

VACANCY

Job title:	Clinical Mentor - (NIMART: Schools Based HIV and GBV Prevention Programme
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To ensure the provision of quality clinical services offered as part of a comprehensive package of care through mobile service delivery as identified in the School Integrated School Health Programme (SRH SOP). To support the achievement of School Based HIV and GBV targets, through mentoring of health providers, within specified geographical areas
Location:	KZN - UGU
Closing date:	29 November 2024
Submit detailed CV to:	Vacancy15@wrhi.ac.za
Advert reference number:	EM0703 - 2024
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Management of the mobile

- Support the district and or provincial manager to develop the 4 month and weekly mobile roster in collaboration with other district staff within the district. Ensuring mobile plans aligned with follow up date and that there is a mechanism to communicate with clients concerning mobile visits when weekly plans change.
- Ensure weekly plan for cleaning of mobile is in place
- Conduct baseline and monthly assessments to ensure mobile and equipment are in good working order and report to district manager within 24 hours
- Ensure the completion and availability and accessibility to all relevant implementation staff and at all sites of implementation (mobile, gazebos and other decentralised points of service delivery) -
 - Relevant checklists, Clinical stationery, Referral forms, Jobaids, Poster, outreach checklist completed and verified prior to outreach
- Ensure quality assurance processes followed for universal health precautions
- Timeously order and collect monthly commodities (or delegate) based on monthly forecasting and maintenance of buffer stock
- Ensure IODs and needlesticks managed as per SOP
- Management of drugs and commodities as per Pharmacy SOP in keeping with DOH guidelines and good pharmacy practice
- Support the district manager to develop driving roster for equitable distribution of driving workload.
- Assist with driving of the mobile van or staff when required operationally

Management of nursing staff

- Assist with shortlisting and interviews for professional nurse and lay counsellor positions
- Assist with onboarding with new professional nurses and lay counsellors
- Assist with performance development and assessments- probation, interim and final reviews.
- Identify reasons for substandard performance by staff and take necessary corrective action
- Contribute to team development by ensuring staff members reach individual targets and trouble shoot with staff members in collaboration with the district and provincial manager
- Provide supervision and support of the clinical staff (Professional Nurses and Counsellors)

- Promote harmony, teamwork and sharing of information.
- Conduct annual skills audits to identify training needs of staff- with a focus on Professional Nurses and Lay counsellors
- Develop quarterly and annual training plan with the capacity building team and district or provincial managers to meet training needs.
- Conduct facilitated and on the job training (case discussion etc) to ensure skills transfer and competency
- Ensure staff have completed induction session and training on SOPS
- Conduct training on guideline updates, EMPATHways and new prevention methods after being trained.
- Conduct relevant annual refresher trainings with staff
- Provide monthly reports on training conducted and outcomes post training
- Support demand creation and linkage staff in stakeholder engagements when clinical expertise required
- Participate in the development and review of tools, job aids and other resources to support clinical staff.
- Provide quality clinical services when required in absence of key clinical staff
- Ensure clinical services are provided as per DOH and DBE policies and guidelines
- Responsible for ensuring all blood results are reviewed and documented in files within 5 days on blood draws (work with PNs to ensure this)
- Conduct baseline observations of all new professional nurses and lay counsellors within first two weeks after onboarding and shadowing completed
- Develop mentorship plan with professional nurses based on clinical observations
- Conduct observations of Lay counsellors at least once every two months to ensure compliance with HTS SOPs and guidelines
- Complete monthly mentoring reports including description and analysis of participant assessment and evaluation and communicate report to relevant managers
- Work with district manager on quality improvement activities with the team with respect to the following crucial program areas:
 - M1 PrEP continuation
 - Provision of Contraception integrated with PrEP
- Work with district managers to ensure QI is integrated into the weekly reviews
- Conduct weekly file reviews (at least 30%) of all files weekly and ensure the lay counselling and Professional nurse components of service delivery are recorded accurately, in compliance with M&E reporting requirements and SIMS audits
- Conduct monthly review of HTS registers and check concordance rates and ensure HTS registers are consistent with consent forms Ensure programme data collected on the field is correct and timeously reported to M&E
- Review of layering, linkage and demand creation for adaptive program decision making
- Ensure clinical data queries are resolved within 48hours of receipt
- Work with DQIA to ensure files are complete prior to sending to facilities
- Monitoring and evaluation that programme targets met
- Generate the following monthly reports by the 5th of the months after review of discrepancies against REDCAPP
 - Monthly reporting on clinical and stock issues
 - Commodities reporting- PrEP, HTS kits, Contraception, condoms, STI treatment (with stock cards)
 - Training reports
 - Mentorship reports
 - File audit reports
- Operational reports
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities such as conferences, workshops etc.

Required minimum Experience

- Minimum 5 years' experience in public health and SRH, HIV prevention and management, with a focus on adolescents and young people. Knowledge and experience to include: ART, PrEP and PEP initiation and management; HIV testing; and provision of sexual and reproductive services, including contraception, STI, and GBV-related services.

Required minimum education and training

- Relevant Nursing degree with education qualification
- Certified clinical (NIMART, APC/PC101 and HTS) mentor
- Facilitation skills
- Code 10 Valid SA driver's license preferred
- Dispensing licence

Desirable

- Certified Assessor

Desirable additional education, work experience and personal abilities

- Experience as technical advisor or support for PrEP, PEP, TB, GBV and SRH service provision. Knowledge of provincial and district health structures.
- Experience working in a donor funded organisation / NGO or project-based environment.
- Qualification or experience in training, mentoring, project management, team building and quality improvement methodologies.
- Knowledge of clinical systems and data management.
- Exceptional organizational, administrative and effective communication skills together with working knowledge of Microsoft Office and Excel.
- Ordered and systematic in approach to tasks. Attention to detail.
- Pro-active, able to exercise discretion and independent decision-making.
- Able to prioritise own workload and work towards deadlines.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.
- Able to speak other African languages.

Should you be interested in applying for this vacancy, please send an email to vacancy15@wri.ac.za. The subject heading of the email must read **EM0073 - 2024** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV