

# Lubaga Hospital



## Employment Opportunities

### ABOUT US

Lubaga Hospital, founded in 1899 (incorporated as Uganda Martyrs Hospital Lubaga) is the second oldest hospital in the country. The facility is a Private-Not-for-Profit Hospital, owned by the Archdiocese of Kampala and accredited by the Uganda Catholic Medical Bureau. The Hospital offers Out-Patient, Inpatient and Diagnostic services, Internal medicine, Maternity and Antenatal care, Paediatrics, Surgery, Physiotherapy, Public Health, Clinical Research and undertakes training of human resources for health. Lubaga Hospital has 250 beds and is undergoing transformation in accordance with the Strategic Plan in order to meet the aspirations of society and most importantly, to become a health facility of choice.

In response to the increasing demand for quality health care services, coupled with recent investment in infrastructural development, Lubaga Hospital is seeking to recruit highly qualified persons to fill the positions stated herein:

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| <b>Job Title:</b>           | <b>Information, Communication &amp; Technology (ICT) Manager.</b> |
| <b>Department:</b>          | <b>ICT</b>  |
| <b>Reports Directly to:</b> | <b>Executive Director</b>   |
| <b>Responsible for:</b>     | <b>ICT Staff</b>  |

### MAIN PURPOSE OF THE JOB

To provide strategic leadership, management, support and operations in the sphere of information, communication and technological sustainability and advancement in order to enhance Hospital efficiency in internal business processes. The ICT Manager is responsible for the overall strategic coordination, day-to-day management, and key technical oversight of the Hospital's ICT functions, in coordination with the various staff in the Department, to support high-quality programs serving the patients. The jobholder will keenly analyze and anticipate operational and programmatic ICT service needs and challenges and will introduce cost-effective technology improvement solutions in accordance with established policies, procedures, and service standards for optimal performance, integrity, security, and strategic alignment of systems.

## **KEY ROLES & RESPONSIBILITIES**

1. Develops and maintains the approved ICT Strategy, policies and standards in alignment with the Hospital short and long term objectives;
2. Prepares, reviews and monitors the Hospital ICT Annual Budget and Operating Plan to ensure effective implementation of the ICT Strategy so as to enhance efficiency and competitiveness;
3. Provides leadership to the ICT team and advises various departments and the Hospital Management team on ICT developments, policies, integration and sustainability issues with the objective to increase efficiency and maximize returns on investment;
4. Maintains a cumulative view of all ICT projects, statuses and schedule for implementation support across the Hospital, bearing in mind time and cost elements;
5. Schedules the ICT team to ensure backbone Hospital Management Information System, supportive hardware infrastructure and other related applications are

smoothly running in order to minimize downtime and maximize client satisfaction;

6. Builds and strengthens working relationships with suppliers, conducts supplier analysis, and assesses effectiveness to ensure that third-party services meet the Hospital business requirements and needs.
7. Collaborates with Procurement Department to ensure ICT purchases are in line with the Hospital standards and in compliance with best practice.
8. Assesses and analyses ICT companywide training needs and provides capacity building [training, coaching and on-the-job support] remotely or on-site, to staff and partners in ICT related areas to ensure efficient and consistent adaptation and use of ICT applications with the objective of sustaining high quality service delivery;
9. Deploys and maintains appropriate ICT infrastructure and connectivity solutions for secure and efficient data management in order to facilitate timely clinical operations and management decision making;
10. Plans, designs, directs and coordinates the installation, configuration and maintenance of appropriate security of the Hospital ICT infrastructure environment, including the delivery of network; manages crises to ensure ICT enablement of agency business;
11. Evaluates User needs and system functionality and ensures that ICT facilities and user devices meet the business needs. Ensures timely and quality service delivery, technical support and advice to user requests;
12. Keenly monitors ICT systems operations in terms of functionality, security and service delivery and provides statistical and analytical reports on ICT-related data, metrics and trends.

13. Collaborates with relevant staff to ensure that inventory of ICT equipment, hardware and software is maintained and updated.

14. Performs any other duties which may be assigned from time to time.

## **EDUCATION & WORKING EXPERIENCE**

- a) The ideal candidate for Lubaga Hospital ICT Manager career placement should hold a Masters Degree in an Information Technology field, that is, Computer Science, Computer Networking, Programming, Information Systems or other equivalent ICT related postgraduate qualifications obtained from a recognized institution of higher learning;
- b) At least five years of progressively responsible and related professional experience obtained from an ethically recognized enterprise.

