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**KENYATTA UNIVERSITY TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)  
P.O. Box 7674-00100 GPO NAIROBI**

[www.kutrrh.go.ke](http://www.kutrrh.go.ke)

**CAREER OPPORTUNITIES**

**INTERNAL JOB ADVERTISEMENT**

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a State Corporation registered under Legal Notice Number 4 of the State Corporations Act Cap 446 in January 2019 as a Level 6 Tertiary Hospital and is now operational offering specialized referral services.

As part of The Hospital's wider career planning and progression efforts, we are seeking to recruit from within qualified and experienced **WARD IN-CHARGE** with the following specific qualifications, experience, and job attributes; -

**WARD IN-CHARGE NURSE: KUTRRH/IA/DNS/WICN/005 - 4 POSITIONS**

**Position Summary**

**The Ward In-charge is a supervisory role responsible for** the provision of efficient and effective Nursing Services that guarantee optimal patient outcomes within the confines of our Institutional Policies & Procedures and as guided by the globally acceptable healthcare quality standards. The incumbent is required to plan, analyze, design, implement, monitor, and lead a high performing Nursing Services team as well as care models that are innovative, in a multidisciplinary environment.

**Duties and Responsibilities**

- i. Utilizing the standards and procedures of nursing care to continuously improve the quality of nursing, exceed the patients' expectations and participate in audits within the Directorate.
- ii. Provide effective leadership by being always a role model of the nursing profession and exercise professionalism.
- iii. Provide effective supervision, guidance, and mentorship for staff and trainees to ensure standardized patientcare that promotes patient dignity, privacy, respect and involvement 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. Manpower planning including preparation of the monthly rotation for staff and their daily allocation of assignments.
- 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, and cost containment.
- xii. Monitoring the performance of the nurses in the department.



- xiii. Fully responsible for all equipment in the ward inventory including ordering of supplies and recommending on the needs of the Department.
- xiv. Coordinate with Biomedical/Maintenance Engineering to ensure that regular maintenance is performed on all equipment within the department.
- xv. Overseeing patient admissions, transfers and discharges within the acceptable turnaround time
- xvi. Participate in ward rounds and ensure that staff, reports, and tests are ready and available.
- xvii. Handle complaints appropriately in accordance with the Hospital's Policies and procedures in place.
- xviii. Identifying issues or emergencies and responding in a calm and efficient manner.
- xix. Performing any other duties as may be assigned from time to time.

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

- i. Diploma and/or bachelor's degree in Nursing from recognized Institution.
- ii. Higher Diploma and/or a master's degree in a relevant Nursing field shall be an added advantage.
- iii. A minimum of nine (9) years relevant working experience, three (3) of which should have been leading a team of not less than 10 people.
- iv. Registration with Nursing Council of Kenya
- v. Should have successfully completed their probationary period.

#### **Soft Skills Required**

- i. Excellent communication skills both written and verbal.
- ii. Leadership and Team Management skills
- iii. Good and well matured analytical skills
- iv. Compassionate with excellent organizational skills

If your background and competencies match the specifications of the above-described position, please apply online via [www.kutrrh.go.ke/careers](http://www.kutrrh.go.ke/careers) by uploading 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**

Clearly indicate the Job Reference No. i.e. **JOB APPLICATION – [JOB/ CADRE REFERENCE NUMBER]** as the subject of your application.

The deadline for the receipt of all applications is close of business **Friday, 7<sup>th</sup> May 2020**. Only those who **have successfully completed their probation are encouraged to apply**.

APPLICATIONS ARE STRICTLY ONLINE. Only applications sent via the portal shall be considered. Equally ONLY shortlisted candidates will be invited for interviews and will be required to produce their Confirmation Letters.

**KUTRRH IS AN EQUAL OPPORTUNITY EMPLOYER**

**YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITY ARE ENCOURAGED TO APPLY.**