



FRANCISCAN SISTERS OF ST. JOSEPH (ASUMBI)
CHRISTAMARIANNE MISSION HOSPITAL
P.O. BOX 1095- 40200 KISII
TELEPHONES: 0720-266999/0729835635

Website: www.christamariannefsj.org

E-mail: Info@christamariannefsj.org

JOB ADVERTISEMENT

Health Records Information Officer

Christamarianne Mission Hospital, Kisii wishes to invite qualified and experienced professionals to apply for the position of **Health Records and information Officer**.

Job Summary:

The job holder will be responsible for creating new medical records and retrieve existing medical records by gathering appropriate record folders and contents

Duties and Responsibilities:

1. Receiving and registering patients
2. Recording and documenting all patients' medical information and filing it in the health records and information files in the hospital
3. Storing safely and maintain health records and information materials in the hospital
4. Disseminating health records and information to the appropriate persons within the hospital
5. Implementing health records and information policies and guidelines within the hospital
6. Ensure compliance with the health records and information management code of regulations in the hospital
7. Ensure the accurate coding and indexing of diseases and therapies
8. Inputting and recording locations to the system and delivering records when needed
9. Maintaining master patient index by completing the assigned portion of daily audit trail corrects and communicates problems according to established procedures.
10. Initiating a medical record by creating and processing the patient care record folder.
11. Maintaining record availability by processing charts into the department; using chart mark-off procedures; facilitating chart location activities.
12. Retrieving medical records by following chart-out procedures; documenting reasons charts cannot be retrieved for statistical and follow-up purposes.
13. Keeping health-care providers informed by communicating availability or unavailability of the record.
14. Interpreting and disseminating data to relevant stakeholders.
15. Any other duty that may be assigned from time to time

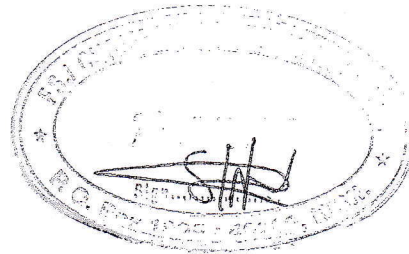
MINIMUM ACCEPTABLE QUALIFICATIONS AND QUALITIES

1. Must be a holder of a **Certificate** in Health Records and Information Technology from a recognized institution;
2. At least 2 years' progressive work experience in a busy health care facility, (**experience in working with claims, Billing and Reception departments will be an added advantage**).
3. Must be Computer literate
4. Self-motivated and result- oriented
5. Attention to details
6. Good communication skills with excellent customer care skills
7. Good organization skills.

Interested candidates who meet the above qualifications, skills and experience are required to forward their application letters including detailed curriculum vitae, academic and professional documents, and names and contacts of three referees by **Wednesday, 1st July 2026**, to:

The Human Resource Manager
Christamarianne Mission Hospital
P O Box 1095 - 40200
KISII

Email: hr.christamarianne@gmail.com



NB: Only shortlisted candidates will be contacted.



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JOB ADVERTISEMENT CRITICAL CARE (ICU/HDU) NURSE

Christamarianne Mission Hospital, Kisii wishes to invite qualified and experienced professionals to apply for the position of **Critical Care Nurse**.

DUTIES AND RESPONSIBILITIES

1. Ensure that the critical care centers have all the machinery, equipment and materials needed to provide critical care to patients admitted into the critical care centers of the hospital.
2. Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers or pressure lines, and identify malfunctioning equipment or devices, and report the same to the biomedical engineering section of the hospital.
3. Receive patients in critical conditions that are referred to the critical care centers and book them in for advanced care and attention in the hospital.
4. Deliver quality nursing care in accordance with the set Nursing Standards and as per the policies and procedures of the hospital.
5. Ensure the provision of quality critical care nursing services to the admitted critically ill patients, based on assessment data or identified needs in the hospital.
6. Monitor patients for their progress and changes in status and indications of health conditions such as sepsis or shock and institute appropriate interventions together with medical specialists in the hospital.
7. Administer the prescribed therapeutic procedures based upon patients' clinical status and assess patients' pain levels or sedation requirements in the critical care centers of the hospital.
8. Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate medical conditions of patients in the critical care centers of the hospital.
9. Monitor patients' fluid intake and outlet to detect any emerging problems such as fluid and electrolyte imbalances among patients in the critical care centers of the hospital.

10. Document patients' medical histories and assessment findings, compile and analyze data obtained from monitoring or diagnostic tests in the critical care centers of the hospital.
11. Coordinate patient care conferences and participate in the development, review, or evaluation of critical care nursing practice protocols in the critical care centers of the hospital.
12. Monitoring all aspects of patient care, including diet and physical activity
13. Directing and supervising less-skilled nursing/health care personnel, or supervising a particular unit on one shift to patient's response and conditions
14. Treating wounds and providing advanced life support
15. Assisting physicians with procedures such as bronchoscopy, endoscopy, endotracheal intubation, and elective cardioversion.

MINIMUM ACCEPTABLE QUALITIES

- Higher Diploma in Critical Care Nursing from a recognized institution
- Diploma in Nursing from a recognized institution
- Registration with the Nursing Council of Kenya
- Valid Practice License as a Critical Care Nurse
- Must have a Certificate in a course in life saving
- Proficiency in computer applications.
- At least two (2) years working experience as a Critical Care Nursing Officer in reputable health facility

Interested candidates who meet the above qualifications, skills and experience are required to forward their application letters including detailed curriculum vitae, academic and professional documents, and names and contacts of three referees by **Wednesday, 1st July 2026**, to:

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