**OR**

- a) A Bachelors Degree in ICT/ Computer Science/ Computer Networking/ Programming obtained from a recognized institution of higher learning;
- b) Ten (10) years of progressively responsible and related professional experience obtained from an ethically recognized enterprise.

## **SKILLS & COMPETENCIES**

- Professional certifications e.g. Microsoft Certified Solutions Experts or equivalent, Cisco Certified Network Associate or equivalent, Microsoft Share Point Foundation or equivalent, ITIL Foundation Certified or any other certification deemed relevant to the position.

- Experience in Enterprise Resource Planning (ERP) applications.
- Significant exposure and experience in introduction, design, implementation of relevant technology and data management tools;
- Demonstrated proficiency in management of network/ server software and hardware devices and platforms.
- Expert grasp of evolving communication and data network/ server technologies and tools, as well as backup disaster recovery systems.
- Excellent relationship management skills. Ability to relate to people at all levels internally and externally with strong client-service focus.
- Excellent communication skills applicable in technical ideas and concerns in a non-technical manner.
- Strategic, analytical, systems thinking, and problem-solving skills, with the capacity to visualize the big picture, make sound decisions and offer non-standard solutions.
- Strong organization, planning, review and monitoring skills.
- Ability to maintain confidential information.
- Highly proactive, resourceful, solution and result oriented person.

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| <b>Job Title:</b>       | <b>Deputy Principal Nursing Officer – Training</b> |
| <b>Department:</b>      | <b>Nursing</b>                                     |
| <b>Reports to:</b>      | <b>Principal Nursing Officer</b>                   |
| <b>Responsible for:</b> | <b>Mentors &amp; Nursing Trainees</b>              |

**MAIN PURPOSE OF THE JOB**

To manage on-the-job training function of Nurses within the Hospital through programming, continuous transfer of skills, assessing practical application of knowledge in the course of providing treatment and care to patients; ensuring that Standard Operating Procedures are abided to by both the employees and Nursing trainees on practicum. Manages the Mentors with the view to attain the expected level of skill transfer and capacity building for the good of the patients, trainees, employees and the corporate image of the Hospital.

### **KEY DUTIES & RESPONSIBILITIES**

1. Orients Nursing Trainees in the Hospital by providing critical baseline operational information in order to align their expectations with those of the patients and Hospital at large;
2. Integrates the Nursing Trainees in the Work systems of the Hospital, assigns mentors to various syndicates [groups] as the starting point of the training;
3. Initiates structured training programs to be followed by the mentors in order to systematically transfer knowledge and skills to the Nursing Trainees without compromising the quality of health care offered by the Hospital;
4. Develops inter-departmental training plans and other case management tools by participating in meetings; coordinating information and health care requirements for mentors and training institutions. Resolves issues that could affect smooth skill transfer progression; fostering peer support; providing knowledge and skills to others regarding specific case management processes.
5. Monitors delivery of skill transfer processes in accordance with acceptable standards by observation of ward clinical activities under taken by the Nursing Trainee; intervenes to overcome deviations in the expected plan of skill transfer;

6. Reviews the performance of the trainees in conjunction with the Ward Managers; interacting with involved departments to evolve the best intervention in case of obstacles in training; reports on performance issues to the Hospital and the relevant suppliers of the trainees; maintaining ongoing communication with utilization review staff,
7. Ensures the Nursing Trainees comply with Hospital and legal requirements by fostering nursing practices that adhere to the Hospital and nursing division's philosophy, goals, and standards of care; requiring adherence to Nurse Practice Act and other governing regulations.
8. Advises Management on the optimum number of Nursing Trainees to be admitted within a defined Unit with the view to achieve the strategic goals of the practicum, bearing in mind the available space, number of mentors and the aspirations of the patients;
9. Ensures that staff and Nursing Trainees strictly adhere to the infection control/ Barrier Nursing Norms to protect co-workers and patients.
10. Ensures that Nursing Trainee Evaluation Forms are timely, duly filled, signed off by the students, and submitted to Training Coordinator.
11. Designs and implements interventional training programs for Nursing employees to sustain acceptable standards of Nursing care in the Hospital for the good of the patients and the Hospital's corporate image;
12. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices as well as participating in professional

societies.

13. Spearheads competencies assessment for the Nursing staff within the Hospital to ensure that the practices are in line with best practice.

