



Title	Clinic Nurse (Part-time)
Contract Duration	Permanent
Reporting to	Medical Director and Clinic Manager
Salary	€30,000- €40,000 per annum (pro rata)
Holidays	22 days per annum (pro-rata)
Working Hours	Approximately 15-20 hours per week (detail below).
Start Date	February 2018

About us

We are a two-doctor medical practice engaged full-time in the practice of Travel Medicine. We work to maintain the health of those travelling abroad, particularly to the tropical zones of Asia, Latin America and Africa. Our patients include holidaymakers, business people, government employees, aid workers and missionaries.

Our work involves the prescribing and administration of vaccines for travel, the provision of malaria prevention advice and the provision of risk avoidance advice to travellers. We provide e-mail support to patients who are unwell while overseas. In addition, we conduct screening for tropical infections in asymptomatic and symptomatic patients and manage the majority of travel-related illnesses presenting to us.

We have a two nurse team who split the working week between them.

Working Hours:

Currently the hours would be in the form of Week A and Week B, to enable a two day weekend for both nurses.

Week A: Wednesday 9am to 5.30pm and Thursday 11am to 8pm

Week B: Monday 11am to 8pm, Thursday 9am to 12pm and Saturday 9am to 2.30pm

There is some flexibility for the right candidate. However, the successful candidate will be expected to work at least one evening clinic per week and every second Saturday morning.

Responsibilities:

- Work collaboratively with the Medical Director to provide an efficient and friendly vaccination service including:
 - Administration of vaccines
 - Phlebotomy
 - Medical data input into the clinic's database
- Support the Medical Director in pre-departure and post-exposure medicals for patients travelling to and travelling home from abroad.

Knowledge and qualifications

- Fully qualified RGN and registered with An Bord Altranais
- Minimum five years post-qualification work experience
- Additional certification in related fields such as phlebotomy is desirable
- Experience working in a community setting (e.g. General Practice) preferable
- Qualification in or evidence of training in Travel Medicine desirable but not essential

Further Requirements:

- Fluent English both spoken and written.
- Strong problem solving skills and ability to work on own initiative
- Experience working with databases, (preferably a GP specific database eg: Helix Health's Practice Manager)
- Excellent communication skills, both written and verbal

- Strong organisational skills
- Can-do attitude and the ability to multi-task
- Understanding of the necessity for confidentiality/data protection
- Attention to detail, especially when dealing with patient records, both electronic and paper based
- Effective team worker
- Professional, motivated, enthusiastic and friendly