

Advert reference number: LM – Cen016

Linkage to Care Officers x 6

Main purpose of the job

To manage the APACE inventory of source documents, manage data and coordinate tracking and tracing of patients that are lost to follow up.

Location

Centurion

Key performance areas

Generation of Information of Pre-ART and ART patient that are lost to care

- Daily data capturing of lost to care patients from relevant paper-based systems
- Weekly generation of late missed visit patients from Tier.net
- Compile of weekly data and submission of data for telephonic tracing to the community and relevant tracking personnel

Management of Track and Trace registers, source documents and databases

- Monitoring of all registers / where indicated before capturing
- Monitor sourcing of APACE HTS/ART registers and/or stationery for data entry
- Management of submitted databases and receive and manage weekly feedback on outcomes of tracking and tracing
- Keep tracking log of identified errors
- Identify error resolution with MIA before data entry
- Ensure correction of quality checked data

Direct Supervision of tracing clerk(s)

- Training and instructing new counsellors on data entry forms
- Assisting counsellors and/or tracing clerks with data entry questions and error resolution prior to data reporting

Effective self-management and performance ownership

- 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.

Required minimum education and training

Grade 12, Tier.net data capturing training and/or experience

Professional body registration

None

Required minimum work experience

Previous demonstrable tracking and tracing experience in a health facility. At least one-year administrative experience in a health facility.

Desirable additional education, work experience and personal abilities

Working knowledge of patient movement in a facility, and linkage and referral systems within a health system.

Demands of the job

Able to work under pressure

Communications and relationships

Build relationships with organizations that we support, including the department of Health and Ward based outreach teams (WBOTS), maintaining good interpersonal relationships with other partners and stakeholders. Work as part of a multi-disciplinary team to ensure patients that are lost to care return to care.

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states, which vacancy and region you are applying for and (2.) a detailed CV to: **Lerato Mafafo** at **lmafafo@wrhi.ac.za**

The closing date for all applications 17 March 2019