



Integrated Health Care Solutions



Role: Project Management

The Nurse has overall responsibility for the execution of a health care project. The nurse manages day to day activities, provides project guidance, support, monitors the project progress and ensure the completion of the milestones as per the defined time lines. The nurse is responsible as well for regular communication with patients/doctors/ other engaged parties as well as identifying key issues, gaps and communicating with program director

Activities of the Nurse embraces the followings:

- Drive the coordination and implementation of all initiatives related to the patient support programs
- Daily/weekly checks of the planned activities of patients versus completed to identify gaps.
- Call patients, and ensure and tracks the availability of the completed signed & dated Informed Consent forms and other documents required from the patients
- Ensure the completion of data tracking tools on the same day of completing activities
- Highlight any gaps & understanding root cause, corrective & preventive action plan should be created and communicated with director
- Performing accompanied visits to doctors with client to ensure project launch
- Perform visits to patients to hand them the financial aid or for clinical intervention
- Direct Adhoc calls with the patients to ensure overall patient satisfaction and identify any gaps

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- Reporting AEs within the specified timelines and training recommendations
- Tracking of the reported adverse event on the patient's tracking sheet
- Review adverse event reconciliation tracker ahead of sharing with the Client
- Ensure data are uploaded to the tracking sheets
- Ensure project specific files are maintained throughout the project life cycle, quarterly checks of files completion and updates

Qualifications:

- Certified nurse, no clinical experience is required
- Confidence, presence and communication skills necessary to effectively collaborate with multiple functions in support of key initiatives
- Proven ability to proactively and independently prioritize requests and business needs
- Must possess excellent communication skills. This includes a demonstrated understanding of how to effectively escalate issues/concerns, as well as how to most effectively communicate up, down and across partners orally and in writing
- Fluent English – written and verbal
- Strong consulting, meeting management and time management skills
- Mobile across Lebanon
- Excel and word professional

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