

JOB ADVERT– SERVICE PROVIDER NURSE

| | | | |
|---------------------|------------------------------------|--------------------------------------|----------|
| Job Title | Maternity Nurse – Service Provider | Probation Period | 3 Months |
| Location | ICEA/Pangani | No. of Direct Reports | |
| Reporting to | Centre Manager | Budget Responsibilities (Y/N) | |

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women’s health services to millions of the world’s poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

Reporting to and working with the Center Manager, the Nurse Service Provider’s main role is to ensure provision of delivery services, nursing care and treatment for all clients at our MSK CEmONC Centre, documenting all care activities provided to clients, maintain confidentiality of patients’ records and maintain care of all commodities within the facility.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to Marie Stopes International global core values:

| | | | | | |
|----------------|------------------|--------------------|------------|-------------|-----------------|
| mission driven | customer focused | results orientated | pioneering | sustainable | people centered |
|----------------|------------------|--------------------|------------|-------------|-----------------|

Key Responsibilities

Maternity/In-patient activities:

- Conduct normal deliveries and assess clients at all stages of delivery.
- Makes recommendations for caesarean section.
- Perform minor procedures on patients as required such as urinary catheterization, suturing of small tears, lacerations and episiotomies.
- Do ward rounds with the head nurse and /or doctor and ensure all treatment is administered to patients.
- Ensure the emergency tray is up to date and the daily checklist is duly filled and any replenishments done immediately.
- Ensure all patient records are duly filled in the electronic health record and necessary receipts issued, ensure a daily hand-over of ward/in-patient clients has taken place and the report is handed over to the Centre Manager daily.
- Ensure the implementation and continuity of antenatal and postnatal care, family planning, emergency obstetrical and neonatal care in accordance with MoH Reproductive Care Package of Activities and reinforce the implementation of standardized protocols.
- Properly follow up of all new-born babies from delivery until discharge, informing mothers and relatives about importance of breast feeding, vaccination and possible complications resulting from harmful traditional practices

Provision of quality client care:

- Report all major and minor incidents within 24 hours.
- Conduct follow up and report all complications, incidences in writing within or before the end of current duty.
- Undertake root cause analysis of incidences and develop action plans, ensuring that this leads to change in practice.
- Establish and maintain effective communication with clients, relatives and team members to contribute to the active resolution of potentially complex situations, complaints and issues.
- To provide comprehensive client counselling on reproductive health, contraceptive options and other services.

JOB ADVERT– SERVICE PROVIDER NURSE

- To ensure that all clients are treated with sensitivity, respect, and consideration. If complaints are raised, to be able to effectively manage and resolve them and to promptly refer to the Centre Manager if the client complaint continues or is of a serious magnitude.
- To maintain the highest possible standard of client care by providing quality care to all clients.
- To implement a smooth, efficient client flow to minimise client waiting times.
- To monitor and evaluate client care continuously and recommend improvements as necessary.
- To provide accurate information to clients, and their families where required, to enable clients to make informed decision about their reproductive & sexual health.
- Comply with overall quality inputs into service delivery points. Includes running full out-patient clinic and provision of surgical procedures as needed.
- Proper use of medical equipment and supplies and for notifying the Centre Manager of repairs, maintenance or replacements of equipment and instruments.
- In collaboration with the Centre Manager and Medical Officer, ensure that the centre complies with MSK policies and protocols for vocal local, infection prevention and emergency preparedness (including resuscitation).

Budgetary control, maintain record keeping, reporting and performance management

Activities include:

- To ensure sufficient supplies are available to provide services without disruption and that stock is dispensed and counted accurately; stock cards are updated continuously and waste and spoilage of stock (i.e. expired stock) and stock outs are minimised.
- To ensure accurate client records are maintained in HER.
- To ensure all client information is kept confidential at all times and stored appropriately.
- To analyse activity trends and ensure performance targets are achieved, pro-actively identifying and implementing opportunities for improvements.
- To assist in the collection of client feedback data.

