from laundry;
- Issuing linen/Hospital uniforms to patients;
- Liaising with ward incharge to ensure availability of needed items to be used in patient care;
- Aiding baths for ambulant patients to meet the expected standards;
- Working together with nurses to assist with ambulating, turning and positioning of patients.
- Maintaining a high degree of confidentiality regarding patient files and conditions.
- Providing direct assistance to the nursing department.
- Collecting supplies from supplies store;
- Running errands for the department and deliver messages accurately and promptly.
- Performing any other duties that may be assigned Charge Nurse or Unit Manager.

Qualifications

- Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or its equivalent from a recognized institution
- Certificate in Nurse Aide course or its equivalent qualification from a recognized institution.
- Diploma in Social Work & Community Development, Public Health, Community Health of Environmental Health.
- At least 2 (two) years of relevant work experience in a healthcare environment/ facility.

- Have the ability to foster a good working environment conducive to excellent customer service.
- Training in life saving skills support (Nurse Aid, First Aid or Home-based Care).
- Excellent interpersonal, communication & customer care skills.
- Proficiency in Computer applications.
- Certificate of good conduct

## **B.**

### **POSITION: NURSING OFFICER**

**REF NO: KMC/HRD/NURSEO/4/2023 (16 POSITIONS)**

**STATION: MBITA TOWN (14) AND KATITO (2)**

#### Role of Purpose

The Nursing Officer will be responsible in the provision of Pharmaceutical Services in the Hospital.

#### Duties and Responsibilities

- Provision of quality patient care.
- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Diagnosing common health conditions;
- Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health, providing health education and counseling to patients/clients on identified health needs;
- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients/clients health condition and care;
- Ensuring a tidy and safe clinical environment;
- Conducting assessment of Hospital health needs;
- Planning, implementing interventions and preparing periodic reports;
- Identifying occupational health needs;
- Participate in MCH/PMCTC/surgical/ gynae / medical clinics.
- Ensure availability/maintenance of equipment/instruments that may be required for patient management.
- Ensure that any side effects from the prescribed treatment are quickly identified and managed
- Ensure high level of infection prevention in the area the nurse is operating in to avoid hospital acquired infections.
- Prepare and present timely comprehensive care and nursing reports as may be required.
- Ensure patient information is treated and handled with highest confidentiality.
- Ensure high quality nursing care in the department/unit.
- Carry out health education sessions in the department/unit and conduct orientation for newly admitted patients and new staff.
- Prescribe and give nursing care to the patients as necessary.
- Co-ordinate patients care with other departments both in and outside the ward/unit
- Ensure safe storage of drugs e.g., DDA, supplies and equipment.
- Maintain drugs and other important registers in the ward.
- Participate in ward/departmental conferences/meetings.
- Perform any other duties as may be assigned by the departmental heads/management from time to time.
- Conduct physical exams to assess patient health needs and problems
- Implement physicians' orders, perform treatments, start IVs, administer medications, and interpret special tests.
- Administer direct care to injured, disabled, ill, or convalescent patients
- Review and maintain medical records
- Implement and develop nursing care plans
- Counsel patients and family members on disease prevention and health maintenance

- Order and evaluate diagnostic tests to assess patients' conditions and needs
- Supervise the work of licensed practical nurses, nursing aides, and assistants
- Educate patients about their medical conditions and treatment plans
- Maintain a safe, hygienic working environment
- Prepare rooms and medical equipment and decontaminate instruments
- Provide emotional and psychological support
- Carry out technical procedures, such as Naso-gastric intubation, Gastric Gavage and Lavage, Oxygen Therapy, Dressing and Irrigation, Enema, Catheterization hot and cold applications, suction etc.
- Daily check of emergency and dangerous drugs, lifesaving equipment's i.e. monitors, ventilators, defibrillators, suction machines and O2 points etc., to ensure their proper functioning.
- Supervise patient attendants and student nurses.
- Perform any other duties as may be assigned by the departmental heads/management from time to time.

