



“Life in all its fullness” John 10:10

JOB DESCRIPTION

Job title **PRINCIPAL**

Essential qualifications Bachelor’s degree in Medical Education with Diploma in Nursing or Midwifery/ Double trained or Bachelor of Nursing with Post graduate diploma in Tutorship. A certificate in a Management is added advantage

Desirable qualification Masters Qualification in Education related course/ Management

Accountable to Medical Superintendent Kisiizi Hospital

Entity: **Kisiizi School of Nursing and Midwifery**

MAIN AIMS OF THE POST

Church of Uganda Kisiizi hospital is a Non for profit community institution which was founded by missionary John and Doreen Sharp in 1958. It was later taken over by the Anglican Church of Uganda, North Kigezi diocese. To-date, the hospital still remains and is owned by the Church of Uganda North Kigezi diocese and continues to serve as Christian institution guided by church principles. The Mission statement of Kisiizi Hospital is **bringing holistic health services, care and life in all its fullness to all manner of man in the hospital and all communities**. Motto is **“Life in all its fullness”**, which is derived from John 10:10. Kisiizi School of Nursing and Midwifery is part of Kisiizi Hospital which started in 1998, with the mission of **developing a professionally trained nurse and midwife who will competently meet the health needs of the Ugandan community with a particular emphasis on Christian values, attitudes and compassionate behavior as an integral part of the health care delivery**”. It has a motto: **“Compassion and Competence”**. As well as academic success, we aim to instill Christian values and the ability to give holistic care to patients both in the hospital and community.

At Kisiizi Hospital and Kisiizi School of Nursing and Midwifery we expect nursing and midwifery care of patients to be of the highest achievable standard and be holistic in nature, characterised by compassion and providing for the physical, socio-economic, psychological and spiritual needs of the people we serve. Kisiizi is committed to continuous improvement in standards of care and to continuous learning for all staff and the hospital as a whole.

Good nursing and midwifery teaching and practice has its own rewards but is hard work and demanding. In the following paragraphs we set out what is expected of you. In return, Kisiizi will aim to support, encourage and reward those who practice to the best standards.

As Principal Tutor, you have responsibility to supervise and co-ordinate the training of student nurses and midwives in accordance with Ministry of Education and Ministry of Health guidelines. You will supervise the staff of the School to ensure that the highest possible standards are achieved.

DUTIES OF THE POST

PROFESSIONAL; KEY OUTPUTS

As a principal Tutor, you must ensure that the nurses and midwives the School trains understand and carry out their professional duties, as follows but not limited to;

It's Important to note that, when one becomes a qualified nurse/ midwife, he/she will be personally accountable for their practice. This means that they are answerable for their actions and omissions. They are also a role model for others so how they do their job will affect how other people behave. In caring for patients, they must:

- Respect the rights and dignity of patients without any form of discrimination and focus only on their needs.
- Giving patients adequate information in a way they can understand
- Protect confidential information and use it only for the purposes for which it was given.
- Ensure that the health care records for the patient is legible and accurate providing clear evidence of the care planned, the decisions made, treatment given, the care delivered and the information shared.
- Being honest, trustworthy and uphold the good reputation of the nursing profession.

MANAGERIAL AND ADMINISTRATIVE ROLES

1. You will be the **accounting officer** of the school, therefore you will be the **budget holder** and also give a **strategic direction** to the institution.
2. You will supervise with the use of the curriculum as a guiding tool, monitor and evaluate the Tutors, Clinical Instructors and other Staff of the School of Nursing. You will, in liaison with the Principal Nursing Officer and other staff, ensure the clinical experience of students is of a high standard and prepares them adequately to deliver a good service to patients in the future.
3. You will ensure suitable case studies in the hospital are utilised in training.
4. You are responsible for the property, plant and equipment of the School of Nursing.
5. You will organize and attend meetings at the School of Nursing as required and fully participate in the Board of Governors and Hospital Management Committee meetings and relevant sub-committees.
6. You will work with the Hospital Administration to ensure the accounts of the School are up to date, accurate and that funds are used properly.
7. You will work in liaison with the Hospital Chaplains to ensure spiritual growth for the students.
8. You will represent the School of Nursing as required for professional meetings with the Nursing & Midwifery Council, Examinations Board etc.
9. You will ensure that the safe guarding policy is in place and well known
10. You will also ensure that the teaching evaluating system is in place and is being used.
11. You will identify and work with other partners/ stake holders, and also produce regular reports to the relevant bodies as shall be required.

EDUCATIONAL

1. You will undertake some theoretical and practical teaching duties as you are able to within the constraints of the Principal Tutor role.
2. You will ensure ongoing C.P.D. programmes and encourage staff attendance as appropriate.
3. You are expected to participate in continuing professional development for your own benefit, as required by the Nursing and Midwifery Council, and contribute to the process for the clinical instructors. You will ensure your professional registration is kept up to date.

PERSON SPECIFICATIONS

i) Qualifications

- Bachelor's degree in Medical Education with Diploma in Nursing and Midwifery (Double trained) or Bachelor of Nursing with Post graduate diploma in Tutorship with a certificate in a Management course.
- Must be registered and licensed with the Uganda Nurses and Midwives Council.
- Certificate of registration from the Ministry of Education is required
- Master's degree in Management or Education and sports related course is added advantage
- Additional training in Management related course is added advantage
- Minimum of five (5) years of work experience in teaching. Work experience in a PNFP/NGO, healthcare setting, and/or position of responsibility is added advantage.

(ii) Competences

- Guidance and counselling
- Organization skills including ability to meet targets, stand pressure, critical thinking, problem solving and big picture thinking.
- Ethics and integrity
- Good leadership skills including communication, confidence, interpersonal skills, able to direct, discipline, coach, and mentor staff.
- Mature Christian with strong Christian values and good character standing
- Excellent computer skills including MS Word, MS Excel, E-mail and internet.

ALTERING THE JOB DESCRIPTION

This job description is intended as a general guide to your duties but cannot cover everything you may be required to do. As circumstances change, the Management may wish to change this job description. Whilst you are in post, it can only be done by mutual agreement.

TERMS AND CONDITIONS OF SERVICE

This post is subject to the terms and conditions of service of Church of Uganda Kisiizi Hospital as set by the Board of Governors that are available on request.

Updated January 2025