

## **IN PATIENT NURSING IN-CHARGE**

### **Job Purpose**

The jobholder is responsible for overseeing and coordinating nursing activities within general wards and critical care units and hence ensure high quality patient care in line with CTC policy, prevailing hospital regulations and the standards set by the Nursing Council of Kenya.

### **Key Responsibilities/ Duties / Tasks**

- Oversee patient care, set work schedules, coordinate meetings, and make personnel decisions in In-Patient department.
- Coordinate Nursing activities in the department, through Unit In-charges
- Responsible for ensuring every aspect of In-Patient nursing program runs as efficiently as possible, from patient interactions to departmental operations.
- Participate in recruitment of and train nurses and other health care professionals and maintain a facility's records.
- Work with staff to apply emerging nursing theories to care delivery; organize and attend In-charges meetings
- Implement government and corporate regulatory guidelines for patient safety and educate in patient nursing staff about any changes in the laws and how they impact care delivery.
- Work to help close care delivery gaps due to nursing shortages and improve patient outcomes.
- Adhere to protocols, staff training and development, resource management, fostering a collaborative and supportive work environment among the nursing team.
- Orient and mentor New In-charges into leadership role
- Chair In Charges meeting in the absence of the Lead of Nursing Services   Lead
- Attends CTC Management meeting in the absence of Nursing Services Lead
- Workforce management in In patient department to balance the deployment of nursing staff to the optimum level
- Ensures that all the Nurses have valid practice license and keep records for the same.
- Attends Infection prevention meeting as delegated by Nursing Services Lead.
- Attends Hospital ISO steering Committee meetings as delegated by Nursing Services Lead.
- Day-to-day operations, supervision, management of performance and development of staff in the In-Patient Department, fostering a cohesive and unified organizational culture.
- Facilitate implementation of the work plans for the following corporate initiatives in the Department: Audit, Integrity, QMS, Risk Management, adherence to policies, documentation and others.
- Development and management of the In-Patient Department's work plan and budget.
- Perform any other duty that may be assigned from time to time.

**Job Dimensions:**

Role makes:

- Analytical decisions - reviewing and interpreting data and information and options to inform decision-making and the execution of responsibilities
- Operational decisions – for day-to-day work tasks

Job Competencies (Skills Job Knowledge, Experience and Attributes).

**Academic qualifications**

- Higher diploma in nursing related field. Bachelor 's degree in Nursing or related field from a recognized institution is an added advantage
- Professional Qualifications (Special training or Professional certification).
- Leadership Training is an added advantage.
- Professional Membership/Licensing requirements
- Registration with and Valid License from Nursing Council of Kenya (NCK)
- Previous relevant work experience required (including a specific length or type of experience in a certain job or level.)
- Have 3 years progressive experience in a similar role with a minimum of 2 years in a leadership or supervisory position.

**How to apply:**

Interested candidates who meet the above criteria should send their applications through the career portal on or before 8th August,2025 enclosing:

**\*Resume, Cover Letter & Statement of Faith\***

**\*What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Tenwek Hospital. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.