

JOINT MEDICAL HOLDINGS LIMITED

Registration No. 2011/010448/07

13th March 2019

INTERNAL / EXTERNAL VACANCY

THEATRE MATRON

ISIPINGO HOSPITAL

• Introduction

A vacancy exists for a Theatre Matron at Isipingo Hospital, reporting to the Nursing Services Manager.

• Critical Outputs

- ❖ Must be able to practice within your scope of practice as a Theatre Matron.
- ❖ Must be competent with the Hospital's Policies and Regulations.
- ❖ Administration of the day to day operations of the operating room and CSSD.
- ❖ Ability to understand and follow policies, procedures and protocols.
- ❖ To lead and supervise the staff within the Theatre Unit.
- ❖ Good Interaction skills with doctors, patients and colleagues essential
- ❖ Ability to handle all conflict situations in the Theatre Unit.
- ❖ Equipment maintenance and motivations.
- ❖ Recruitment of nursing personnel with the NSM.
- ❖ Ability to lead and supervise staff.
- ❖ Competent with the Hospital Regulations and Policy.
- ❖ Ability to plan strategically and financially.
- ❖ Assume the role of Nurse Educator with Students.
- ❖ To ensure the Theatre Unit is run to the highest standards at all times.
- ❖ To be on call and do after hours work.

• Requirements

- ❖ Approximately 3-5 years experience as a Theatre Matron.
- ❖ Diploma in operating Theatre Nursing Science and Theatre Technique
- ❖ Diploma/Degree Administration/Management.
- ❖ The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement.
- ❖ Must have knowledge of Eyes, ENT, Gynae, Dental, Orthopaedic, Urology, General Surgery and Neurosurgery
- ❖ Computer literacy – MS Word & Excel

Please forward curriculum vitae's (CV's) with a covering letter to the Human Resources Department for consideration: email to: jsirecruit@jmh.co.za

NB: Only short listed candidates will be contacted.

Closing date for applications is Friday, 22nd March 2019.

Yours faithfully

Jenny Bux

Group HR Manager