JOB DESCRIPTIONS FOR VACANT POSITIONS IN KUTRRH ON FULL TIME BASIS

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a leading National Referral Hospital with a Vision of be a premier hospital renowned for Clinical Excellence, Education and Research. The hospital seeks to attract qualified and experienced expertise in the following listed specialized areas. These positions will be on **full time basis**: -

1. PAEDIATRIC HAEMATOLOGIST - KUTRRH/DCSPAEDH/361 – 1 POST

Job Description

The Paediatric Haematologist's job exists to coordinate and provide specialized services, coordinate research and training and advise the hospital.

Duties and Responsibilities

i. Formulating and reviewing health policies, strategies, guidelines and protocols.
ii. Overseeing provision of promotive, preventive, curative and rehabilitative health services.
iii. Providing sub-specialized services to patients.
iv. Planning and managing hospital healthcare programs.
v. Initiating and managing healthcare projects and programs.
vi. Developing intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities.
vii. Initiating and coordinating operational and clinical research.
viii. Facilitating implementation of research findings to improve quality of service delivery.
ix. Coordinating and providing specifications for procurement of health commodities.
x. Ensuring adherence to health standards and guidelines.
xi. Facilitating training and development of medical services staff.
xii. Mobilizing resources and promoting partnerships and collaborations with hospital agencies and development partners in promotion of health programmes and projects.
xiii. Monitoring and evaluating provision of health services.
xiv. Preparing, planning and budgeting for the directorates.
xv. Coordinating capacity development and performance management.

Minimum Qualifications and Experience

i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
ii. Master of Medicine in Oncology or Master's degree in Pediatrics and Child Health from a recognized institution.
iii. Fellowship in Haematology training.
iv. Registration with the Kenya Medical Practitioners and Dentists Council as a Paediatric Haematologist.
v. Valid Practice License.
vi. Professional Insurance Indemnity Cover.
vii. Recognition as a specialist by the KMPDC.
viii. Proficiency in computer applications.

Soft Skills Required

i. Organizational skills
ii. Communication skills
iii. Observation skills
iv. Analytical skills
v. Supervisory skills
vi. Compassionate

2. INTERVENTIONAL CARDIOLOGIST - KUTRRH/DCSICARD/362 – 1 POST

Job Description

The Interventional Cardiologist's job exists to coordinate and provide specialized services, coordinate research and training and advise the hospital.

Duties and Responsibilities

i. Prescribing tests, treatments, and/or surgery related to the cardiovascular system when necessary.
ii. Maintaining detailed notes of appointments with patients, including comments, tests and/or treatments prescribed, and test results.
iii. Performing tests, when needed, to check the health of patients' hearts and/or cardiovascular systems.
iv. Interpreting test results to determine how effectively the heart and/or cardiovascular system is functioning.
v. Using medical imaging equipment, such as echocardiogram, CT and MRI scanners, to diagnose and treat heart and/or cardiovascular conditions.
vi. Assisting and/or performing interventional cardiology procedures such as coronary angiogram, PCI, pacemakers, electrophysiology studies etc.
vii. Prescribing medication to treat cardiovascular diseases.
viii. Providing support and advice to patients receiving long-term care.
ix. Training and providing educational support to junior staff, when necessary.

Minimum Qualifications and Experience

i. Bachelor of Medicine and Surgery from a recognized institution.
ii. Master of Medicine in Internal Medicine (Cardiology) or Master's degree in Cardiology from a recognized institution.
iii. Fellowship in interventional cardiology from a recognized institution.
iv. Competent in Cathlab Procedures.
v. Registration with the Kenya Medical Practitioners and Dentists Council (KMPDC).
vi. Recognition as a specialist by the KMPDC.
vii. Valid Practice License.
viii. Professional Insurance Indemnity Cover.
ix. Proficiency in computer applications.

Soft Skills Required

i. Organizational skills
ii. Communication skills
iii. Observation skills
iv. Analytical skills
v. Supervisory skills

vi. Compassionate

3. OPHTHALMOLOGY NURSE - KUTRRH/DNSOPHN/363 – 1 POST

Job Description

Reporting to the Senior Nursing Officer, the Ophthalmology Nurses' job exists to provide nursing services by assessing, treating patients with a variety of eye diseases and injuries. The nurse shall also participate in nursing research and training at KUTRRH.

