

Career Opportunity

Outpatient Clinics Nurse

Role Summary

The Outpatient Clinics Nurse provides direct nursing care to assigned patients in the outpatient clinics in compliance with professional practices and standards, treats patient wounds, including ulcers, burns, surgical incisions, etc., and plays a crucial teaching role in educating patients on self-wound care.

Main Duties & Responsibilities

I- Planning & Organization

- Participates in the development of objectives, policies, procedures, quality assurance, safety, environmental, and infection control standards ensuring a high-quality care and patient experience.
- Implements approved structures, norms and behaviors that are fully consistent with and expressive of the hospital's mission, vision and core values.
- Supervises the unit's electronic files and procedures via the adopted software and implements application updates and upgrades.
- Prioritizes time and daily activities based on patients, families, employees and clinics' needs.
- Collaborates highly with the outpatient clinics medical secretaries, physicians and other departments to enhance the patient care quality and experience while maintaining proper channels of communication.
- Monitors operational budget for designated area using established efficiency and productivity standards.
- Assists in the estimation of future budgetary needs and makes recommendations concerning unit personnel, supplies, equipment and capital when necessary.
- Obtains physician signatures on all documents as legally required for equipment and supplies orders.
- Follows up and maintains a safe and clean working environment that complies with procedures, rules, regulations and standards.
- Maintains a calm and composed demeanor in crises; leads the team through the situation to conclusion and debrief.

II- Clinical Practices

- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to staff, patients, and families.
- Assists physicians during treatment, examinations, procedures, operating and monitoring medical equipment as necessary.
- Cleans outpatient wounds to minimize infection risks; dresses wounds to create a barrier against bacteria; determines in compliance with physician's instructions, appropriate treatment to help wounds heal, such as regular cleaning, antibiotic administration, etc.
- Provides patient and caregiver education on diagnostic procedures, medications, nutrition, and maintenance of health and wellness.
- Supervises appropriate documentation of patient data, test results and medical documents in the medical record.
- Supervises, coordinates, and evaluates the outpatient medical secretaries' activities and performance.
- Maintains inventory of pharmaceuticals and other medical supplies at the clinics.

III- Continuous Professional Development

- Attends in-service training required by the hospital.
- Maintains CPR according to the Resuscitative Training Policy.
- Positively advocates and implements changes as directed.

General Performance Expectations:

- Follows and ensures strict safety procedures.
- Respects and adheres to the mission, vision, and values of LAUMC-St. John Hospital.
- Initiates actions to predict the occurrence of non-conformities in materials and services.

Minimum Required Qualifications

- Bachelor Degree in Nursing with a minimum of 3 years of practical clinical experience
- Basic Life Support (BLS) Certification
- Advanced Cardiac Life Support (ACLS) certification (Preferred)
- Pediatric Advanced Life Support (PALS) certification (Preferred)
- Cardiopulmonary Resuscitation Certification (CPR).
- Holder of a license and registration from the Lebanese Order of Nurses
- Excellent communication skills (Written and Verbal) – Arabic, English, French (Preferred)
- Excellent Knowledge in MS office (Word, Excel, PowerPoint)
- Excellent organization and time management skills with the capacity of multi-tasking
- Strong problem identification and resolution skills.
- Excellent diagnostic and analytical skills
- Excellent follow up skills and techniques
- Result-oriented
- Detailed oriented
- Teamwork; Patient Care skills
- People oriented and empathetic
- Positive; Professional attitude and appearance
- Dynamic
- **Integrity, credibility and high standard of professional conduct & confidentiality**

Interested Candidates should apply via www.laumcsjh.com .

Closing Date for accepting applications is November 2, 2020.

CV should include the exact month and year while listing the candidate's professional experience and educational background. **No applications will be accepted after this date. Only shortlisted candidates will be notified.**

The Lebanese American University Medical Center – St. John Hospital is an Equal Opportunity Employer.