



**St. Francis Hospital  
Nsambya**

**JOB PROFILE**

<b>Job Title</b>	Manager Compliance & Risk Management	<b>Location</b>	St. Francis Hospital Nsambya
<b>Duty Station</b>	St. Francis Hospital Nsambya	<b>Reports To</b>	Chief Executive officer
<b>Function Department</b>	Management	<b>Interfaces With</b>	Management, Suppliers, Company lawyer, Staff

**Main Purpose of the Job- (Job Summary)**

The role is responsible for ensuring that the Hospital functions in a legal and ethical manner while meeting its strategic goals. He/she is responsible for developing compliance programs, monitoring and evaluation system, and advising management on risks management

**Main Responsibilities**

**Compliance Management**

1. Develop, implement, and maintain comprehensive compliance programs for the Hospital in line with the Hospital mandate and strategic objectives
2. Oversee adherence to all applicable state and local healthcare regulations and civil laws within the Hospital
3. Conduct regular compliance audits and risk assessments to identify areas for improvement.
4. Stay updated on changes in healthcare regulations and ensures hospital policies and procedures reflect these updates.
5. Manage communication and education programs for staff regarding compliance requirements.
6. Investigate and respond to compliance concerns and incidents in line with the Hospital mandate and strategic objectives
7. Establish and maintain a Hospital Contract drafting and Management framework.
8. Create and manage effective action plans in response to internal and external audit findings

and compliance violations.

9. Ensure all Hospital employees are educated on the latest regulations and processes.
10. Resolve employee concerns about legal compliance.

### **Risk Management**

1. Develop and implement risk management framework for the Hospital
2. Lead the identification, assessment, and prioritize potential risks across all hospital departments.
3. Develop and implement risk mitigation strategies to minimize the likelihood and impact of adverse events.
4. Develop and maintain a hospital-wide incident reporting system.
5. Oversee the development and implementation of the hospital's emergency preparedness plan and ensure staff training in emergency procedures.

### **Monitoring and Evaluation**

1. Design and implement a comprehensive M&E framework for key hospital projects in relation to quality, safety, and efficiency.
2. Track Hospital performance against Strategic Plan implementation progress and report biannually
3. Collect, analyze, and interpret data on processes, outcomes, and patient satisfaction.
4. Prepare reports on M&E findings to inform decision-making and continuous improvement initiatives.
5. Develop and implement quality improvement initiatives based on identified areas for improvement

### **Ethical Conduct:**

1. Act always in such a manner to promote and safeguard the interest Hospital
2. Perform all duties in accordance with all Hospital policies & procedures
3. Maintenance of a safe and acceptable environment for patients and staff and taking appropriate action to ensure reporting incidents/ accidents/ complaints .

### **Health & Safety:**

1. Ensure compliance with all health and safety regulations according to hospital policies.
2. Monitor sanitation practices to ensure that employees follow standards and regulations.
3. In case of an accident or injury, seek medical attention immediately.
4. Report and document all incidences and near misses.

### Confidentiality:

1. In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to the Hospital, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
2. Information relating to the Hospital and employees, may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

### Minimum Qualification

- I. An honors degree in Health Care Management or Public Health or law or Business Administration or related course from a recognized University
- II. Certificate in administrative law is an added advantage
- III. Master's degree in any of the above course is an added advantage

### Relevant Experience

- Minimum of four (4) years of working experience of which two (2) must have been gained from a supervisory position in a reputable organization

### Key Competencies:

He/she should have the following core competencies:

- Risk Management
- ICT application
- Stakeholder Management
- Records Management
- Research & Report Writing
- Information management and Analysis
- People Management
- Incident management
- Evidence management
- Application of the applicable laws & procedures
- Case management
- Conflict resolution

### **Critical outputs**

- Reduced Regulatory Risk
- Successful Regulatory Surveys
- Reduced Incident Rates
- Proactive Risk Mitigation Plans
- Effective contracting
- Improved Incident Reporting
- Improved Quality of Care in the Hospital
- Enhanced Efficiency
- Quarterly evaluation reports
- Increased Patient Satisfaction
- Effective Quality Improvement Initiatives

Any clarification regarding this advert may be addressed to the Director of Human Resources within three days from the date of release for appropriate action.

### **Applying Instructions**

Applications should be set through the email:

[recruitment@nsambyahospital.or.ug](mailto:recruitment@nsambyahospital.or.ug)

Please include your telephone number and email address contacts on the application.

Applicants should attach the following:

- Recent passport-size photograph.
- Copy of the National Identity Card.
- Detailed curriculum Vitae.
- Copies of the academic certificates and transcripts.
- Two recommendation letters from two of the most recent supervisors/employers.

**Candidates who fail to provide the above documentation will not be considered.**

**Only shortlisted candidates will be contacted.**

**Deadline for Submission: 18<sup>th</sup> March 2024 before 5.00 p.m.**

**Management**