Duties and Responsibilities

i. Receive, register, record and document patients' information and present the same to the Medical Officers in the unit.
ii. Transfer referred patients from the unit for further diagnosis or specialized treatment from other units of the hospital.
iii. Create individualized care plans for patients under their supervision and care.
iv. Give supportive resources on the patient and the families to promote positive outlook.
v. Administering medications such as chemotherapy to patients in the unit as prescribed by doctors and Consultants.
vi. Document all care rendered and response to treatment and medication treatments in the Hospital Management System.
vii. Caring for patients diagnosed with eye conditions in both inpatient and outpatient.
viii. Offering education and support to patients' families regarding treatment expectations.
ix. Support Medical Officers and Medical Specialists in attending to patients in the unit hospital.
x. Monitor patients' progress in the unit for side effects to treatment and reporting the same to the Medical Officers and Medical Specialists in the hospital.
xi. Liaise with other healthcare staff in handling patients with multiple of complex medical conditions in the units in the hospital.
xii. Supervise, guide and mentor junior nursing officers, interns and nursing students who are working in the eye unit department.
xiii. Participate in nursing services research and training to students at the eyes unit department.
xiv. Ensure that unit workplace is clean and tidy complying with sanitation standards of the hospital.

Minimum Qualifications and Experience

i. Diploma in Nursing or Bachelor of Science in Nursing from a recognized institution.
ii. Higher Diploma in Ophthalmology Specialized Nursing from a recognized institution.
iii. Registration with the Nursing Council of Kenya and in possession of a Valid Practice License.
iv. Proficiency in computer applications.
v. Knowledge of relevant legislations.
vi. Knowledge of professional standards.
vii. Proven track record of nursing research and training in a reputable institution.

Soft skills required

i. Communication skills
ii. Leadership skills
iii. Observation skills
iv. Analytical skills

v. Compassionate
vi. Organizational skills
vii. Team building skills

4. OCCUPATIONAL THERAPISTS - KUTRRH/DCSOCTH/364 – 2 POSTS

Job Description

The Occupational Therapist's job exists to formulate, review and interpret occupational therapy policies, procedures, standards and guidelines.

Duties and Responsibilities

i. Providing occupational therapist services to patients;
ii. Assessing and formulating patient's treatment plan;
iii. Examining and assessing patients' needs;
iv. Rehabilitation and habitation of patients through simulated activities;
v. Verifying and maintaining information relating to patients;
vi. Maintaining records and data relating to patients;
vii. Collecting data for operational research;
viii. Sensitizing on occupational therapy issues;
ix. Preparing periodic reports;
x. Ensuring availability of relevant materials, supplies and equipment;
xi. Setting up and running model clinics;
xii. Maintaining quality standards.

Minimum Qualifications and Experience

i. Bachelor's degree in Occupational Therapy or its equivalent qualification from a recognized institution with at least 1-year experience and/or a Diploma in Occupational Therapy with at least 3 years' work experience.
ii. Higher Diploma in occupational therapy (any specialty) is an added advantage.
iii. Certificate of Registration with Kenya Occupational Therapist Association.
iv. Current practicing license from the Kenya Occupational Therapist Association (KOTA).
v. Proficiency in computer applications.
vi. Knowledge of relevant legislations.
vii. Knowledge of professional standards.

Soft Skills Required

i. Organizational skills
ii. Communication and interpersonal skills
iii. Observation skills
iv. Analytical skills
v. Compassionate
vi. Good time management skills
vii. Responsive, prompt and effective
viii. Team player
ix. Ability to work under minimal supervision

5. DENTAL ASSISTANTS - KUTRRH/DCSDENA/365 – 2 POSTS

Job Description

The Dental Assistants' job exists to provide community dentistry, dental health education and promotion of preventive oral health care services geared towards prevention of oral facial diseases, surveillance, control, diagnosis and treatment.

Duties and Responsibilities

i. Directly assist dentist during patient procedures using four handed delivery techniques.
ii. Sterilize and disinfect instruments and operations according to clinic protocols.
iii. Set-up and clean-up materials and equipment needed for dental procedures.
iv. Triage patients before consultation by the dentist/ Community oral officer.
v. Accurately chart results of oral exam, as instructed by provider.
vi. Disinfection and packaging of impressions.
vii. Handle and dispose of infectious and hazardous waste according to clinic protocols.
viii. Perform oral hygiene instructions and education to patients.
ix. Perform maintenance, cleaning and testing of dental equipment as outlined in equipment and safety manual and radiation safety manual.
x. Answer phone in dental clinic and screen calls, confirm appointments as needed.
xi. Inventory supplies and order replacement supplies, and keep minimum of 25% stock levels.
xii. Be respectful and courteous to patients and co-workers. Adhere to client confidentiality policy.
xiii. Assisting in the construction of new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to dentist's prescription.
xiv. Repairing and/or relining existing full and/or partial dentures.
xv. Arranging and clasping teeth for new wire or cast chrome partials.
xvi. Perform other duties within the scope of the position as assigned by the Head of Dental Department.

