



**KENYATTA UNIVERSITY TEACHING,
REFERRAL & RESEARCH HOSPITAL
(KUTRRH)**

**JOB DESCRIPTIONS FOR VARIOUS CADRES
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TUESDAY, 23RD JULY 2019



DIRECTOR OF NURSING SERVICES (DNS/KUTRRH/2)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Services	Section/Unit: None
Job Title: Director of Nursing Services	
Reports to: Chief Executive Officer	
Direct Reports: a) Deputy Director Medical Services b) Deputy Director Surgical Services	
2. PURPOSE OF THE JOB	
Reporting to the Chief Executive Officer, the Director Nursing Services job exists to provide leadership, oversight and coordination of nursing services department, its operations and services' quality in collaboration with the Director Clinical Services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
a) Leadership <ul style="list-style-type: none"> • Sit as member of the hospital management committee. • Provide oversight of overall operational and administration of nursing and paramedical management in the hospital. • Oversee and ensure planning of all nursing programmes, projects and activities in the hospital. • Oversee and ensure the establishment of nursing service policies, procedures and practices in the hospital are of international standards. • Provide leadership in the determination of clinical and administrative nursing and paramedical goals and direction. • Ensure and contribute to an environment where professional collaboration is fostered through mutual respect and understanding. • Provide leadership in and ensure that the nursing department provides opportunity for nursing research and training in collaboration with local, regional and global Institutions. b) Participate in the hospitals strategic planning <ul style="list-style-type: none"> • Ensure the formulation and contribution of the nursing services component of the hospital strategic plans. • Oversee and ensure strategic planning process for nursing department including the preparation of work plans for nursing operations, resource allocation, setting and attainment of goals. c) Oversight of Nursing and paramedical Governance <ul style="list-style-type: none"> • Ensure that the culture of KUTRRH nurses is team-based, fact-based customer-based and work towards achievement of the hospitals Vision. • Ensure that International Nursing standards and practices are adopted and met in the hospital. • Oversee the planning and availability of all resources required in the nursing department for the provision of timely quality nursing service delivery. • Oversee and ensure performance appraisal and nursing training and development systems based on professional practice, standards, relevant statistics and regulations. 	



- Oversee and ensure Development, review and implementation of evidence-based policies, procedures and standards, evaluating their effectiveness in accordance with established programmes of supervision and evaluation, giving guidance as needed.
- d) Oversight of quality and patient safety
- Ensure that all nursing services are provided in accordance with established national, international and hospital nursing standards, policies and procedures.
 - Oversee and ensure the development of nursing indicators and performance indicators to monitor clinical practices and standards within their units.
 - Ensure and lead continuous quality service improvement and accreditation initiatives, in-service education programs, unit meetings and committee functions as assigned.
 - Oversee and ensure systematic evaluation of quality and effectiveness of nursing practice.
 - Assess quality of nursing and paramedical practices and patient care through data and provides feedback and directions to improve outcomes.
 - Monitor practices of staff to ensure function within professional standards of practice.
 - Ensure adherence to the hospital referral policy and guidelines.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor's Degree in Nursing from a recognized university.
- b) Master's Degree in Nursing or related field from a recognized university.
- c) Senior Management Professional course lasting not less than 6 weeks.
- d) Diploma in any Nursing specialization or PhD will be an added advantage

Professional qualifications required to effectively perform in the role:

- a) Registration with the Nursing Council of Kenya
- b) Valid Practice License

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record in nursing research and training in a reputable institution.

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Supervisory skills
- d) Team building skills
- e) Observation skills
- f) Analytical skills
- g) Compassionate
- h) Organizational skills
- i) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number years of experience the jobholder is required to have to be appointed to the position:

At least 10 years working experience in the Senior Nursing Management position.