14. Performs any other duties which may be assigned from time to time.

### **EDUCATION & WORKING EXPERIENCE**

a) Bachelor's Degree in Nursing or Clinical Tutorship obtained from a recognized institution of Higher Learning.

b) A minimum of five (05) years working experience in a busy Hospital

### **SKILLS & COMPETENCIES**

- Plan, organize and prioritize work
- Must have excellent interpersonal skills
- Have the ability to work in a multi-disciplinary team
- Good coach and Mentor
- Must have excellent organizational skills
- Gives attention to details
- Familiar with Hospital Total Quality Management System
- Plans, organizes and prioritizes work
- Excellent oral and written communication skills

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| <b>Job Title:</b>      | <b>Deputy Principal Nursing Officer – Clinical</b> |
| <b>Department:</b>     | <b>Nursing</b>                                     |
| <b>Reports to:</b>     | <b>Principal Nursing Officer</b>                   |
| <b>Responsible for</b> | <b>Ward Managers</b>                               |



## MAIN PURPOSE OF THE JOB

To support the attainment of the Hospital core objectives by maintaining acceptable Nursing patient-care standards in all Clinical Service Points; ensuring that patients are safe and have access to the right medical care at all times.

## KEY ROLES AND RESPONSIBILITIES

1. Provides leadership and prevails over the Nursing Staff in the Hospital with the view to achieve and sustain acceptable health care practices in accordance with the internal SOP and internationally acceptable nursing values;
2. Responsible for formulating and implementing Nursing SOPs, policies and procedures with the view to sustain best practices in nursing health care;
3. Continuously analyses [audits] the quality of nursing care provided in the various Units, advises management on how quality of care can be improved in the facility, bearing in mind available resources and time.
4. Works closely with the management team and stakeholders to acquire the right infrastructure, equipment and resources to sustain high quality nursing care in the Hospital;
5. Plans, organizes, directs and coordinates nursing services in compliance with the government regulations, policies and procedures in order to enhance high quality health care;
6. Assists the Human Resources Department in determining human resources needs for Nurses; evolves job descriptions and specifications, short listing, CV evaluation and engagement, inducts new staff in best nursing practices applied in the Hospital.
7. Maintains high operational standards in nursing care management to enable on-

the-job training, skill transfer; inspires others based on what is being done and encourages them to uphold the best practices when handling patients.

8. Works towards establishing a conducive environment for nurses by developing strategies aimed at creating collaboration; represents the Hospital at medical conferences and seminars with the view to benchmark with best practices and also uphold the corporate image of the Hospital.

9. Conducts extensive research, evaluates results and prepares reports on the best approach the Hospital should undertake to streamline and sustain its operations in nursing care.

10. Performs any other duties which may be assigned from time to time.

## **EDUCATION & WORKING EXPERIENCE**

**a)** A Bachelor's Degree in Nursing/ Midwifery obtained from a recognized institution of Higher Learning.

**b)** A minimum of five (05) years working experience in a busy Hospital.

## **SKILLS & COMPETENCIES**

- Ensure high consistent quality care delivery in a cost effective manner.
- Excellent written and spoken English
- Have the ability to work in a multi-disciplinary team
- Must have a flexible and well organized approach to work and an ability to meet deadlines
- Must have attentiveness to detail
- Must have excellent organizational skills
- Must be willing to be on call and work outside the normal working hours
- Should be familiar with Hospital Total Quality Management (TQM), this is an added advantage.

- Plan, organize and prioritize work
- Must have excellent interpersonal skills
- Assign and supervise work of others.
- Should be able to formulate and implement nursing policies

### **TERMS OF ENGAGEMENT FOR THE POSITIONS**

Three years (03) Employment Contract renewable, subject on Performance.

### **HOW TO APPLY**

All interested and qualified persons should submit the following in a sealed envelope clearly marked “**Application for the Position of .....**”

- Cover letter, clearly indicating the Position for which you are applying and describing how you meet the minimum requirements;
- Updated and detailed Curriculum Vitae/ Resume, with names, contact telephone number, and email address of three (3) professional referees.
- Copies of Academic Transcript and Certificates.
- Any other information deemed necessary.

**Addressed and delivered to:**

Executive Director  
Lubaga Hospital  
P.O. Box 14130  
Kampala, Uganda

**Deadline for Submission is 16 November 2018 at 17:00 hours**