Technical and quality clinical service provision

Activities include:

To provide all of the following clinical services to a consistently high standard and in accordance with clinical guidelines and protocols:

- All methods of short and long-term contraceptive methods, including injections, implants and IUDs.
- Removal of implants and IUDs where required.
- Running full out-patient clinic and provision of surgical procedures as needed.
- Assistance with tubal ligation and vasectomy procedures.
- Cervical screening, STI screening and treatment and VCT.
- To conduct weekly checking of essential equipment, promptly inform the Centre Manager of their current status, and following up repairs or maintenance as required.
- To carry out all nursing procedures (as laid down in the procedure manual).
- To maintain high standards of cleanliness and infection control measures.
- To ensure instruments are appropriately sterilised and stored in compliance with infection control protocols.
- To order medical supplies and consumables in good time to avoid shortage.
- To ensure proper storage of medical supplies.
- To support clients through the provision of vocal local techniques during procedures.
- To attend clinical training and supervision as required.
- To promote and ensure proper use of the Electronic Health Records (EHR).
- To support new team members in their induction & orientation and assist with training as required.

JOB ADVERT– SERVICE PROVIDER NURSE

Participate in promotional and marketing activities

Activities include:

- To fully participate in planned demand generation activities including educational and awareness-raising events with clients, community members and other stakeholders.
- To positively promote Marie Stopes Kenya as a leading, quality provider of reproductive & sexual health services.

Professional & Ethical Conduct

- Marie Stopes Kenya nursing and midwife staff are expected to observe the relevant code of conduct for nurses and midwives in Kenya in regard to professional and ethical conduct.
- All clinical care must be provided in accordance with the highest standards of clinical care and safety
- You are expected to act professionally at all times, maintaining excellent client-focussed care especially when circumstances are challenging.
- You are expected to act with financial integrity at all time. Marie Stopes Kenya has a zero-tolerance approach to fraudulent activities, including siphoning of clients for personal financial gain.

Qualifications

- Diploma in Nursing from a recognised medical training college.
- Bachelor's in nursing will be an added advantage.
- Registered by the Nursing Council of Kenya.
- Minimum 2 years post training working experience.
- Served as a locum with MSK for a minimum of 6 months.
- Has been competency assessed by MSK MDT team.

Skills

- High regard for confidentiality
- Excellent communicator – both written and spoken.
- Commitment to excellent client care and the delivery of client-focused services.
- High level of attention to detail.
- Knowledge of professional nursing theory and midwifery practice to evaluate and give patient care.
- Knowledge of organizational policies, regulations and procedures to administer patient care.
- Knowledge of medical equipment and instruments to administer patient care.
- Skills in preparing and maintaining records, writing reports and responding to both oral and written enquiries.
- Skill in establishing and maintaining effective working relationships with patients, medical and clinic staff and the public.
- The ability to react calmly and effectively in emergency situations.
- The ability to interpret, adapt and apply guidelines and procedures.
- Excellent computer use skills.
- High level of professionalism and management of clients
- Team player who accepts constructive criticism and is comfortable with giving constructive criticism.
- Ability to remain calm under pressure
- Ability to work flexibly to meet service needs

JOB ADVERT– SERVICE PROVIDER NURSE

Behaviours and Values:

Successful performance at MSK is not simply defined in terms of ‘what’ people achieve, but equally is about ‘how’ people go about their jobs and the impact that they have on others.

| | |
|---|---|
| Work as One MSI | <p>You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.</p> <p>You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.</p> <p>You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.</p> |
| Show courage, authenticity and integrity | <p>You hold yourself accountable for the decisions you make and the behavior you demonstrate.</p> <p>You are courageous in challenging others and taking appropriate managed risks.</p> |
| Develop and grow | <p>You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.</p> <p>You manage your career development including keeping your knowledge and skills up to date.</p> |
| Deliver excellence, always | <p>You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.</p> <p>You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.</p> |
| Leadership | <p>You inspire individuals and teams, through situational leadership, providing clear direction.</p> <p>You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.</p> <p>You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.</p> <p>You articulate a vision of the future which inspires and excites others.</p> |

JOB ADVERT– SERVICE PROVIDER NURSE

How to Apply

Suitable and qualified internal and external candidates should fill in his/her details via <https://hcm.mariestopes.or.ke/recruitment.jsp?view=1:0> and email one document combining an application letter (**Indicate the Location of the job in the subject of the letter and email**) and CV to pd@mariestopes.or.ke on or before 30th August 2024. The subject of the email should read Service Provider Nurse- **Location**. The applications shall be reviewed on a rolling basis. Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.