SENIOR NURSING OFFICER (DNSSNO/KUTRRH/7)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Accident & Emergency Services	Section/Unit: Accident & Emergency Services
Job Title: Senior Nursing Officer	
Reports to: Deputy Nursing Officer In-Charge of Outpatient Clinics	
Direct Reports: Nursing Officer I Nursing Officer II	
2. PURPOSE OF THE JOB:	
Reporting to the Deputy Nursing Officer in-charge of Accident & Emergency Services, the Senior Nursing Officer job exists to provide general clinical nursing services and patients care, nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Prepare work plans and work schedules, and allocate to other nursing officers at the A&E of the hospital. • Receive, register, record and document patients' information and present the same to the Medical Officers at the accident and emergency of the hospital. • Transfer referred patients from the accident and emergency for further diagnosis or specialized treatment from other units of the hospital. • Provide general nursing services and care to patients in the accident and emergency of the hospital. • Ensure cleanliness and tidiness at the accident and emergency area of the hospital. • Support Medical Officers and Medical Specialists in attending to patients in accident and emergency of the hospital. • Administer medication to patients in the accident and emergency as prescribed by Medical Officers and Medical Specialists in the hospital. • Administer patient care and nursing to outpatients in the accident and emergency of the hospital. • Monitor patients' progress in the accident and emergency, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. • Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital. • Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the accident and emergency of the hospital • Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the accident and emergency unit of the hospital. 	



- Provide nursing services research and training to students at the accident and emergency of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Bachelor of Science in Nursing from a recognized institution
- b) Master of Science in Nursing from a recognized institution

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of nursing research and training in reputable institution

Professional qualification required to perform effectively in the role:

Registered with the Nursing Council with a valid Nursing practice

Soft skills required for the job:

- Communication skills
- Organizational skills
- Leadership skills
- Analytical skills
- Observation skills
- Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' working experience as a Nursing Officer I in a reputable health facility.



NURSING OFFICER – RENAL (DNSNOR/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Renal	Section/Unit: None
Job Title: Nursing Officer	
Reports to: Senior Nursing Officer	
Direct Reports: Nursing Officer II	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nursing Officer, the Nursing Officer job exists to provide general clinical nursing services and patient care and provide nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Receive, register, record and document patients' information and present the same to the Medical Officers at the hospital. • Transfer referred patients from the Renal unit for further diagnosis or specialized treatment from other units of the hospital. • Provide general nursing services and care to patients in the Renal unit of the hospital. • Ensure cleanliness and tidiness at the Renal unit of the hospital. • Support Medical Officers and Medical Specialists in attending to patients in Renal unit of the hospital. • Administer medication to patients in the Renal unit as prescribed by Medical Officers and Medical Specialists in the hospital. • Administer patient care and nursing to outpatients in the Renal unit of the hospital. • Monitor patients' progress in the Renal unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. • Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital. • Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the hospital. • Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the Renal unit of the hospital. • Provide nursing services research and training to students at the Renal unit of the hospital. • Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital. 	
4. QUALIFICATIONS KNOWLEDGE AND SKILLS:	
<i>Minimum level of academic qualifications required to perform effectively in the role:</i>	



- a) Diploma in Nursing from a recognized institution
- b) Higher Diploma in Specialized Nursing(Renal) from a recognized institution
- c) Bachelor of Science in Nursing from a recognized institution
- d) Masters of Science in Nursing from a recognized institution

Minimum level of knowledge required for the job:

Computer literate

Knowledge of relevant legislations

Knowledge of professional standards

Proven track record of nursing research and training in a reputable institution

Professional qualification required to perform effectively in the role:

- a) Registration with the Nursing Council of Kenya and Valid Practice License
- b) Must have a Certificate in a course in life-saving

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Organizational skills
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Nursing Officer in a reputable health facility



NURSING OFFICER – NEONATOLOGY (DNSNON/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing	Section/Unit: Neonatology
Job Title: Nursing Officer	
Reports to: Senior Nursing Officer	
Direct Reports: Nursing Officer II	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nursing Officer, the Nursing Officer job exists to provide general clinical nursing services and patient care and provide nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Receive, register, record and document patients' information and present the same to the Medical Officers at the accident and emergency of the hospital. • Transfer referred patients from the accident and emergency for further diagnosis or specialized treatment from other units of the hospital. • Provide general nursing services and care to patients in the accident and emergency of the hospital. • Ensure cleanliness and tidiness at the accident and emergency area of the hospital. • Support Medical Officers and Medical Specialists in attending to patients in accident and emergency of the hospital. • Administer medication to patients in the accident and emergency as prescribed by Medical Officers and Medical Specialists in the hospital. • Administer patient care and nursing to outpatients in the accident and emergency of the hospital. • Monitor patients' progress in the accident and emergency, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. • Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital. • Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the accident and emergency of the hospital • Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the accident and emergency unit of the hospital. • Provide nursing services research and training to students at the accident and emergency of the hospital. • Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital. 	



