

JD 18 Job Description for Nurse

Job Title	Nurse
Grade	KS 8
Corporation/Organization	Kenya Bureau of Standards
Directorate	Human Resource and Administration
Department	Human Resource
Division	N/A
Section / Unit	Medical Services
Job Title	KEBS Headquarter, Nairobi

Reporting Relationships	
Reports to	Assistant Manager, Medical Services
Direct Reports	N/A
Indirect Reports	N/A

Job Purpose
Coordinates implementation of nursing interventions and services at KEBS through the contracted medical and assigned health facilities for the purpose of facilitating and supporting KEBS mandate on Standards, Metrology and Conformity Assessment (SMCA) for the realization of KEBS vision, Mission and strategic objectives.

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a) Provides triage procedures; b) Provides basic nursing care for sick staff; c) Provides wound management services; d) Coordinates support for primary health care in the on boarded facilities; e) Coordinates access to medical services by staff through the medical scheme; f) Oversees the general medical services at the workplace; g) Oversees the nursing care and follow up of admitted staff; h) Links up with medical provider on monitoring of critical members under their care in admitted facilities; i) Maintains records of medical occurrences and patient information; j) Reviews compliance of the standards medical facilities providing care to members in response to member complaints; k) Seeks pre-authorisation for received notifications for specialised medical care; l) Maintains medicine stock levels to ensure enough supply; m) Registers internal customer complaints in register book for circulation;

- n) Offers technical advice to identified cases requiring ongoing conservative management; and
- o) Participates in Quality Management Systems Audit to assess conformity to laid down procedures.

Job Dimensions:
I. Financial Responsibility
Implements cost minimization and resources optimization strategies in the section.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Responsible for physical assets assigned by the institution; Computer, Office equipment, Cabinets, drugs. b) Provides oversight for the physical assets in the Section
III. Decision Making / Job Influence
Makes operational decisions
IV. Working Conditions
Works predominantly within the staff clinic.

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in Nursing
Professional Qualifications / Membership to professional bodies
Registered by the professional medical council
Previous relevant work experience required.
A minimum period of four (4) years relevant work experience

Functional Skills, Behavioural Competencies/Attributes:
Functional <ul style="list-style-type: none"> a) Workforce analysis; b) Professional interview techniques; c) Human Resources Management Information system; d) Labour laws & Industrial relations; e) Strategic management skills; f) Talent management skills; g) Change Management skills; h) Coaching, mentorship and Counselling Skills; i) Performance management skills; j) Interpersonal skills; k) Communication skills; l) Negotiation skills; and a) Conflict resolutions. Behavioural skills: <ul style="list-style-type: none"> a) Problem solving skills; b) Time management skills; and

c) Emotional intelligence.