



Special Children's Trust

<b>TERMS OF REFERENCE</b>	
<b>GENERAL</b>	
<p>The Special Children's Trust is an NGO and social enterprise based in Kampala established with the aim of building a safer and better Uganda for children with disabilities and their families. SCT works through a holistic child centred model that includes Health, Education, Family Empowerment, Capacity building, Advocacy and Awareness programmes.</p> <p>SCT is a registered NGO number S.5914/9715 and serves as an umbrella organisation for Mukisa Foundation, Dawn children's Centre, Beracah Medical centre, and the Special Children's Forum of about 80 Members nationwide.</p> <p>With 76 staff and a nationwide reach of over 5000 children, SCT is one of the largest organisations in Uganda offering both direct services to children with disabilities and their families as well as influencing systems change to ensure that children with disabilities live to their full potential.</p>	
Position	<b>PSYCHIATRIC NURSE</b>
No. of posts	One (1)
Location	Kasengejje , Wakiso District
Job Summary	The Registered Psychiatric Nurse will be providing care and medical support. The Registered Psychiatric Nurse will provide a comprehensive nursing package that include preventive, curative and health education to support and encourage a healthy living culture within the centre.
<b>ELIGIBILITY CRITERIA</b>	
Qualification	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• The applicant must hold a Diploma in Psychiatric Nursing.</li> <li>• Must be registered with Nursing Council.</li> <li>• Working knowledge of psychiatric, surgery, causality, public health, paediatric, medical ward and intensive care.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• At least 2 (two) year working experience in the same or related field.</li> </ul>

## Summary of Roles and Responsibilities

- Identifies patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements. Maintains a cooperative relationship among health care teams by communicating information; responding to requests; participating in team problem-solving methods.
- Follow up patients both in hospital and home setting to ensure adherence to treatment protocols
- Advocate for and link patients to the right medical care services.
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families.
- Actively promotes patient's independence by establishing patient care goals; teaching patient, friends, and family to understand condition, medications, and self-care skills; answering questions.
- Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and standards; making or recommending necessary adjustments; following hospital and nursing division's philosophies and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.
- Resolves patient problems and needs by utilizing multidisciplinary team strategies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations; calling for assistance from health care support personnel.
- Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
- Documents patient care services by charting in patient and department records.
- Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence and protects operations by keeping information confidential.  
title: nurse, registered
- Maintains nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
- Prepare and perform sterile procedure and support the Medical Doctor in their delivery of medical services

	<ul style="list-style-type: none"> <li>• Ensure patients are comfortable, in a healthy and secure environment to enhance quick recovery.</li> <li>• Conduct observations, diagnosis, and nursing procedures and give necessary treatment in consultation with the Clinical Officer.</li> <li>• Participate in drug supply management that includes drug requisition, monitoring consumption and supervision of the drug dispensing process.</li> <li>• Coordinate nursing activities in the wards and ensure patient focused approach is used at all times.</li> <li>• Offer support to the Clinical Officer in keeping simple books of accounts and make estimates for the wards and other units.</li> <li>• Maintain personal contact with patients, take note of their complaints, carry out corrective measure and escalate for further action if necessary.</li> <li>• Prepare and send progress reports covering the areas of operation.</li> <li>• Manage patients with confidentiality and adherence to the professional code of conduct.</li> <li>• Perform any other duties as assigned by the supervisor</li> </ul>
Desirable Skills and Competencies	<ul style="list-style-type: none"> <li>• Clinical Skills, Bedside Manner, Infection Control, Nursing Skills, Physiological Knowledge, Administering Medication, Medical Teamwork, Multi-tasking, Health Promotion and Maintenance.</li> <li>• Good time management skills</li> <li>• Basic Counselling skills and Knowledge in addiction management.</li> <li>• Respectful to both customers &amp; fellow co-workers &amp; superiors.</li> <li>• Listening &amp; Verbal Communication skills</li> <li>• Ability to use resources sparingly in the respective department &amp; medical facility at large.</li> </ul>
Agreement	<ul style="list-style-type: none"> <li>• Selected candidate will be required to sign a contractual agreement with SCT Uganda.</li> </ul>

All suitably qualified and interested candidates should send their applications with a detailed CV demonstrating possession of the job requirements, current position, names and addresses of three referees, copies of professional/academic documents, email address, and day time telephone contact to the address below;  
E-mail to: [sctuganda@gmail.com](mailto:sctuganda@gmail.com)

OR

Send /Drop your application to;

The Human Resources Manager,  
Special Children's Trust Uganda,  
Plot 1624 Bukoto, Kisasi Road  
P.O.BOX 9295, Kampala Uganda  
Tel.0393 108942/ 0776613170

**Deadline: 18th March 2021**