4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Higher Diploma in Specialized Nursing (Neonatology) from a recognized institution
- b) Bachelor of Science in Nursing from a recognized institution
- c) Masters of Science in Nursing from a recognized institution

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of nursing research and training in a reputable institution

Professional qualification required to perform effectively in the role:

- a) Registration with the Nursing Council of Kenya and Valid Practice License
- b) Must have a Certificate in a course in life-saving

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Organizational skills
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Nursing Officer in a reputable health facility



NURSING OFFICER – ACCIDENT & EMERGENCY (DNSNOAE/KUTRRH/9)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Department	Section/Unit: Accident and Emergency Services
Job Title: Nursing Officer - Accident and Emergency	
Reports to: Senior Nursing Officer	
Direct Reports: Nursing Officer II	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nursing Officer, the Nursing Officer I job exists to provide general clinical nursing services and patient care and provide nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Receive, register, record and document patients' information and present the same to the Medical Officers at the accident and emergency unit of the hospital. • Transfer referred patients from the wards for further diagnosis or specialized treatment from other units of the hospital. • Provide general nursing services and care to patients in the hospital. • Ensure cleanliness and tidiness at the wards. • Support Medical Officers and Medical Specialists in attending to patients in accident and emergency of the hospital. • Administer medication to patients as prescribed by Medical Officers and Medical Specialists in the hospital. • Administer patient care and nursing to outpatients in the hospital. • Monitor patients' progress in the hospital, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. • Summon Medical Officers/Specialists to attend to patients in the critical care unit if need arises in the hospital. • Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the hospital • Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the hospital. • Provide nursing services research and training to students at the accident and emergency of the hospital. • Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital. 	



4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Diploma in Nursing from a recognized institution
- b) Higher Diploma in Specialized Nursing from a recognized institution
- c) Bachelor of Science in Nursing from a recognized institution

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of nursing research and training in a reputable institution

Professional qualification required to perform effectively in the role:

- a) Registration with the Nursing Council of Kenya and Valid Practice License
- b) Must have a Certificate in a course in life-saving

Soft skills required for the job:

- a) Communication skills
- b) Leadership skills
- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Organizational skills
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least two years working experience as a Nursing Officer I in a reputable health facility



NURSING OFFICER – ONCOLOGY (DNSNOO/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Services	Section/Unit: Oncology
Job Title: Oncology Nursing Officer	
Reports to: Senior Oncology Nursing Officer	
2. PURPOSE OF THE JOB	
Reporting to the Senior Oncology Nursing Officer, the Oncology Nursing Officer I job exists to provide oncology nursing services and care to cancer patients, support oncologists in the oncology unit, provide nursing research and training, and advise on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Ensure, in collaboration with Chief Oncologist, that the unit has properly functioning machinery, equipment and materials required to support delivery of oncology services in the unit of the hospital. • Deliver quality nursing services and nursing to care patients in accordance with the set nursing standards and as per the policies and procedures of the hospital. • Receive, register and record patients and record their personal data and prepare them to be seen and examined by the oncologists in the oncology unit of the hospital. • Explain procedures and discuss test results or prescribed treatments to patients and monitor their conditions and progress and reevaluate treatments as necessary in the oncology unit of the hospital. • Provide filed patient records, medical reports, test results, or examination information to diagnose medical condition of patient to the oncologists before treatment in the unit of the hospital. • Support the oncologists to administer treatment and other medical procedures and prepare patients for oncology surgical operations and other medical procedures in the cancer unit of the hospital. • Administer prescribed therapy, medication, and other specialized medical care to treat or prevent illness, disease, or injury to patients in the oncology unit of the hospital. • Monitor patients' progress and response to medication and other therapies after oncology surgical operations and other medical procedures in the hospital. • Support oncology patients manage cancer-related pain, effects of medication and other therapies in the cancer unit of the hospital. • Provide nursing research and training to students in oncology unit of the hospital. 	



