



NOTES

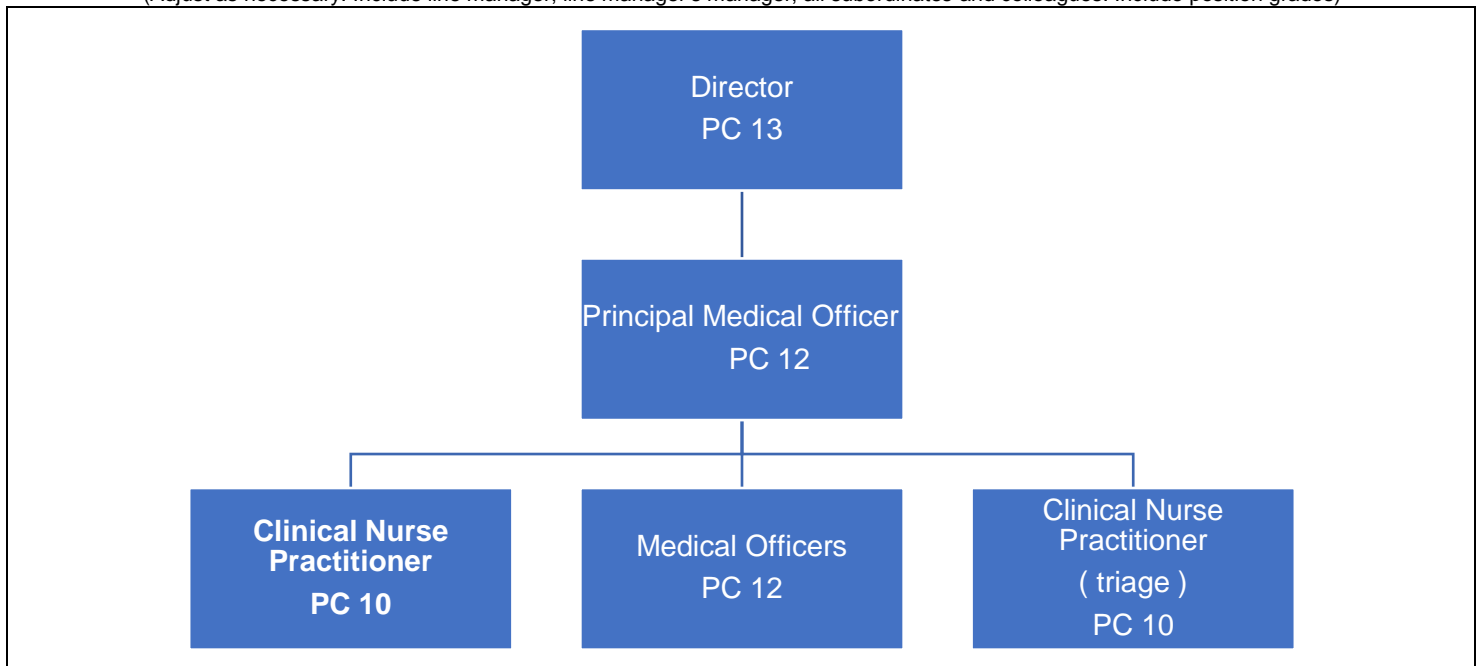
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

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|--|-----------------------------|-----------------------------|--------------|
| Position title | Clinical Nurse Practitioner | | |
| Job title (HR Practitioner to provide) | | | |
| Position grade (if known) | 10 | Date last graded (if known) | January 2017 |
| Academic faculty / PASS department | PASS | | |
| Academic department / PASS unit | DSA | | |
| Division / section | Student Wellness Service | | |
| Date of compilation | 6 th April 2018 | | |

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to provide students attending Student Wellness Service with clinical, educational and advocacy interventions appropriate to the scope of a PHC Nurse within a student-centred and professional multidisciplinary primary health care service. The Primary Health Care Nurse is required to work in accordance with South African Nursing Council regulations at all times

CONTENT

| Key performance areas | % of time spent | Inputs (Responsibilities / activities / processes/ methods used) | Outputs (Expected results) |
|-----------------------|-----------------|--|--|
| | Clinical work | 70% <ol style="list-style-type: none"> 1. Individual consultations with students which include history-taking, physical examination assessment, diagnosis, treatment, care management, referral & follow up. 2. Within the scope of practice of a PHC Nurse, prescribe necessary medications (up to schedule 4) including contraceptive medications & antibiotics for Sexually Transmitted Diseases (STI's). 3. Take specimens for and order specific diagnostic tests – including bloods, X-rays (within scope of practice and individual experience), ultrasound, urine, pregnancy, CD4, HIV Antibody, stool, swabs, VDRL etc. 4. Manage student patients including HIV positive patients with opportunistic conditions and participate in/support the 'DOTS' system for TB patients. 5. Refer student patients for specialised care or investigation – to other health professionals and facilities externally but also to resources such as Financial Aid, OIC, Accident Insurance, Disability Service etc within the university. 6. Perform minor clinical procedures including pap smears, ear syringing, taking of blood and other specimens, giving injections, dressings, suturing etc. 7. Perform a range of clinical tasks including sterilization of instruments and dressing packs, ensuring a sterile and hygienic environment in the consulting and treatment rooms during and after use though adhering to the SWS cleaning protocol. 8. Within the scope of practice of the PHC Nurse/Psychiatric Nurse, support and counsel student patients including pre and post-termination of pregnancy, HIV VCT counselling, relationships, sexual activities, diet/wellness, rape, women's and men's health issues. 9. Manage and contain health care emergencies as they arise, including trauma, asthma attacks, assault, rape, sexual abuse, panic attacks, psychotic presentations, acute anxiety disorders, para-suicides. 10. Participate in intake / sorting - triage duties in the reception area if required – this includes triaging new patients, dealing with emergencies, making referrals, dealing with 'level 2' (more complicated queries on all levels) etc. 11. Participate in continuing education and training in order to keep up with new health care developments/practice/knowledge and acquire new appropriate skills – as agreed with your line manager. | Provide a comprehensive, holistic approach to the clinical management of all presenting patients to ensure that their health needs are addressed timeously |

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| 2 | Health/wellness education | 10% | <ol style="list-style-type: none"> 1. Promote health/wellness education, awareness and related life-skills through: <ul style="list-style-type: none"> • During Individual consultations with students. • Co-ordination of and participation in workshops, talks and wellness expositions with students across the university including residences. • Preparation and distribution of educational materials including posters, pamphlets etc. <p>Talks to parents, relevant staff, UCT Radio etc.</p> | Preventative health measures to ensure that patients are encouraged to make health life choices |
| 3 | Student wellness advocacy | 5% | <ol style="list-style-type: none"> 1. Refer appropriately students who have difficulties with, for example, academic performance, housing, nutrition, food/catering, finances, legal aid, health & safety on campus, other resource identification. 2. Bring issues and problems arising on campus or in students' lives that negatively affect students' health/wellness to the attention of SWS management in order that systemic solutions can be sought | The psychosocial and health requirements impacting on academic performance are managed to ensure early detection and referral |
| 4 | Administration & management tasks | 10% | <ol style="list-style-type: none"> 1. Contribute to the performance of the Student Wellness team as a whole through: <ul style="list-style-type: none"> • Guiding management with respect to reception needs for an improved service and assisting with reception duties if necessary (exceptionally and only insofar as the individual Nurse feels capable since this is not his/her primary role). • PHC Nurse to play a primary role in the management & running of the SWS dispensary under the supervision of the Principal Medical Officer. • Assisting colleagues as necessary to ensure as smooth and professional a service to students as possible. 2. Keep accurate records of all consultations and pathology reports on patient file and on Management Information System (when available). 3. Obtain feedback from student patients both on an individual basis and through questionnaires, suggestion-box etc 4. Key responsibility by the PHC Nurse in the management of: ordering of medications, state-provided supplies for STI's and all Contraceptives and medical consumables relating to VCT drives and clinic requirements. | <p>The medico – legal and professional regulatory bodies requirements are met to ensure that the operation of the service fulfils its legal obligations.</p> <p>The efficient operation of a professional service</p> |

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| 4 | Administration & management tasks | | <ol style="list-style-type: none"> 5. Record and submit monthly statistics to management and where necessary to the Department of Health. 6. Key responsibility in the operational management of Clinic Preparedness: hygiene standards, waste disposal, stock replenishment, emergency room, clinic room, dispensary, linen, equipment, pest control, and stock ordering. 7. Liaison with the State and NGO's regarding services & supplies for stock and medications. 8. Participation in the planning of staff training – relevant case presentations | |
| 5 | Other projects and tasks | 5% | <ol style="list-style-type: none"> 1. Take on the co-ordination of and/or participate in various portfolios or projects that are set up in the SWS including: <ul style="list-style-type: none"> • Condom distribution around the campus • Clinical care protocols for specific health problems/issues • Evaluation/surveys of SWS and lessons for service planning 2. Individual portfolio management tasks for example, assessment of stock and equipment needs and ordering thereof. | The efficient operations of the Service and improvement in service delivery |

MINIMUM REQUIREMENTS

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| Minimum qualifications | <ul style="list-style-type: none"> • A General Nursing Science and Primary Curative Care for Registered Nurses qualification • | | | |
| Minimum experience (type and years) | <ul style="list-style-type: none"> • Experience in midwifery and Psychiatry with 3 years post-qualifying experience in the Primary Health Care field of which 2 years' experience should be within a health care context in which advanced level counselling was a key part of the job. • Registration with the South African Nursing Council. • Reproductive Health Certificate • Possession of a dispensing license or willingness to acquire such within 6 months of appointment. | | | |
| Skills | Personal accountability Counselling skills Strong interest in and empathetic attitude in working with students Flexibility and adaptability to a variety of presenting problems Teamwork and interpersonal relationship skills | | | |
| Knowledge | Primary Health Care in accordance with their registration with the South African Nursing Council. | | | |
| Professional registration or license requirements | Current SANC registration certificate with the following registrations <ul style="list-style-type: none"> • General Nurse, Midwife and Psychiatric nurse. | | | |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.) | Dispensing license or willing to acquire within 6 months of employment | | | |
| Competencies (Refer to UCT Competency Framework) | Competence | Level | Competence | Level |
| | Personal accountability and commitment to customer service | 2 | Interpersonal relationships | 2 |
| | communication | 2 | Flexibility and adaptability | 2 |
| | Team work | 2 | | |
| | Professional knowledge and skill | 2 | | |

SCOPE OF RESPONSIBILITY

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| Functions responsible for | Refer Key Performance Areas |
| Amount and kind of supervision received | Limited supervision required within scope of practice. Referral to other service providers or specialists (internal and external to SWS) |
| Amount and kind of supervision exercised | Minimal unless complex cases require referral |
| Decisions which can be made | Within scope of practice – health assessment and treatment to schedule 4 |
| Decisions which must be referred | Complex patient presentations beyond the CNP's Scope of Practice. Prescribing medication greater than schedule 4. |

CONTACTS AND RELATIONSHIPS

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| Internal to UCT | Medical officers, Psychologists, social worker , OIC, other DSA departments , Academics / faculty staff |
| External to UCT | Department of Health, Private Hospitals, ER 24 , Private Practitioners |