



MUSAKASA TECHNICAL TRAINING INSTITUTE

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NURSE

1. Personal Information		
Job Title: Senior Nursing officer	Job Level:	No. of Posts: 1
Sector: Technical Training Institutes and institutes of science and Technology		
Department/section/Unit: Clinical		
Reports to: Senior Nurse		
Direct Reports: N/A	In direct reports: N/A	
2. Purpose of the job:		
This job is responsible for assessing patients and providing appropriate health services in the institution.		
3. Main Responsibilities of the job:		
Managerial responsibilities: None		
Operational responsibilities:		
<ul style="list-style-type: none"> a) Assess, plan, implement nursing interventions and evaluate patient's outcome. b) Prepare and perform several procedures such as dressing wounds and provide first aids to patients in case of emergencies. c) Responsible for completion of data , reports, records, related to sickness/illness of patients d) Ensure a tidy and safe clinical environment to enhance good work environment. e) Administer the prescribed medicine to the patient. f) Ensure appropriate referral of patients in cases that require advanced treatment. g) Ensure proper disposal of used tools such as syringes and medicine to mitigate accidents. h) Prepare requisition list of medicines and medical tools for review by the clinical officer. i) Provide health education and counseling to clients/patients on identified health needs. j) Refer patients and clients to other hospitals for specialized care as appropriate. k) Maintain records on patients/clients health condition and care for future reference and continuity of care. l) Maintain a tidy, clean, and safe work environment by dumb –dusting of working areas and sterilizing the equipment for use. 		
4. Job dimensions:		
a) N/A		
Responsibility for physical Assets:		
<ul style="list-style-type: none"> a) Computer and computer accessories. b) Medical tools and equipment such as syringes c) Office furniture d) Stationery 		
Nature of decision making:		
<ul style="list-style-type: none"> a) Analytical b) Operational 		
5. Qualifications Knowledge and skills:		
Minimum level of academic qualifications required to perform effectively in the role		
Diploma in community Nursing.		

<p>Minimum level of professional qualification required to perform effectively in the role: Be registered by Nursing Council of Kenya.</p>
<p>Minimum level of knowledge that would be regularly applied to the Job</p> <ul style="list-style-type: none"> a) Knowledge of professional standards. b) Computer Literacy c) Technical, specialist or analytical skills acquired through tertiary education or the equivalent experience.
<p>Typical soft skills that would be regularly applied to the job.(Attributes)</p> <ul style="list-style-type: none"> a) Interpersonal skills b) Communication skills c) Ability to work under pressure d) Team player e) Problem solving
<p>Other requirement e.g. regulatory /statutory/Institutional required implying with for appointment to this role.</p> <ul style="list-style-type: none"> a) Certificate of good conduct b) Meet the requirement of Chapter six of the Constitution of Kenya 2010
<p>6.Relevant Experience Required</p>
<p>Minimum number of months or years of experience the job holder is required to have to be appointed to the position. One (1) years of relevant work experience</p>
<p>7. problem solving</p>
<p>Problems are solved by reference to established procedures. Problems outside of established procedures are referred upwards.</p>
<p>8. Communication</p>
<p>Communication/information the job holder needs to understand in order to perform the job:</p> <ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Detailed verbal instructions or requests c) Simple written instructions or requests d) Detailed written procedures e) Basic e-mail , fax or mail correspondence f) Current legislation affecting the job holder's area of responsibility
<p>Communication/information the job holder needs to carry out in order to perform the job:</p> <ul style="list-style-type: none"> a) Routine communication in connection with instructions, requests or normal work tasks. b) Routine communication with employees of the institution or clients. c) Basic explanation of service to employees of the institution or clients d) Simple verbal instructions to other employees within the institution
<p>9. Influence.</p>
<p>Job holder's influence over practices , policies or strategy:</p> <ul style="list-style-type: none"> a) Is expected to come up with suggestions on improved practices.
<p>Job holders' influence over subordinates and colleagues N/A</p>
<p>Job holders' influence over people outside the directorate but within the institution and people outside the institution.</p> <ul style="list-style-type: none"> a) Conveys information inside the unit/department/Division/institution b) Conveys information outside unit/department but within the institution.

10. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

11. Working conditions

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards:

Moderate. Exposure to security threats and/or other injury could occur in the course of the work. Minor accidents possible, such as cuts, bruises and strains but not usually involving lost time.