**THE DUBLIN WELL WOMAN CENTRE, JOB SPECIFICATION FOR CLINIC NURSE**

**JANUARY 2017**

**Job Title:**

Clinic Nurse (full-time and part-time)

**Function:**

Effective and professional nursing functions in the Dublin Well Woman Centre

**Reporting to:**

The Operations Manager / Medical Director

**Minimum Requirements / Qualifications:**

The Clinic Nurse will ensure the smooth and effective delivery of high-quality patient services. Much of the role involves the administration of test results and referrals to patients, although s/he will also see patients in Nurse-Only clinics, and will work with Well Woman doctors seeing patients in clinics, and will administer tests (including blood tests, STI tests, and cervical smears) to patients.

The ideal candidate will be a registered nurse (either to SRN or degree level) with experience in sexual health, cervical screening and / or family planning, and with strong computer skills. S/he may be offered, after an initial induction period, the opportunity to conduct a number of ‘Nurse Only’ clinics.

**Key Responsibilities:**

1. Ensure clinic administration runs smoothly, including ordering medical equipment, checking medication is in date, preparing all samples, swabs, smears, for collection by courier, and ensuring all samples, swabs, smears and bloods are sent to the relevant testing site, etc.
2. Co-ordinate results of tests, and follow up and liaising with clients regarding results.
3. Operate the patient management system used for client records and medical results.
4. Conduct an agreed number of Nurse Only clinics.
5. Clean up after clinics, ensuring equipment is ready for the next clinic and stocking the medical rooms.
6. Interview, examine and assess clients *re* contraceptives, etc. Dispense the contraceptive pill, and / or other medication, on the basis of a valid Well Woman prescription.
7. Perform cervical smear testing and advise clients *re* cancer screening, to include arranging any colposcopy appointments as may be required.
8. Perform blood and infection testing, and advise clients of results.
9. Perform pregnancy tests, and advise clients of outcome.
10. Notify Operations Manager when drugs and pharmaceutical supplies are running low.
11. Perform additional clinical functions, such as cryotherapy and Depo Provera injections.
12. Ensure the centre has a well-equipped and in-date Emergency Tray.
13. Maintain Information Point / Display Area, ensuring availability of leaflets, etc.
14. Any other duties as may be assigned by the Medical Director or Operations Manager.