



Job Title: Registered Nurse
Reports To: Medical Supervisor / Clinic Physician

SUMMARY

This Full-time position for a Registered Nurse will generally work 5 days a week; hours: 8:00am – 4:00pm and as clinic needs dictate.

The Registered Nurse (RN) provides nursing care to patients in a professional and courteous manner. S/he carries out the Medical Supervisor's orders including, but not limited to, assisting with procedures, administering injections, performing phlebotomy, coordinating supply levels, and assisting with other day-to-day operations of the office.

NURSING RESPONSIBILITIES

- Takes patient vital signs, and other required tests, record patient history, obtain accurate medication list and any information the physician may request to enable him/her to assist in the diagnosis and treatment.
- Explains normal and abnormal test/lab results to patients and their significant others.
- Educates patient regarding medications, invasive and non-invasive procedures.
- Communicates with patients, visiting nurses and visiting physicians.
- Ensures exam rooms are clean, stocked appropriately and ready for next patient; ensure equipment is clean/sterile and in working order.
- Ensures that all clinic equipment is in proper working order and communicates promptly to the Medical Supervisor and Country Head, if necessary, when any equipment is not functioning or needing to be replaced.
- Assists in organizing and participating in mobile clinics and participating in applicable community events.
- Will work in the pharmacy or as a lab technician as required.
- May serve as cashier collecting fees from patients
- Provides nursing input for the development of NOVA's electronic medical record system and effectively learns to utilize the electronic health record system implemented.
- Performs any duties required and/or requested by management for the overall proper functioning of the clinic.

QUALIFICATIONS

- Graduate from an accredited School of Nursing in Haiti
- Current license to work as a nurse in Haiti
- Capable of learning and utilizing an electronic health record system
- Strong interpersonal and communication skills
- Ability to deal with ambiguity and changing priorities
- Ability and desire to help out in the clinic as needed
- Bilingual English-French preferred but not required

COMPENSATION

- 15 days vacation per year plus national holidays
- This position does not provide any extra pay for mobile clinics, transportation costs, or any other similar benefits