

Head Nurse (Re Announced)



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 15, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per the FMIC policy

Gender : Any

Career Level : Any

Qualification :

About French Medical Institute for Mothers and Children:

FMIC, a 176-bed tertiary care hospital in Kabul, stands as an innovative public-private partnership between the Governments of Afghanistan and France, La Chaîne de l'Espoir, and the Aga Khan Development Network (AKDN). Managed by Aga Khan University on behalf of AKDN, FMIC delivers exemplary healthcare services across 34 provinces, offering in-patient and outpatient care to adults and children, diagnostic services, post-graduate medical education, and extensive training programs for healthcare professionals. FMIC's commitment to excellence is exemplified by the Gold Award bestowed by the International Hospital Federation (IHF) in 2021, recognizing its pioneering use of technology in Afghan healthcare. As a trailblazer, FMIC secured the title of the first ISO-certified hospital in Afghanistan in 2009, marking a pivotal moment in its relentless pursuit of quality standards. In a significant milestone, November 2022 witnessed FMIC achieving SafeCare's Level 5 Standards accreditation with an impressive 99% compliance rate. This accreditation underscores FMIC's unwavering dedication to providing top-notch healthcare services. The 46th IHF International Award in 2023 further affirms FMIC's position as a leader in healthcare excellence. The prestigious recognition includes honorable mentions in two distinguished categories — the Dr. Kwang Tae Kim Grand Hospital Award and the Seddiqi Holding Excellence Award for Corporate Social Responsibility. FMIC's journey is not just a story of accolades; it is a narrative of transformative healthcare, where each milestone represents a commitment to raising the bar and ensuring that Afghan communities receive world-class medical services.

Job Description:**Assessment**

- Perform daily round of patients and ensure the completion of nursing assessments for all patients in line with standard procedures.
- Assess individual patient care needs with the assigned staff.
- Assess condition of acutely ill patients and keep physician informed. Contact physician in case of any changes in the condition of patients.
- Assess patient care and acuity trends and plan for staffing, supplies and equipment as indicated.
- Assess patients' health teaching needs and incorporates it.
- Assess, interpret and respond to "clues" and other non-verbal patient's behaviors.
- Ensure all reportable cases are communicated to shift supervisor verbally and through transmission reports.
- Assess the learning needs of bedside nurses and plan their teaching in coordination with NES or independently.
- Facilitate the assessment of nursing students and other trainees learning needs, offers suggestions and materials for trainees' experience, in order to enhance their clinical learning experience in the wards.

Planning

- Plan daily staff assignments according to the acuity trends and patient care needs.
- Plan nursing care and health teaching for patients according to their needs.
- Organize workload and set priorities appropriately.
- Plan in service sessions for staff development.
- Plan break timings for staff.
- Allocate assignments on a regular basis and in emergency situations, to team members based on their skill and experience.
- Arrange staff for next shift if any leave information is received and tries to ensure proper coverage of staff and informs the same to the shift supervisor.
- Develop staff roster on monthly basis and get it approved.
- Develop a plan for staff leaves and monitor individual staff leaves balance.
- Prepare overtime for the individual staff on monthly basis.

Implementation

- Implement quality goals and objectives, monitor performance indicators and make action plans as required.
- Discuss patient treatment plan and required intervention with the assigned staff.
- Ensure the implementation of appropriate interventions for the delivery of safe care to all patients using knowledge of procedures and protocols.
- Ensure physician orders are carried out accurately and timely.
- Ensure the delivery of optimum care to meet complex needs of patients specific to his/ her area.
- Ensure safe administration of medications and patient education regarding the effects of medications.
- Make round of ward observing patients' intravenous (IV) infusions.
- Ensure ward cleanliness and safe working environment.
- Make round with physicians to know about patient's treatment plan.
- Conduct in service sessions for the staff and provide guidance on regular basis during the rounds.
- Supervise and guide the performance of the staff and involve in their performance appraisal.
- Mentor newly inducted nurses during their probationary period via complete competency based orientation (CBO) checklist.
- Facilitate the training of nursing students and non FMIC trainees and report to NES accordingly.
- Monitor staff for accurate sign in and out and enter leave status in assignment register.
- Ensure the regular checking of special assignments is done by assigned staff e.g. narcotics, crash cart, stock etc. on daily rounds.
- Makes sure that linen, equipment and other supplies are available for next shift staff as per requirement.
- Ensure that patients/families receive appropriate teaching on need basis.
- Ensure satisfaction of all admitted and discharged patients.
- Listen and respond to patient complains appropriately and follow complain handling process.
- Take prompt and appropriate actions in an emergency/ disaster situation.
- Respond quickly and appropriately on conflict or crises situation in patient care areas.
- Investigate equipment breakage incidences and update log. Follow up equipment going through repair and exchange process.
- Ensure that the unit stock is maintained as per checklist.
- Acknowledge and respect cultural sensitivity and related issues for effective delivery of patient care.
- Ensure that visitor control is maintained in unit by security guards.

Evaluation

- Evaluate results of nursing interventions on assigned patients.
- Ensure all assigned patients get quality nursing care by reassessing patient's health status.
- Monitor performance of nursing staff and provide guidance accordingly.
- Counsel nursing staff in case of performance not being satisfactory and provide opportunities for remedial activities.

Documentation

- Ensure timely, comprehensive and complete nursing documentation, which meets nursing quality standards.
- Ensure documentation of incident reports in her/ his shift before leaving the unit and communicate to nursing administrator.
- Report exposure to blood and body fluids or any other occupational injury and complete the related documentation.
- Ensure the complete documentation of probationary period evaluation and CBO checklist.
- Maintain staff documents of education activities i.e. NES orientation checklist, performance report of overseas training etc. and others as required.
- Prepare and update area relevant records e.g. leave forms, attendance for in unit based service sessions etc.
- Maintain timely documentation and record of staff performance for use in staff appraisals.

Job Requirements:**Qualification and Requirements**

- Graduate of an accredited Nursing Diploma program or having bachelor of science in nursing.
- BScN graduate is preferred.
- Registered with ANMC

Work experience

- 2-3 years of clinical experience
- Experience in management is an advantage

Submission Guideline:

Dear applicant,

To apply for this vacancy, please use the following link:

<https://forms.gle/ssschJtPy7f37eKff8>

If the link above does not work by clicking on it, please copy and paste it in the browser address bar.

Make sure to press submit at the end of the application.

Please note:

You are allowed to apply only before the closing date

before submitting your resume, make sure that it has specific details about your qualifications and experience, including the dates.

Only short-listed candidates whose applications respond to the criteria will be contacted.

If you are not invited for a written test or interview within a four-week period of time, please consider that your application was not considered for this vacancy.

Validated copies of academic certificates/diplomas will be requested only if you are selected.

Best regards,

FMIC HR Team

Submission Email:

<https://forms.gle/ssschJtPy7f37eKff8>

Education & Experience

2-3 years of clinical experience

Must Have

Graduate of an accredited Nursing Diploma program or having bachelor of science in nursing, BScN graduate is preferred, Registered with ANMC.

Educational Requirements

Compensation & Other Benefits