Minimum Qualifications and Experience

i. Diploma in Dental Technology or its equivalent qualification from a recognized institution.
ii. Diploma in Nursing from a recognized institution is added advantage.
iii. Certificate of Registration with the Professional/Regulatory body.
iv. Current practicing license from the Professional/Regulatory body.
v. Proficiency in computer applications.
vi. Knowledge of relevant legislations.
vii. Knowledge of professional standards.
viii. At least two years (2) of working experience as a Dental Assistant in a busy hospital.

Soft Skills Required

i. Organizational skills
ii. Communication and interpersonal skills
iii. Observation skills
iv. Analytical skills
v. Compassionate
vi. High standards of professional ethics
vii. Responsive, prompt and effective
viii. Ability to work under minimal supervision

ix. Good time management
x. Team player

6. EMERGENCY MEDICAL TECHNICIAN (EMT) - KUTRRH/DCSEMT/366 – 2 POSTS

Job Description

The Emergency Medical Technician's job exists to provide emergency services by assessing patients and establishing their emergency medical care needs.

Duties and Responsibilities

i. Receiving and prioritizing emergency and non-emergency calls from the public and facilities.
ii. Receiving direct and coordinate emergency calls effectively and make responsible decisions that ensure lives are saved within the shortest time possible.
iii. Provide basic life support and gather patient data.
iv. Assessing patients and establishing their emergency medical care needs.
v. Provide patients with emergency care by utilizing appropriate techniques and equipment.
vi. Responsible for effective two–way communication, via radio and telephone and very good verbal command.
vii. Allocating ambulance personnel and ambulances to emergency calls and events appropriately.
viii. Operate and drive ambulance in conjunction with applicable safety policies and laws.
ix. Planning of strategic location of ambulances.
x. Transport patients in accordance with outlined policies and procedures.
xi. Planning and implementing care interventions.
xii. Administration of authorized medication to provide better outcomes.
xiii. Maintaining and evaluating healthcare outcomes on patients and preparing individualized reports.
xiv. Documenting patients care report while on transit.
xv. Responsible for ensuring comprehensive data entry for easy follow up and data mining.
xvi. Attending to distress calls, giving pre-hospital instructions and reassuring the caller.
xvii. Taking vital information's from caller and relaying it to the crews for preparation.
xviii. Documenting patient's daily data and generating annual statistics.
xix. Maintain a safe, clean and well stocked environment for patients

Minimum Qualifications and Experience

i. Valid Driver's License.
ii. Valid First Aid certificate or equivalent qualification.
iii. Certificate of completion in any of the following areas:
Emergency Medical Technician-Basic Course;
Emergency Vehicle Operations Course;
Emergency Medical Dispatch Course;
Emergency Medical Responder / First Responder Course or any other equivalent qualification from a recognized training institution.
iv. Certification by the Kenya Council of Emergency Medical Technicians.
v. Have a Licensed Emergency Medical Technician by Kenya Council of Emergency Medical Technicians.
vi. Have a BLS/ACLS Valid Certificates.
vii. Any other medical qualifications will be an added advantage.
viii. Proficient in Computer applications.
ix. At least two (2) years working experience in ambulance operations and or dispatch Centre.

Soft Skills Required

i. Organizational skills
ii. Excellent communication skills
iii. Observation skills
iv. Analytical skills
v. Compassionate
vi. Excellent facilitation and lesson planning skills
vii. Good interpersonal skills
viii. Ethical and honest
ix. Team Player

If your background and competencies match the specifications of any of the posts above, please apply online via: **www.kutrrh.go.ke/careers** OR send hard copies of your ***Application Letter, Curriculum Vitae*** *and* ***Filled Application Form*** **ONLY** to the address below:

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 REFERENCE NUMBER].** Please note that you have to attach the ***Application Letter, Curriculum Vitae*** *and* ***Filled Application Form*** when you apply online via the portal.

The deadline for the receipt of all applications is **1st December 2020**. Detailed job descriptions can be accessed on the Kenya University Teaching, Referral and Research Hospital careers portal: **www.kutrrh.go.ke**

Only shortlisted candidates will be contacted.

All shortlisted candidates must fulfill the requirements of Chapter Six of the Constitution of Kenya 2010, including;

- Certificate of good conduct from the Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (for University graduates only)
- Tax Compliance Certificate from the KRA
- Clearance from Ethics & Anti-Corruption Commission
- A report from an approved Credit Reference Bureau

Please take note that all communication to potential candidates is specifically through official emails/ telephone.

Any form of canvassing will lead to immediate disqualification.

KUTRRH is an Equal Opportunity Employer.
YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY.