



KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)

P.O. Box 7674-00100 GPO NAIROBI

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**CAREER OPPORTUNITIES**

## **INTERNAL JOB ADVERTISEMENTS**

The Hospital seeks to engage Senior Nursing Officers in specialized and general nursing areas from qualified Nursing Officers who are currently working with KUTRRH. Applicants must have successfully completed their probation period, demonstrated diligence, commitment and a positive attitude to work.

### **SENIOR NURSING OFFICER – ICU: KUTRRH/IA/DNS//SNICU/001 - 1 POST**

#### **Position Summary**

The ICU Senior Nursing Officer (SNO) is responsible for the provision of efficient and effective operating services that achieve optimal patient outcomes. The SNO will be required to plan, analyze, design, monitor and provide advice on nursing issues, to assist in the development of a workforce strategic plan and to facilitate changes to staffing and models of care to ensure innovative, effective and efficient service delivery in collaboration with management. This position entails ensuring the delivery of high-quality nursing care in accordance with legislative requirements and professional guidelines. The in charge will promote a culture that embraces best practice and identifies, evaluates and incorporates appropriate emerging trends in the practice of the clinical disciplines within their unit.

#### **Duties and Responsibilities**

- i. Ensure patient needs are met; treatment, safety, feeding and overall nursing care.
- ii. Supervise nursing and other staff in the unit to ensure that they perform their duties as required.
- iii. Provide leadership in provision of quality care to patients in ICU such as identify sudden or subtle changes in a patient's medical condition, deliver regular updates to relevant doctors, patients and their family and if necessary, respond to any medical emergency and alert the appropriate doctors.
- iv. Ensure a balanced duty rota and meet required hours for the nurses.
- v. Maintains proper continuity of care at take-over and bedside hand over of reports, ensuring that their communication is clear at all times.
- vi. Ensure that all equipment are in good working condition, ensure timely calibration and in case of malfunction. Report to the maintenance team promptly.
- vii. Maintain availability of minimum stock of commodities and supplies to ensure optimal provision of services in the unit.
- viii. Coordinate seamless admission and discharge processes as per the hospital policy.
- ix. Report all reportable incidences in the line of duty on a daily basis.
- x. Coordinate with other hospital departments in the provision of care such as radiology, laundry, laboratory and pharmacy.
- xi. Any other responsibility assigned by the supervisor in the delivery of care.

#### **Minimum Qualifications and Experience**

- i. Bachelor's Degree in Nursing with Higher Diploma in Critical Care Nursing or
- ii. Diploma in Nursing with Higher Diploma in Critical Care Nursing
- iii. Minimum six (6) years' ICU working experience
- iv. Should have successfully completed the probation period



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- v. Masters degree in a relevant and related field is an added advantage
- vi. Registration with Nursing Council of Kenya

### Soft Skills Required

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Organizational skills
- vii. Team building skills

## SENIOR NURSING OFFICER – ONCOLOGY: KUTRRH/IA/DNS/SNONC/002 - 1 POST

### Position Summary

The Oncology Senior Nursing Officer (SNO) is responsible for the provision of efficient and effective operating services that achieve optimal patient outcomes. The purpose of the inpatient Oncology department is to promote and provide effective expectations of clients that enhance continuity of care. The SNO will be required to plan, analyze, design, monitor and provide advice on nursing issues, to assist in the development of a workforce strategic plan and to facilitate changes to staffing and models of care to ensure innovative, effective and efficient service delivery in collaboration with management. This position entails ensuring the delivery of high-quality nursing care in accordance with professional guidelines. The in charge will promote a culture that embraces best practice and identifies, evaluates and incorporates appropriate emerging trends in the practice of the clinical disciplines within their unit. The department serves mostly Oncology patients admitted in the hospital for inpatient care.

### Duties and Responsibilities

- i. Contributes to the development, and manages the implementation and improvement of care delivery models and services that supports the continuous enhancement of care delivery and patient/family, employee and provide satisfaction for area of responsibility.
- ii. Applies the values of the nursing organization and assures compliance of the nurse practice acts abiding by nurses' rights and compliance with regulatory and professional standards for area of responsibility.
- iii. Ensures nurses adhere to set metrics of quality care indicators such as admission time, waiting times, discharge turnaround times and medication timings.
- iv. Fosters transparency, interdisciplinary collaboration, and accountability in area of responsibility.
- v. Enhances the quality and effectiveness of nursing practice, nursing services administration, and the delivery of services by participating in the delivery of patient and family education pertaining to chemotherapy regimens and treatment.
- vi. Ensures all patient activities of daily living are met individually: feeding, bathing, elimination, comfort (e.g. use of mosquito nets) and ambulation where indicated.
- vii. Optimizes resource allocation to support current and potential objectives and initiatives for area of responsibility.
- viii. Manages a multidisciplinary work force that provides clinically competent, efficient, and compassionate care and services in a professionally challenging environment.



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- ix. Coordinates and directs the daily patient care operations of the unit by assigning unit workloads as per skill requirements to meet patient care needs.
- x. Assesses staff competencies and makes monthly balanced duty rotas for all nurses with optimization of hours required.
- xi. Delegates appropriate tasks to appropriate personnel, consistent with legal and professional guidelines and departmental standards.
- xii. Maintains clear communications with the nurses and the Head of Department - Oncology regarding unit needs and/or incidents.
- xiii. Serves as a resource person on the unit by participating in in-service education programmes for staff where need be.
- xiv. Any other responsibility assigned by the supervisor in the delivery of care.

### Minimum Qualifications and Experience

- i. Bachelor's Degree in Nursing with Higher Diploma in Oncology Nursing or
- ii. Diploma in Nursing with Higher Diploma in Oncology Nursing
- iii. Minimum six (6) years' Oncology working experience
- iv. Should have successfully completed the probation period
- v. Masters degree in a relevant or related field is an added advantage
- vi. Registration with Nursing Council of Kenya

### Soft Skills Required

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Organizational skills
- vii. Team building skills

## SENIOR NURSING OFFICER – RENAL: KUTRRH/IA/DNS/SNREN/003 - 1 POST

### Position Summary

The Renal Senior Nursing Officer (SNO) is responsible for the provision of efficient and effective operating services that achieve optimal patient outcomes. The SNO will be required to plan, analyze, design, monitor and provide advice on nursing issues, to assist in the development of a workforce strategic plan and to facilitate changes to staffing and models of care to ensure innovative, effective and efficient service delivery in collaboration with management. This position entails ensuring the delivery of high-quality nursing care in accordance with legislative requirements and professional guidelines. The in charge will promote a culture that embraces best practice and identifies, evaluates and incorporates appropriate emerging trends in the practice of the clinical disciplines within their unit.

### Duties and Responsibilities

- i. Ensure patient needs are met; treatment, safety, feeding and overall nursing care by verifying that patients are taking all prescribed medications and performs medication reconciliation.
- ii. Supervise nursing and other staff in the unit to ensure that they perform their duties as required, ensuring a balanced duty rota and coverage.



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- iii. Ensure that all dialysis equipment are in good working condition, ensure timely calibration, oversees disassembly and disinfection of dialysis equipment and in case of malfunction, the SNO reports to the maintenance team promptly.
- iv. Assesses, prepares, and can assist in cannulation of a patient's vascular access (including needle insertion in arteriovenous fistula or grafts for aseptic connection with dialysis equipment).
- v. Oversees the preparation of the delivery system, dialysate bath, and dialyzer and confirms that all mandatory alarm tests on the dialyzer and equipment are performed.
- vi. Performs surveillance on dialysis accesses (catheter, fistula, graft) for early signs of failure or infection; this includes (if needed and after receiving the appropriate training)
- vii. Maintain availability of minimum stock of commodities and supplies to ensure optimal provision of dialysis services in the unit and also stock monitoring.
- viii. Coordinate with other hospital departments in the provision of care such as laboratory and nutrition services ensuring timely referrals if need be.
- ix. Performs surveillance and testing of dialysis water treatment equipment and dialysis water (such as chlorine, hardness, conductivity, water cultures) to ensure that these machines are operating within the parameters set in the facility's written protocols.
- x. Participates in quality improvement activities to include collection of data for the dialysis unit in elements such as infection rates, patients' satisfaction or patients' education.
- xi. Provides leadership in improving patient care, maintaining standards of care, directing and teaching personnel in a variety of settings, and providing nurses responsibilities as needed while demonstrating an in-depth understanding of infection control and prevention of transmission of blood borne pathogens.
- xii. Works closely with others on the dialysis team and participates in interdisciplinary team meetings; the SNO reviews physician orders for dialysis patients, collects pre-treatment dialysis data, and reviews patient records prior to dialysis.
- xiii. The nurse will ensure nurses conduct post dialysis assessment and patient discharge by evaluating treatment, documenting medication administration, utilizing the appropriate protocols, assessing condition of vascular access, discharging the patients when vital signs are stable, and documenting and recording patient treatment data.
- xiv. Any other responsibility assigned by the supervisor in the delivery of care.

### **Minimum Qualifications and Experience**

- i. Bachelor's degree in Nursing with Higher Diploma in Nephrology Nursing or
- ii. Diploma in Higher Diploma in Nephrology Nursing
- iii. Minimum six (6) years' Renal working experience
- iv. Should have successfully completed the probation period
- v. Masters degree in a relevant and related field is an added advantage
- vi. Professional training in Renal related courses is an added advantage
- vii. Registration with Nursing Council of Kenya

### **Soft Skills Required**

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills



- vi. Organizational skills
- vii. Team building skills

## **SENIOR NURSING OFFICER – ACCIDENTS & EMERGENCY: KUTRRH/IA/DNS/SNAE/004 - 1 POST**

### **Position Summary**

The Senior Nursing Officer (SNO) in the Accident & Emergency Department is held accountable for the nursing service to patients in the Department. This includes making provisions for the best possible nursing care of patients at all times; the nomination of persons to act up in his/her absence; assessment of patient care needs, the development, implementation and evaluation of care and the setting and monitoring of standards of care. The incumbent will also be held accountable for the day to day management of the Accident & Emergency Department. This includes the determination of work to be done, the rostering, organization and allocation of the work, teaching and training of nurses and support staff and participation in the ongoing development and evaluation of systems and programmes for delivery of care.

### **Duties and Responsibilities**

- i. Manages and supports the day to day operations of assigned patient care area(s) in the Emergency Departments (ED).
- ii. Supervises all nurses, support staff, technicians working in the ED ensuring smooth workflows.
- iii. Oversees the preparation of the nursing rota schedules utilizing wage and flex staff as appropriate. The SNO shall adjust according to patient flow.
- iv. Ensure that all equipment are in good working condition, ensure timely calibration and in case of malfunction, report to the maintenance team promptly.
- v. Accurately forecasts and manages budget for the unit and ensures that any expenditures are within the budget. This also includes control of commodities, ordering and storage.
- vi. Develops and implements quality process improvement activities, interviews, hires, evaluates, coaches and disciplines staff in collaboration with the head of department.
- vii. Develops programs which address continuous quality improvement system ensuring compliance to set quality metrics such as waiting times, admission times, referral indicators and customer satisfaction while eliminating all wastes in ED processes.
- viii. Ensures compliance with all appropriate regulatory requirements specific to the unit and enhancing streamlined processes, patient experience and overall nurse performance.
- ix. The role is also a resource person for decision-making concerning patient care services, emergency response, non-clinical services and ensures that hospital policies and procedures are properly interpreted and applied. The SNO can recommend changes in policy, programs and physical resources required to achieve 24/7 hospital objectives.
- x. Ensures that the highest quality nursing care is provided to patients and their families by leading the improvement of the patient experience ensuring active involvement of patients, family members, significant others in the care planning process.
- xi. Carries out development and performance review interviews with individual nursing staff, using job specifications and performance/appraisal review documentation in accordance with the hospital policy and records judgement about the performance of each individual staff member.



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- xii. Develops and manages partnerships with clinicians, physicians and administrative counterparts to achieve common goals and promote integration of multidisciplinary work groups.
- xiii. Orientates new staff in the unit, nurses, support staff, technicians denoting, key policies, patient pathways, HMIS documentation and teamwork approaches to care.
- xiv. Steer the team towards clinical research and health innovations necessary to attain optimal services in the department.
- xv. Undertake any other responsibility assigned by the supervisor in the delivery of care.

