



Title	<b>Operational Manager – Nursing Education 18032019Z</b>
Salary Package	<b>R532 449 – R599 274 plus benefits (OSD salary levels - DPSA)</b>
Reporting structure	<b>Deputy Director - Nursing Education and Practice</b>
Closing date	<b>12 April 2019</b>

### SUMMARY OF MAIN FUNCTION AND PURPOSE OF JOB

The Operational Manager enacts a leadership role; advancing paediatric practice through the provision of education which influences clinical, professional and leadership development. The vision for the role is operationalised through program development, continuous quality improvement, consultation, networking and strategic initiatives.

### LIST OF DUTIES AND RESPONSIBILITIES

#### STAFF DEVELOPMENT

The Operational Manager is responsible for the facilitation of teaching and learning of the theoretical and clinical component to reinforce the learning process. The incumbent will further provide up-to-date nursing education, evaluation and support to staff in the clinical facilities. The incumbent is also responsible for establishing partnerships between clinical teams to ensure continuous development and improvement of theory, practice, standards and care

Activities include but are not limited to:

- Providing a clinical specific orientation
- Facilitating continuous professional development
- Mentoring and coaching
- Supporting staff in publications
- Promoting quality care and patient safety through evidence-based practice
- Keeping up to date with paediatric trends, practice and healthcare systems

#### EDUCATION MANAGEMENT & COLLABORATIVE LEADERSHIP

The Operational Manager leads and manages nursing education. He /she contributes in decision making related to education needs of staff in a collaborative manner. Promoting education in a learning environment that maximizes productivity, quality care, values creativity, and strives for cost-effective learning activities. Utilises a systematic tracking mechanism to evaluate level of progress and accomplishments.

- Provides leadership for knowledge transfer related to organisational and program-based initiatives
- Participates in program/specialty based internal and external committees (e.g. charring work groups, conducting meetings, contributing to strategy)
- Promotes interprofessional team development and collaboration within and across programs/teams
- Utilises innovative strategies and technology in education (e.g. e-learning, clinical simulation)
- Provides career and educational counselling for healthcare professionals and students
- Develops and maintains academic partnerships to influence academic programs and systems
- Manages students within their program (internal and external)

#### PROGRAM PLANNING & DEVELOPMENT

Operational Manager possesses strong understanding of clinical practice. The incumbent is well grounded in a multi-theoretical approach, research and experience that enables the identification of learning needs, planning, implementation and evaluation of education programs.

- Conducts basic program evaluation to demonstrate evidence of learning effectiveness.

- Develops measurable marketing strategies for education programs.
- Utilises a variety of knowledge transfer strategies to ensure integration of knowledge into practice.
- Working with Clinical Facilitators and Learning Institutes to ensure efficient use of resources and to avoid duplication of program planning.

#### **CLINICAL PRACTICE LEADERSHIP**

Operational Manager leads and consults to advance paediatric practice in order to improve quality and safety of patient care. This is achieved through direct and indirect patient care involvement.

- He/ she supports patient safety through nursing standards, policies and standard operation procedures.
- Provides leadership in quality and risk management.
- Performance management.
- Implementation for best practice guidelines, protocols, clinical pathways, policy and procedures.
- Provides education leadership on clinical projects.
- Provides expertise in authoring and reviewing patient and family teaching materials

#### **CONSULTATION & NETWORKING**

- Pursues networking activities and opportunities
- Consultation with internal stakeholders i.e. all levels of the interprofessional team, patients and families.
- Consultation with external stakeholders; this may include but are not limited to community partners, academic institutions, professional associations, interest groups, and government.
- Provides leadership to program committees

#### **SYSTEMS & PROCESS ADVANCEMENT**

- Align education and learning objectives with the strategic directions of the organisation.
- Utilises organisational thinking and change management strategies.
- Engages key stakeholders in the change process.
- Ability to identify ineffective systems and processes (both internally and externally) that affect patient care delivery.
- Implements and utilises a project management approach to facilitate system or process changes
- Monitors process and impact of change process

#### **PROFESSIONAL DEVELOPMENT & SCHOLARSHIP**

Engages in professional growth activities to further develop or enhance knowledge and skills in the domains of education, practice, research and leadership.

- Develops basic competence to conduct research and/or work collaboratively on research projects
- Contributes to the peer review process and research
- Pursues academic advancement

#### **QUALIFICATION AND WORK EXPERIENCE**

- Registered with South African Nursing Council
- Critical Care – Paediatrics
- Nursing Education and Administration
- A Master or PhD qualification in Nursing; (or equivalent)
- BLS, PALS & NALS certification
- 5-10 years of nursing practice (preferably in paediatrics), teaching/ facilitation skills highly recommended

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [vacancies@nmch.org.za](mailto:vacancies@nmch.org.za).

**NB – Please state the reference number relevant to the position applied for. Applications without reference number will NOT be considered.**

***Please note that should you not hear from us within 4 weeks of your application, it would mean that your application has been unsuccessful***