

THE HONG KONG POLYTECHNIC UNIVERSITY

UNIVERSITY HEALTH SERVICE

Post Specification

Advanced Practice Nurse (Ref. 22052416)

Duties

The appointee will be required to:

- (a) play the roles as nursing manager, nursing care organiser, patient advocate, facility manager and team leader of the working groups at the University Health Service (UHS);
- (b) lead and supervise the assigned subordinates including orientation, training and development, evaluation of their performance and monitoring their provision of quality services;
- (c) develop an effective nursing care delivery system to meet the needs of patients properly;
- (d) develop and maintain operation protocols to facilitate smooth delivery of primary health care;
- (e) collect patients' feedback on the service of UHS and measure the effectiveness of clinic performance;
- (f) manage and resolve conflicts and complaints from patients, visitors, staff and other departments;
- (g) report and investigate accidents and incidents in the clinic;
- (h) follow and implement the control systems of the University for effective allocation and utilization of resources in UHS;
- (i) coordinate clinical services and inputs from various teams and/or team members to enhance planning, implementation, and evaluation of the service
- (j) act as the main point of contact for the clinic and manage staff scheduling; and
- (k) perform any other duties as assigned by the Director of University Health Service and/or his delegates

Applicants who have responded to the previous advertisement need not re-apply.

Qualifications

Applicants should have:

- (a) a bachelor's degree, preferably with a master's degree in Nursing / Health Science / Public Health or equivalent qualification;
- (b) a Certificate of Registration (General Part) issued by the Nursing Board / Council of Hong Kong;
- (c) a valid practising certificate issued by the Nursing Council of Hong Kong;

- (d) at least eight years of post-registration nursing experience;
- (e) at least one post-registration specialty qualification;
- (f) at least three years of experience in taking up clinical leadership role in a nursing specialty; and
- (g) good communication skills as well as a good command of both written and spoken English and Chinese, including fluency in Putonghua.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 10 June 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

24 May 2022