

## GAUTENG REGION

BUSINESS UNIT: NATIONAL HEALTH LABORATORY SERVICES  
DISCIPLINE: EMERGENCY OPERATIONS CENTRE  
LOCATION: BRAAMFONTEIN/SANDRINGHAM  
POSITION: ENROLLED NURSE X 55 - **Amendment**  
**(FIXED TERM CONTRACT: 06 MONTHS)**  
PAY GRADE: B5  
REFERENCE NUMBER: NHLS0420/001-01

### Main Purpose of the Job:

**To provide COVID19 services inclusive of answering public call centre queries and issuing out patient results.**

### Key Job Responsibilities:

- Obtain informed consent and interview patients, clinicians and relatives to fulfill ethical requirements and ensure reliability of data
- Issue results of tests with utmost sensitivity and empathy
- Complete case report forms by interview and / or record review and submit to for testing, as specified in the relevant surveillance or research protocol
- Take specimens as per relevant protocol
- Monitor the progress and outcome of patients in and out of the hospital to ensure accurate data collection and recording
- File surveillance and research records on-site after data collection, according to the relevant protocol
- Compile site statistics and reports as dictated by the project activities or as required by line manager
- Actively participate in and contribute to surveillance-related activities, e.g. special research studies nested within the surveillance programme, programme evaluations, etc. it may include activities such as patient enrollment into research projects, follow-up of patients, collecting specimens from patients, travel to patient homes or health facilities in the local area, obtaining information from clinics or hospital management as well as any reasonable task assigned by the line manager
- Work effectively with existing NHLS / DoH systems in the district / region and attend all required meetings to achieve the objectives within the project / program
- Assist to obtain permission and ethics approval for surveillance and research activities in the region
- Perform tasks related to the surveillance and research project as dictated by the project activities or as assigned by the line manager
- Conduct monthly stock taking accordingly in compliance with the inventory policy and timeously request stock via the line manager
- Keep up to date with relevant, current and emerging research, methods and technologies to ensure personal growth and development
- Handles queries within scope of practice and escalate when necessary.

### Key Competency Requirements:

- 2 year Diploma in Nursing
- Registration with SANC as a Nurse
- Counselling experience
- Short course / Certificate in required counselling discipline [e.g. HIV/Aids, TB, etc. (desirable)]
- Strong written and verbal communication skills
- Excellent interpersonal skills
- Computer literacy
- Ability to maintain confidentiality
- Apply appropriate ethical considerations
- Problem solving skills
- Administrative skills
- Attention to detail
- Ability to work under pressure
- Driver's license (desirable).

Enquiries may be directed to **Ketsitseng Maseko @ 011 712 6528**, e-mail application to [Recruiter@nioh.ac.za](mailto:Recruiter@nioh.ac.za)

**Closing date : 05<sup>th</sup> May 2020**