

DIVISION:	RIBUMED GLENWOOD DAY HOSPITAL
JOB TITLE:	NURSING SERVICES/THEATRE MANAGER
PURPOSE OF POSITION	
<p>•The Nursing Services /Theatre Manager is responsible for leading and the co-ordination of the Nursing department at Ribumed Glenwood Day Hospital.</p> <p>Involves planning, organization and administration of Nursing services to include staffing, training and development, communications and documentation.</p> <p>To maintain quality patient care standards and advise medical staff, department heads, and the administrators in matters related to Nursing services.</p>	
KEY PERFORMANCE AREAS	
<p><u>Effective customer satisfaction management practices:</u></p> <ul style="list-style-type: none"> ➤ Drive customer satisfaction and complaints management by: <ul style="list-style-type: none"> • Proactively driving customer satisfaction and complaints management daily during care round management and controls. <p><u>Effective clinical management practices:</u></p> <ul style="list-style-type: none"> ➤ Drive clinical patient outcomes as the frontline clinical expert by: <ul style="list-style-type: none"> • Ensuring comprehensive handovers of all patients in the Hospital, using the SBAR communication tool for shift handovers. • Planning safe staffing according to patient needs and ensuring that nurse’s function in accordance with the Scope of Practice. <p><u>Effective risk management practices:</u></p> <ul style="list-style-type: none"> ➤ Manage integrated hospital specific risk practices in conjunction with the enabling team by: <ul style="list-style-type: none"> • Having a clear understanding of the hospital’s specific risks for patients and staff. • Review risks monthly and create barriers to prevent adverse events. • Reporting on the progress of Nursing interventions, best practices monthly to mitigate all risks in the hospital. <p><u>Effective Business efficiency process</u></p> <ul style="list-style-type: none"> ➤ Budget management: <ul style="list-style-type: none"> • Agree on and sign off all cost-saving targets and strategies. • Manage the unit’s budget through formal review processes. • Ensure full understanding of the Hospitals budget targets among the team. • Create and sustain the hospitals commitment to meet budgeted targets and cost saving initiatives. <p><u>Labor cost management:</u></p> <ul style="list-style-type: none"> • Manage labor costs with a patient centered focus by: <ul style="list-style-type: none"> • Creating a clear understanding among all stakeholders regarding the number and level of staff needed to prevent compromised patient care. • Agreeing on and signing off the unit’s full-time equivalents (FTE’s). • Agreeing on and signing off labor cost management targets. <p><u>Effective relationship building with internal/ external stakeholders</u></p> <ul style="list-style-type: none"> • Display visible leadership, motivation and management in terms of both day and night staff. • Represent the hospital in a positive, productive manner during intra- and inter-hospital contact. 	

Payroll

- Collect and submit payroll input timeously.
- Ensure Kronos and Sage is updated daily.

Daily management duties

- Administration of the day-to-day operations of the Day ward, operating room and CSSD.
- Lead and supervise the staff.
- Handle all conflict situations within the facility
- Equipment, maintenance and motivations for all clinical equipment.
- Recruitment of nursing personnel.
- Assume the role of Nurse Educator
- Ensure the facility is always running to the highest standards.
- Being on call and doing after-hours work in case of emergencies as and when required.
- Signing invoices.
- Induction and Orientation of staff

COMPETENCIES (The following will be advantageous)

**MINIMUM
REQUIREMENTS**
(Educational
Qualifications &
Experience)

- A relevant Nursing qualification (Diploma in General Nursing/ BCur Degree) or equivalent NQF 7 qualifications.
- Diploma in operating Theatre Nursing Science and Theatre Technique.
- Diploma/Degree Administration/Management.
- Current Registration with the South African Nursing Council as a Registered Nurse.
- Compliance with the SANC code for a Registered Nurse and all applicable health care legislations.
- Minimum 7-10 years' experience in an operating theatre environment.
- 5 years proven leadership and management experience in private healthcare.

cv's together with supporting documents should be submitted to: ribumedrecruit@ribumed.co.za

NB: Only short-listed candidates will be contacted.

POPIA CLAUSE – HR ADVERTS

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

Closing date for applications is 25 April 2025.

**Yours faithfully
Jenny Bux
Group HR Manager**

