

## **NURSING OFFICER – GRADE KPC 7 Job Ref No. KPC/ADVT/03/2020**

### **a) Job specification**

- i. Carry out nursing activities including attending to patients in the observation room, escorting patients in the ambulance etc.
- ii. Assist the Clinical Officer in carrying out the duties at the clinic.
- iii. Monitor the health and progress of patients in response to drug therapy to ensure the safe and effective use of medication.
- iv. Administer treatment in the Clinic as per instructions e.g. injections.
- v. Provide counseling on, family planning, HIV management and Prevention of Mother to Child Transmission (PMTCT) services.
- vi. Offer maternal child health care services.
- vii. Participate in the prevention and treatment of endemic diseases
- viii. Examine and refer complicated cases to Clinical Officers and approve referrals to hospitals for specialized medical management.
- ix. Provide emotional and psychological support and information to patients and their families
- x. Provide first aid, assist in routine medical examinations, give advice on health matters and maintain sickness and accident records
- xi. Provide guidance to patients and families about treatment and care.

### **b) Person specification**

- i. Diploma in Registered Community Health Nursing.
- ii. Minimum eight (8) years' experience.
- iii. Valid practicing license with Nursing Council of Kenya.
- iv. Proficiency in computer applications.
- v. Demonstrated competence in work performance.

### **c) Key Skills and Competencies**

- i. Effective communication and interpersonal skills
- ii. Knowledge of safety standards and regulations pertaining to the care of patients.
- iii. Ability to maintain confidentiality of information obtained in the course of work.
- iv. Ability to maintain professional status and keep abreast of evolving trends in nursing through continuing professional education programmes.