### Qualifications

- Diploma in any of the following disciplines; Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution.
- Registration Certificate issued by the Nursing Council of Kenya.
- Valid practicing license from Nursing Council of Kenya.
- At least 2 years' proven experience as a nurse in a medical facility
- Shown merit and ability as reflected in work performance and results.
- Good time management.
- Decision making and problem-solving skills.
- High standards of professional ethics.
- Responsive, prompt and effective provision of services.
- Team player.
- Client service support and public relations
- Have great knowledge of legal regulations and best practices in healthcare.
- Proficient in computer, excellent communication and interpersonal skills
- Have the ability to foster a good working environment conducive to excellent customer service.
- Have knowledge of general safety and quality assurance procedures.
- Certificate of good conduct

### **C.**

#### **POSITION: PERI-OPERATIVE (THEATRE NURSES)**

**REF NO: KMC/HRD/NURSET/4/2023 (2 POSITIONS)**

**STATION: MBITA TOWN**

#### Role of Purpose

Reporting to the Charge Nurse – Theatre Unit, the candidate will ensure provision of high-quality clinical care to all patients through effective provision of nursing services as a Registered Nursing Officer. Successful candidate will work in theatre and endoscopy: –.

#### Duties and Responsibilities

- Assist the Surgeon and anaesthetist during operations, anticipating their needs to facilitate their job.
- Carry-out and/or supervise all the pre, during and post-operative activities for outstanding maintenance and availability of theatre equipment in the operating room for scheduled operations or emergencies.
- Implement the hygiene, sterilization, asepsis and disinfection protocols and procedure always (before, during and after operations) to ensure the safety of patients and operating staff.
- Maintain current and in-depth knowledge of sterile techniques.
- Ensure an outstanding client experience.
- Provide efficient and effective perioperative nursing care to patients.

- Organize patient transportation from the OT to the recovery room.
- Assist with patient care in recovery, procedure, and operating rooms.
- Communicate continuously with operating team and other medical staff to meet their needs for patient care.
- Supervise and train theatre technicians and cleaners while in the OT.
- Assist in ordering, storing, and maintaining surgical equipment and supplies.
- Control use of OT equipment, endoscopy and material stock to ensure efficient and rational use of material resources.
- Professionally and timely prepare and present regular nursing reports.
- Maintain an accurate operation register.
- Filling out Theatre Charge Sheets for each patient and filling in this data into the billing software.
- Assist in the formulation, review and implementation of relevant policies and procedures e.g., infection prevention.
- Adequately prepare and participate in health talks, presentations, Continuous Medical Education (CME) events etc.
- Participate in clinical audits.
- Assist in endoscopic procedures.
- Documenting patient assessment findings, physical/psychosocial responses to nursing intervention and progress towards problem resolution.
- Initiating emergency resuscitative measures according to resuscitation, basic and advanced life support protocols.
- Maintaining confidentiality in matters related to patient, family and client facility staff.
- Providing care in a non-judgmental, non-discriminatory manner that is sensitive to the patient's and family's diversity, preserving their autonomy, dignity and rights.
- Reporting patient's condition to appropriate personnel during each shift.
- Ensuring that all supplies necessary to perform surgical procedures are available to the surgeon and the supporting team.
- Observing infection control measures and maintaining sterility in the operating theatres
- Applying safety measures throughout the perioperative period
- Monitoring physiological and psychological status of the patients.
- Maintaining current competency in perioperative nursing through continuing nursing education.
- The duties of the post may change from time to time and new duties allocated will be consistent with the overall role of the post.
- Performing any other duties that may be assigned from time to time depending on the need and urgency.

### **Qualifications**

- Diploma in any of the following disciplines; Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution.
- Endoscopy training is an added advantage.
- Peri-operative Nursing Training will be an added advantage.
- At least two (2) years relevant work experience a busy theatre
- Must be registered by the Nursing Council of Kenya.
- Valid Nursing Practice License.
- Valid competency in BLS, ACLS,.
- Excellent clinical acumen.
- Good interpersonal skills and a team player.
- Empathetic to patients of all ages.
- Ability to work under pressure with minimum supervision.
- Have great knowledge of legal regulations and best practices in healthcare.

- Proficient in computer and communication skills
- Have the ability to foster a good working environment conducive to excellent customer service.
- Excellent interpersonal, supervisory, communication, administrative & customer care skills.
- Proficiency in computer applications.
- Certificate of good conduct

**D.**

**POSITION: NUTRITION AND DIETETICS ASSISTANT**

**REF NO: KMC/HRD/NUTRIA/4/2023 (1 POSITION)**

**STATION: MBITA TOWN**

Role of Purpose

Provide support to clinical services within the hospital under the supervision of the nurse, the successful candidates will be responsible for the following roles amongst others: –

Duties and Responsibilities

- Implementing nutrition intervention programs;
- Monitoring and promoting growth of children;
- Promoting breast feeding;
- Administering micro and macro nutrients programmes;
- Collecting and analyzing data for nutrition planning;
- Monitoring and evaluating implementation of nutrition plans;
- Planning and supervising the administration of therapeutic diets;
- Preparing monthly reports;
- Attending Doctors' ward rounds and giving technical advice;
- Carrying out Nutrition Health Education;
- Counselling patients and filling & filing of diet sheets;
- Formulating and calculating special diets for patients;
- Supervising feeding of patients; and
- Preparing monthly reports.
- Performing any other duties that may be assigned Supervisor.

