

Job Title: Clinical Practice Nurse

Location: NAA Diagnostic Care Centre - Dummar, Damascus

Salary: Competitive

Job Type: Permanent

Job Duration: 3 months probation, then a long term contract in case of acceptance

Responsible to: Clinic Manager

Responsible for: The friendly and efficient delivery of NAA clinical practice sessions

Job Profile

Clinical practice nurses work collaboratively in outpatient clinics as part of a healthcare team, which might include doctors, nurses, pharmacists and dietitians. They assess, screen, treat, care and educate patients from all segments of the community, from infants through to the elderly. They are involved in almost every aspect of patient care and treatment, undertaking such tasks as: treating small injuries; helping with minor operations done under local anaesthetic; health screening; family planning; running vaccination programmes (e.g. against flu); running programmes to help people to stop smoking.

Main Duties and Responsibilities

- ✓ Greeting patients and conducting first-registration checks including measurement of blood pressure, pulse, temperature etc.
- ✓ Providing advice, consultation and information about a range of health conditions and minor ailments, referring to other members of the practice team as necessary.
- ✓ Liaising with other practice nurses, reception and office staff.
- ✓ Performing investigatory procedures.
- ✓ Assist with minor operations.
- ✓ Setting up and running clinics for conditions such as asthma, diabetes and skin disorders as well as well-woman/man clinics.
- ✓ Offering cervical smear and pregnancy tests.
- ✓ Taking blood and urine samples, other specimens and swabs.
- ✓ Performing routine procedures, such as ear syringing, eye washing, applying and removing dressings, and treating wounds, etc.
- ✓ Offering specialist information and advice in areas such as blood pressure, weight control, giving up smoking, heart conditions, etc.
- ✓ Administering infant injections and vaccinations;
- ✓ Administering travel immunizations and offering travel health care advice.
- ✓ Offering first aid and emergency treatment, as required.
- ✓ Advising patients in respect of their continuing medical and nursing needs.
- ✓ Applying infection control measures within the clinic according to guidelines.
- ✓ Re-stocking and maintaining clinical areas and consulting rooms.
- ✓ Record accurate and legible patient notes of all consultations and treatments.
- ✓ Undertake all aspects of data entry and maintain a computerized clinic system with patient details and treatments.

Personal Specifications

Knowledge and qualifications

- ✓ Graduate of an accredited school of professional nursing and registered in Syria.
- ✓ Additional certification in related fields such as phlebotomy/ ECG recording etc is desirable.
- ✓ Knowledge of applying infection control measures within the practice.
- ✓ Knowledge of health promotion strategies.
- ✓ Knowledge of chronic disease management, and well woman care.

Experience

- ✓ Minimum two years professional experience post training in clinical.

Skills/Abilities

- ✓ Good interpersonal skills, both verbal and non-verbal.
- ✓ Flexible, adaptable, organized with initiative.
- ✓ Non-judgmental and empathetic manner.
- ✓ Understand and respect the need for privacy and dignity of patients and their families.
- ✓ Immunization and vaccination, minor surgery.
- ✓ Precise, accurate and legible patient record keeping.
- ✓ Assist minor-surgery sessions.
- ✓ Ability to understand, interpret and relate oral and written instructions.
- ✓ Observing the condition of patients.
- ✓ Organize team members, prioritize busy workloads and work under pressure.
- ✓ Evidence of problem-solving and decision making skills.
- ✓ Ability to work well within a multidisciplinary team.
- ✓ Ability to gain the confidence of patients from a wide variety of backgrounds and to work effectively with them.
- ✓ Ability to explain medical instructions to patient and their families when required.