



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

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

### JOB DESCRIPTIONS FOR VACANT POSITIONS IN GATUNDU LEVEL 5 HOSPITAL

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 Referral Hospital. At Gatundu Level 5 Hospital, an Annex of Kenyatta University Teaching Referral and Research Hospital, we seek to engage qualified staff on **locum basis** for the positions listed below. Applicants must demonstrate diligence, commitment and a positive attitude.

#### 1. MEDICAL OFFICERS - V/ST/1/2022 – 6 POSTS

##### Job Description

The Medical Officer's job exists to provide general medical services to patients in the hospital, ensure provision of quality and timely medical services and quality patient care

##### Duties and Responsibilities

- i. Participate in the strategic planning of the division in collaboration with other medical staff in the unit for significant impact on the performance or business outcome of the hospital and its sub functions.
- ii. Attend to patients' medical needs, diagnose their illnesses and prescribe medicines and other therapeutic interventions in consultation rooms at the hospital.
- iii. Follow-up on and observe the clinical conditions and progress of patients in the wards
- iv. Provide medical advice, counselling, health education and control measures to patients in the hospital in order to prevent spread of diseases and injuries.
- v. Work with other medical staff to solve single or multiple medical issues and/or participate in performing extensive surgical operations in the hospital.
- vi. Implement best practice clinical and patient care related policies and procedures in the outpatient division of the hospital.
- vii. Refer outpatients to the appropriate specialized clinics and medical consultants within the hospital for further diagnosis, treatment and management of their medical conditions.
- viii. Provide quality emergency medical services to patients in the emergency unit of the hospital.
- ix. Implement the hospital's culture of team-base, fact-base and patient-base and work towards achievement of the hospital Vision.

##### Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery from a recognized institution.
- ii. Registration with the Kenya Medical Practitioners and Dentists Council.
- iii. Valid Practice License.
- iv. Basic life support and Advanced Cardiac life support certification.
- v. Proficiency in computer applications.
- vi. At least one (1) year of working experience as a Medical Officer in a busy hospital.

##### Soft Skills Required

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



## **2. CLINICAL OFFICER ANESTHETISTS - V/ST/2/2022– 3 POSTS**

### **Job Description**

The Clinical Officer Anesthetist's job exists to promote safe and prompt provision of anesthesia and participate in patient education and communication, hence improving clinical and surgical outcomes.

### **Duties and Responsibilities**

- i. Meet patients before their procedure to conduct pre-operative examinations.
- ii. Explaining anesthetic process to patients and re-assuring them before they are led into the operating theatre under their supervision.
- iii. Administering appropriate type of anesthesia to patients via a variety of methods.
- iv. Recording vital details, including type of anesthesia administered dosage, method of administration and patient's condition.
- v. Monitoring patients throughout their medical procedure and dealing immediately with any concerns that arise.
- vi. Give supportive resources on the patient and the families to promote positive outlook.
- vii. Document all care rendered and response to treatment and medication treatments in the Hospital Management System.
- viii. Offering education and support to patients' families regarding treatment expectations.
- ix. Support 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 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 and clinical officers, interns and clinical students who are working in the eye unit department.
- xiii. Working co-operatively with other medical professions, including surgeons and theatre nurses to manage patients from end-to-end and deal with chronic pain complaints etc.
- xiv. Participate in clinical services research and training.

### **Minimum Qualifications and Experience**

- i. Diploma in Clinical Medicine and Surgery or a Bachelor Degree in Clinical Medicine from a recognized institution.
- ii. Higher Diploma in Anesthesia Specialization from a recognized institution.
- iii. Must be a Registered Officer with the Clinical Officer Council.
- iv. Valid Practice License.
- v. Basic life support and Advanced Cardiac life support certification.
- vi. Proficiency in computer applications.
- vii. At least two years working experience as an Anesthetist Clinical Officer in a reputable health facility.

### **Soft Skills Required**

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



### 3. PHARMACIST - V/ST/3/2022 – 5 POSTS

#### Job Description

The Pharmacist's job exists to provide pharmacy and pharmaceutical services to patients in the hospital, provide clinical research and training and advise the hospital and public on the same.