Qualifications

- Certificate in Community Nutrition or its equivalent qualification from a recognized institution.
- Diploma or Higher National Diploma in any of the following disciplines; Community Nutrition, Clinical Nutrition or Nutrition and Dietetics or its equivalent qualification from a recognized institution.
- Served for a minimum period of two (2) years or in a comparable position
- Registration by the Kenya Nutritionists and Dieticians Institute.
- Proficiency in computer applications.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Excellent interpersonal, communication & customer care skills.
- Good time management
- Team player
- Certificate of good conduct

**E.**

**POSITION: HEALTH RECORDS INFORMATION OFFICER**

**REF NO: KMC/HRD/HRIO/4/2023 (2 POSITIONS)**

**STATION: MBITA TOWN**

Role of Purpose

The main purpose of your job is implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review

## Duties and Responsibilities

- Provide quality and timely health information.
- Ensure disclosure, confidentiality, security and exchange of health records and information.
- Collect, compile and store health information data from the facility.
- Analysing trends and communicating these to the management.
- Compile bio-data for patients.
- Updating bed occupancy and balancing daily bed returns,
- Trouble shoot and maintain health systems.
- Compile and maintain patient's medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Participate in preparation of outpatient and inpatient monthly reports.
- Scanning onto the system and safe storage of hard copy consent forms.
- Filing, i.e., patients' files, reports, birth notification forms and other key correspondences.
- Process patient admission and discharge documents.
- Capturing and gathering data from different sources/service points
- Review records for completeness, accuracy, and compliance with regulations.
- Collection and filing, including electronically, of reports of other departments on a daily, weekly, and monthly basis.
- Extract and analyse hospital and maternity data and statistics.
- Release information to persons and agencies according to regulations
- Extracting from the Electronic Health Record hospital and maternity monthly reports.
- Maintaining hospital surveillance reports.
- Identify gaps and suggest ways of improving records and sharing of program data.
- Design and review monitoring and evaluation tools used by the program sectors.
- Convert hardcopy data into the system.
- Coding and indexing of records/diseases and surgical procedures according to international classification of diseases and procedures in medicine;
- Preparing and maintaining patients' master index;
- Perform any other duties as may be assigned by the departmental heads/management from time to time.

## Qualifications

- Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution.
- Higher Diploma in epidemiology or its equivalent qualification from a recognized institution.
- A registered member of Association of Medical Records Officers Kenya (AMRO-K).
- Proficiency in computer applications.
- Shown merit and ability as reflected in work performance and results.
- At least 2 (two) years of relevant work experience in a healthcare environment/ facility.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Certificate of good conduct

## How to Apply

**NB: REF Number for the Positions advertised MUST be captured as an email subject:**

Please quote the following REF Numbers for the different positions:

- |                                       |                                |
|---------------------------------------|--------------------------------|
| 1. Patient Attendants / Nurse Aides   | - <b>KMC/HRD/PATA/4/2023</b>   |
| 2. Nursing Officers                   | - <b>KMC/HRD/NURSEO/4/2023</b> |
| 3. Theatre Nurses                     | - <b>KMC/HRD/NURSET/4/2023</b> |
| 4. Nutrition And Dietetics Assistant  | - <b>KMC/HRD/NUTRIA/4/2023</b> |
| 5. Health Records Information Officer | - <b>KMC/HRD/HRIO/4/2023</b>   |

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only** including an up-to-date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach us on or before **21<sup>ST</sup> April, 2023**.

**NB: Please convert all your documents into ONE MERGED PDF before sending to:**

[adverts.katitomedicalcentre@gmail.com](mailto:adverts.katitomedicalcentre@gmail.com)

and a copy to [hr.katitomedicalcentre@gmail.com](mailto:hr.katitomedicalcentre@gmail.com)

*Katito Medical Centre is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Only shortlisted candidates shall be contacted.*

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