- Mentor and guide junior nursing officers, interns and students in the oncology unit of the hospital

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Higher Diploma in Oncology Nursing from a recognized institution
- b) Bachelor of Science Degree in Nursing will be an added advantage

Professional qualifications required to effectively perform in the role:

- a) Registration with the Nursing Council of Kenya and Valid Practice License
- b) Must have a Certificate in a course in life-saving

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards
- d) Proven track record of nursing research and training in reputable institution

Soft skills required for the Job:

- a) Communication and interpersonal skills
- b) Observation skills
- c) Analytical skills
- d) Compassionate
- e) Team player
- f) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as an Oncology Nursing Officer in reputable hospital.



NURSING OFFICER – THEATRE (DNSNOT/KUTRRH/8)

1. BACKGROUND INFORMATION	
Organization: Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Services	Section/Unit: Operating Theatres
Job Title: Theatre Nursing Officer	
Reports to: Senior Theatre Nursing Officer	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Senior Theatre Nursing Officer, the Theatre Nursing Officer I exist job to provide specialized nursing services and care to patients in the operating theatres, support surgeons operating on patients, provide nursing research and training, and advise on the same KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Ensure that the theatres are clean, tidy and orderly in order to provide the conducive environment required while performing surgical operations and other medical procedures in the unit if the hospital. • Prepare operating theatres for use by ensuring that they are in order, well-lit and well ventilated in order to provide the conducive environment for surgical operations and other medical procedures in the hospital. • Provide filed patient records, medical reports, test results, or examination information to diagnose medical condition of patient to surgeons before surgical operations and other medical procedures and provide the same to the recovering room staff in the hospital. • Ensure that all tools, equipment and medicines required in performing surgical operations are available, in place and sufficient to perform surgical operations in the hospital. • Receive, register and record patients in the operating theatres and prepare them for surgical operations by surgeons in the operating theatres of the hospital. • Support the surgeons to perform surgical operations and other medical procedures in the operating theatres of the hospital. • Follow medical procedures administered to patients in the operating theatres and monitor their conditions and progress and inform medical specialists accordingly in the hospital. • Administer prescribed medication and other specialized nursing care and manage patients in the operating theatres of the hospital. • Monitor patients' progress and recovery after surgical operations and other medical procedures in the operating theatres of the hospital. 	



- Move patient from the operating theatres to the recovering rooms for recovery from anesthesia and other post operation conditions in the hospital.
- Provide nursing research and training to students in theatre and operating rooms of the hospital.
- Mentor and guide junior nursing officers and students in the operating theatres of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- a) Diploma in Nursing from a recognized institution.
- b) Higher Diploma in Theatre Nursing from a recognized institution.
- c) Bachelors' Degree in Nursing will be an added advantage

Professional qualification required to effectively perform in the role:

Registration with the Nursing Council of Kenya and Valid Practice License

Minimum level of knowledge required for the job:

- a) Computer literate

Soft skills required for the job:

- a) Communication and interpersonal skills
- b) Team player
- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least three years' working experience as a Theatre Nursing Officer in reputable hospital.



NURSING OFFICER- CRITICAL CARE (DNSNOCC/KUTRRH/8)

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Nursing Services	Section/Unit: Critical Care Centers
Job Title: Critical Care Nursing Officer	
Reports to: Senior Critical Nursing Officer	
Direct Reports: None	
2. PURPOSE OF THE JOB	
Reporting to the Senior Critical Care Nursing Officer, the Critical Care Nursing Officer I job exists to provide of advanced nursing services and patients care in the ICU and HDU, provide nursing research and training and advise on the same at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Ensure that the critical care centers are clean and in the right conditions to provide the conducive environment needed by patients into the critical care centers of the hospital. • Ensure that the critical care centers have all the machinery, equipment and materials needed to provide critical care to patients admitted into the critical care centers of the hospital. • Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, or pressure lines and identify malfunctioning equipment or devices and report the same to the biomedical engineering section of the hospital. • Receive patients in critical conditions that are referred to the critical care centers and book them in for advanced care and attention in the hospital. • Deliver quality nursing care in accordance with the set Nursing Standards and as per the policies and procedures of the hospital. • Ensure the provision of quality critical care nursing services to the admitted critically ill patients, based on assessment data or identified needs in the hospital. • Monitor patients for their progress and changes in status and indications of health conditions such as sepsis or shock and institute appropriate interventions together with medical specialists in the hospital. • Administer the prescribed therapeutic procedures based upon patients' clinical status and assess patients' pain levels or sedation requirements in the critical care centers of the hospital. • Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate medical conditions of patients in the critical care centers of the hospital. 	



