



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL
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HEAD OF ACCIDENT & EMERGENCY - DCSAE/KUTRRH/4

Re-advertisement

1. BACKGROUND INFORMATION	
Kenyatta University Teaching, Referral and Research Hospital (KUTRRH)	
Department: Clinical Service	Section/Unit: Accident & Emergency Services
Job Title: Head of Accident & Emergency Services	
Reports to: Deputy Director Medical Services	
Direct Reports: a) Senior Medical Officers	
2. PURPOSE OF THE JOB	
Reporting to the Deputy Director-Surgery Services, the Head of Accident & Emergency job exists to coordinate medical services at KUTRRH.	
3. MAIN DUTIES AND RESPONSIBILITIES OF THE JOB:	
<ul style="list-style-type: none">• Participate in the strategic planning of the medical services division for significant impact on the performance or business outcome of KUTRRH or its sub-functions.• Plan for adequate and appropriate medical staff availability for the A&E unit.• Prepare duty rosters and work plans for medical staff in the A&E unit of the hospital.• Ensure quality and appropriate delivery of medical services in the A&E unit of the hospital and advise the Deputy Director Clinical Services on service delivery situations therein.• Supervise staff deployed within the A&E unit of the hospital together with their work in order to ensure that they operate within the established procedures and deliver services within the established standards.• Implement the culture of team-base, fact-base and patient-base and work towards achievement of the Vision of KUTRRH in the A&E unit of the hospital.• Coordinate medical services within the A&E unit within the established principles, values and practices of the hospital for the best interest of the patients.• Implement specific best practice clinical and patient care related policies and procedures in the A&E unit of KUTRRH.• Serve as a link between A&E unit and other units; and the education and research facets in the process of interpreting and implementing policies, programmes and activities.• Organize and implement training, development and mentorship programmes for medical staff within the A&E unit of the hospital.• Train medical students within the A&E unit of the hospital and mentor them to be competent medics to offer quality emergency medical care services to patients.• Attend to and diagnose the patients' emergency medical needs within the unit as a way of collaborating with other medical staff and getting the right perspective of service delivery within the division.• Refer patients to appropriate specialized clinics and consultants within the	



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hospital for further management of their medical condition.

- Monitor and evaluate medical services delivery within the A&E unit of the hospital and report to the appropriate stakeholders for the appropriate action
- Propose and assign improvement actions to relevant medical staff in the A&E unit in order to improve quality of services delivered and for patient care.
- Forward disciplinary cases for action following quality and patient safety reviews, from the A&E unit to the appropriate authorities and follow up on mitigation and systemic changes.
- Ensure continuing professional development and medical education activities to staff members within the A&E unit of the hospital.

4. QUALIFICATIONS KNOWLEDGE AND SKILLS:

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

- a) Bachelor's Degree in Medicine and Surgery from a recognized university
- b) Postgraduate training in relevant area from a recognized institution

Professional qualifications required to effectively perform in the role:

- a) Must be registered with the Kenya Medical Practitioners and Dentists Council
- b) Must have a valid practice license
- c) Must have additional training in emergency care
- d) Professional Indemnity Cover

Minimum level of knowledge required for the job:

- a) Computer literate
- b) Knowledge of relevant legislations
- c) Knowledge of professional standards

Soft skills required for the Job:

- a) Communication skills
- b) Leadership skills
- c) Analytical skills
- d) Observation skills
- e) Organizational skills
- 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' experience in Emergency Medical Practice, one of which should be as a Head of Unit in a reputable health facility