#### Duties and Responsibilities

- i. Provide technical pharmacy and pharmaceutical advice and service to the hospital.
- ii. Implement work plans and work schedules in the pharmacy of the hospital.
- iii. Receive patients in the hospital and dispense medicines and other pharmaceutical materials to them in the hospital.
- iv. Provide care and custody of medicines and other medical supplies in the pharmacy of the hospital.
- v. Coordinate pharmaceutical operations and services in the pharmacy in order to ensure that they meet the expected standards of sufficiency and quality the in the hospital.
- vi. Carry out training and development of pharmacy staff, interns and student in order to enhance their performance productivity in the hospital.
- vii. Record the movement and consumption of medicines and medical equipment and supplies, and well-updated drug register in the hospital.
- viii. Implement duly all established pharmacy and pharmaceutical policies, procedures and process in the hospital.
- ix. Supervise, guide and mentor junior pharmacy staff and students in the hospital.
- x. Provide specialized pharmacy and pharmaceutical advisory services to the hospital executive and the public through the appropriate media.
- xi. Provide clinical research and training to pharmacy and pharmaceutical students.

#### Minimum Qualifications and Experience

- i. Degree in Pharmacy from a recognized institution.
- ii. Registration with the Pharmacy and Poisons Board.
- iii. Valid Practice License.
- iv. Proficiency in computer applications.
- v. At least one (1) year of working experience as a Pharmacist in a reputable hospital.

#### Soft Skills Required

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

### 4. PHARMACEUTICAL TECHNOLOGIST - V/ST/4/2022 – 4 POSTS

#### Job Description

The Pharmaceutical Technologist's job exists to provide pharmaceutical services to patients, and provide pharmacy and pharmaceutical support services in the hospital.

#### Duties and Responsibilities

- i. Dispense medications and monitor patient health and progress to maximize their response to the medication in the pharmacy of the hospital.



- ii. Provide expertise about the composition of drugs, including their chemical, biological, and physical properties and their manufacture and use in the pharmacy of the hospital.
- iii. Ensure drug purity and strength and make sure that drugs do not interact in a harmful way in the pharmacy of the hospital.
- iv. Receive and process patients' prescription correctly and accurately for both in/outpatients in the pharmacy of the hospital.
- v. Give accurate drug information to patients, wards and other user departments in the hospital.
- vi. Constitute, restructure, prepare and label extemporaneous preparations for in/outpatients in the pharmacy of the hospital.
- vii. Participate in drug stocking and stock taking drug in the pharmacy of the hospital.
- viii. Check the expiry dates of pharmacy drugs and ensuring compliance with the short Expiry Drug Policy in the pharmacy of the hospital.
- ix. Participate in chemotherapy dispensing and reconstitution in strict accordance with Cytotoxic Handling Policy in the pharmacy of the hospital.
- x. Participate in planning for all medicines and other medical material needs of the pharmacy of the hospital.
- xi. Support the pharmacist in charge in proper medical warehousing applying the appropriate principles in the pharmacy of the hospital.
- xii. Dispense medicines to patients and explain to them on how to use, in the pharmacy of the hospital.
- xiii. Document and file drug related information such as prescription as required by the pharmaceutical policies and practices in the hospital.
- xiv. Support the pharmacist in charge in collecting, recording and analyzing data related to drug dispensing use in the pharmacy in the hospital.
- xv. Ensure cleanliness, orderliness and tidiness of the Pharmacy of the hospital.

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

- i. Diploma in Pharmacy/Pharmaceutical Technology from a recognized institution
- ii. Must be a Registered with the Pharmacy and Poisons Board
- iii. Valid Practice License.
- iv. Proficiency in computer applications.
- v. At least one (1) year working experience as a Pharmaceutical Technologist in a reputable hospital

#### **Soft Skills Required**

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



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

For all applications, please indicate the subject as follows: **JOB APPLICATION – [JOB REFERENCE NUMBER]**. Please note that you have to attach the *Curriculum Vitae and Practicing License ONLY* when you apply to the address below:

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

The deadline for the receipt of all applications is **22<sup>nd</sup> February 2022**.

Only shortlisted candidates will be contacted. All successful 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

**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**