

Name of Organization: Medicals at the Center

Industry: Healthcare

Job Title: Registered Nurse - Beirut

Status: Full time Position

Job Description:

Medicals at the Center, a healthcare management group that provides comprehensive services for individuals, corporations, and communities, is currently looking for a Registered Nurse reporting to the Chief Executive Officer. This position is based in Beirut - Achrafieh.

Role Summary:

The Registered Nurse is responsible for ensuring responsive care to the hotline and effective management of clinic operations while providing high-quality health care services to patients. He/she will also promote health education, and provide advice on occupational health issues.

Main Duties & Responsibilities

1- Hotline Management

Responds to and manages incoming calls on the healthcare hotline

Assesses patient conditions through initial evaluations and triaging cases based on urgency

Refers patients to appropriate healthcare services ensuring they receive timely medical attention

2- Clinical Oversight

Provides first aid and emergency medical services as needed

Maintains patient confidentiality and accurate records of interactions and treatments

Collaborates with physicians and other healthcare professionals to facilitate patient care

3- Clinic Management

Oversees the operations of clinics associated with Medicals at the Center

Conducts regular visits to clinics to ensure compliance with healthcare standards and to address any operational issues

Coordinates health education sessions for patients in collaboration with clinic staff

Participates in the development and implementation of improvement initiatives within the clinics

Administers emergency medical treatment in the case of accident or illness on institutions premises and issues related reports

Provides nursing care and health services to patients including first aid, blood testing, nursing assessment, and refers complex cases to a physician

Assists physicians in physical examinations and preliminary assessment of patient health condition

Follows up on students with chronic health conditions and students with special needs

Coordinates with the physicians to create individualized plans for patients with special health conditions

Administers ongoing treatments (e.g., dressings, injections) based on physician prescription

Creates patient medical files (obtains medical history and details) prior to physician appointments and maintains patient records

Educates and provides health related information to patients to enhance their understanding of their medical condition and related treatments

Follows up on immunization requirements and administers vaccines when requested

Communicates test results when instructed by physician

Ensures a safe working environment by adhering to therapeutic standards, medication administration, storage procedures and infection control policies and protocols

Monitors medical, paramedical, and medical supplies inventories of the clinic; stocks and maintains supplies, instruments and equipment required for patient care

Provides reports and statistics related to the clinic operations

Stays updated on rules and regulations, clinic policies and procedures to ensure compliance

Ensures patient satisfaction at all times

Assists with administrative duties as needed and performs other related duties as assigned

Minimum Required Qualifications:

Bachelor of Science in Nursing (BSN)

Minimum 3 years of nursing experience, preferably in an emergency department or NGO

Registered Nurse licensure

Lebanese Order of Nurses registration

Basic Life Support (BLS) certification

Strong Knowledge of nursing principles and practices

candidates to send their cv to: hr@medicalsatthecenter.com or call 03 625450