### Minimum Qualifications and Experience

- i. Bachelor's Degree in Nursing with Higher Diploma Specialty Training in A & E
- ii. Diploma in Nursing with Higher Diploma in Accident & Trauma Specialty
- iii. Above six (6) years' A&E working experience
- iv. Should have successfully completed the probation period
- v. Masters degree in a relevant and related field is an added advantage
- vi. Additional certification in the following courses is an added advantage
  - Basic Life Support (BLS) certification,
  - Advanced Cardiac Life Support (ACLS), or
  - Pediatric Advanced Life Support (PALS)
- vii. Registration with Nursing Council of Kenya

### Soft Skills Required

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Organizational skills
- vii. Team building skills

## SENIOR NURSING OFFICER – WARD IN-CHARGES: KUTRRH/IA/DNS/SNNC/005 - 3 POSTS

### Position Summary

The Ward In-Charge Nurse is responsible for the provision of efficient and effective operating services that achieve optimal patient outcomes. The Ward In-Charge will provide high quality health care to all who attend the hospital and to continuously improve the quality of services, safeguarding high standards by creating an environment in which excellence in clinical care will flourish. They will be required to plan, analyze, design, monitor and provide advice on nursing issues, to assist in the development of a workforce strategic plan and to facilitate changes to staffing and models of care to ensure innovative, effective and efficient service delivery in collaboration with management. The Ward In-Charge Nurse is responsible for the delivery of care and for the management of the entire hospital.

### Duties and Responsibilities

- i. Utilizing the standards and procedures of nursing care to continuously improve the quality of nursing and exceed the patients' expectations and participate in audits within their departments.
- ii. Be a role model of the nursing profession and exercise professionalism at all times while being an effective leadership resource.



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- iii. Providing guidance, supervise and mentor staff and trainees to ensure all patients are treated with dignity, privacy and respect and that the patients are encouraged to be involved in decision making related to their care.
- iv. Implementing infection control measures to provide a safe environment for patients, staff and others.
- v. Maintaining the Hospitals' policies, standard and procedures of nursing care.
- vi. Be in control of the nursing activities for the ward, staff management and utilize hospital disciplinary policy procedure effectively.
- vii. Protecting all confidential information concerning the hospital, patients and to make disclosure only with patient and Chief Executive Officer's permission.
- viii. Preparing the monthly Rotation for staff and their daily assignment of duties.
- ix. Investigating patients' complaints promptly in accordance with the hospital procedure and inform nursing administration immediately within the same shift.
- x. Providing accurate documentation and proper record keeping of patients' treatment.
- xi. Controlling & utilizing the available resources effectively for quality service delivery, profitability and cost containment.
- xii. Monitoring the performance of the nurses in the wards and in the department.
- xiii. Fully responsible for all equipment on the ward inventory and for ordering supplies and for recommending on the needs of the Department.
- xiv. Ensuring regular maintenance is performed on all equipment and communicate with the Biomedical/Maintenance Engineering.
- xv. Overseeing patient admissions, transfers and discharges.
- xvi. Participate in ward rounds and ensure that staff, reports, and tests are ready and available.
- xvii. Performing any other duties as may be assigned from time to time.

### **Minimum Qualifications and Experience**

- i. Bachelor's degree in Nursing or
- ii. Diploma or Higher Diploma in Nursing
- iii. Minimum of nine (9) years working experience in nursing
- iv. Should have successfully completed the probation period
- v. Masters degree in a relevant and related field is an added advantage
- vi. Previous experience in leadership is an added advantage
- vii. Registration with Nursing Council of Kenya

### **Soft Skills Required**

- i. Communication skills
- ii. Leadership skills
- iii. Observation skills
- iv. Analytical skills
- v. Compassionate skills
- vi. Organizational skills
- vii. Team building skills



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If your background and competencies match the specifications of any of the posts above, please apply online via [www.kutrrh.go.ke/careers](http://www.kutrrh.go.ke/careers) or send hard copies of your *Application Letter, Curriculum Vitae and Filled Application Form* addressed to:

**The Chief Executive Officer  
Kenyatta University Teaching, Referral & Research Hospital  
P.O. Box 7674 – 00100 GPO  
Nairobi Kenya**

For all applications please indicate the subject as follows: - **JOB APPLICATION – [JOB/ CADRE REFERENCE NUMBER]**

The deadline for the receipt of all applications is **Tuesday 29<sup>th</sup> September 2020.**

**Those who've successfully completed their probation period are encouraged to apply.**

Only shortlisted candidates will be invited for interviews and will be required to produce their Confirmation Letters

**KUTRRH IS AN EQUAL OPPORTUNITY EMPLOYER**