- Monitor patients' fluid intake and outlet to detect any emerging problems such as fluid and electrolyte imbalances among patients in the critical care centers of the hospital.
- Document patients' medical histories and assessment findings, compile and analyze data obtained from monitoring or diagnostic tests in the critical care centers of the hospital.
- Coordinate patient care conferences and participate in the development, review, or evaluation of critical care nursing practice protocols in the critical care centers of the hospital.
- Mentor and guide other junior nursing officers, interns and students in the critical care centers of the hospital.
- Provide nursing research and training to students in the critical care centers of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

Minimum level of academic qualifications required to perform effectively in the role:

- Higher Diploma in Critical Care Nursing from a recognized institution
- Bachelor of Science in Nursing will be an added advantage

Professional qualifications required to effectively perform in the role:

- Registration with the Nursing Council of Kenya and Valid Practice License
- Must have a Certificate in a course in life-saving

Minimum level of knowledge required for the job:

- Computer literate
- Knowledge of relevant legislations
- Knowledge of professional standards
- Proven track record of nursing research and training in a reputable institution

Soft skills required for the Job:

- Communication and interpersonal skills
- Observation skills
- Analytical skills
- Compassionate
- Team player
- Ability to work under pressure

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Critical Care Nursing Officer in reputable hospital.



NURSING OFFICER - DNSNO/KUTRRH/9

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Research and Referral Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Nursing
Job Title: Nursing Officer	
Reports to: Senior Nursing Officer	
2. PURPOSE OF THE JOB:	
Reporting to the Senior Nursing Officer, the Nursing Officer job exists to provide general clinical nursing services and patient care and provide nursing research and training at the KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none"> • Receive, register, record and document patients' information and present the same to the Medical Officers at the unit of the. • Transfer referred patients from unit for further diagnosis or specialized treatment from other units of the hospital. • Provide general nursing services and care to patients in the hospital. • Ensure cleanliness and tidiness in the hospital. • Support Medical Officers and Medical Specialists in attending to patients in the unit hospital. • Administer medication to patients in the unit as prescribed by Medical Officers and Medical Specialists in the hospital. • Administer patient care and nursing to outpatients in the hospital. • Monitor patients' progress in the unit, document the same for clear patient records and report the same to the Medical Officers and Medical Specialists in the hospital. • Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital. • Supervise, guide and mentor junior nursing officers, interns and nursing students, together with their work in the units of the hospital. • Provide nursing services research and training to students at the unit of the hospital. • Ensure that the nursing areas of the hospital are clean and tidy complying with sanitation standards of the hospital. 	
4. QUALIFICATIONS AND SKILLS	
Minimum level of academic qualifications required to perform effectively in the role:	
<ul style="list-style-type: none"> a) Diploma in Nursing from a recognized institution b) Higher Diploma in Specialized Nursing from a recognized institution c) Bachelor of Science in Nursing from a recognized institution 	
Minimum level of knowledge required for the job:	
<ul style="list-style-type: none"> a) Computer literate b) Knowledge of relevant legislations c) Knowledge of professional standards d) Proven track record of nursing research and training in a reputable institution 	
Professional qualification required to perform effectively in the role:	
<ul style="list-style-type: none"> a) Registration with the Nursing Council of Kenya and Valid Practice License 	
Soft skills required for the job:	
<ul style="list-style-type: none"> a) Communication skills b) Leadership skills 	



- c) Observation skills
- d) Analytical skills
- e) Compassionate
- f) Organizational skills
- g) Team building skills

5. RELEVANT WORK EXPERIENCE REQUIRED:

Minimum number of years of experience the jobholder is required to have to be appointed to the position:

At least five years working experience as a Nursing Officer in a reputable health facility