#

**Job Description – Registered Nurse**

## Background

Richard Evans Vascular (REV) is a private specialist practice with its HQ at Bowen Hospital’s Specialist Facility in Wellington. It provides non-invasive varicose vein treatments to clients in Auckland, Palmerston North, Wairarapa, Lower Hutt, Kapiti and Wellington plus treatments for patients with arterial conditions in Wellington.

Position summary

The registered nurse will assist the practice manager in monitoring the care of patients at Richard Evans Vascular, with a focus on providing a high-quality professional service to all patients. The registered nurse will provide back up to help cover absences in other nursing roles in the practice and related businesses.

## Accountabilities and Responsibilities

* Communicating with patients and advising patients pre procedure.
* Maintaining accurate, detailed reports and records, including ensuring patient consent, taking blood pressure and providing patients with information.
* Monitoring, recording and reporting symptoms or changes in patients' conditions.
* Assisting the specialist and/or the practice manager during procedures, including maintaining a sterile environment.
* Ensuring patient comfort after procedure, including providing refreshment, if appropriate.
* Advising patients on discharge.
* Following up with patients after treatment.
* Monitoring after hours phone number (if appropriate).
* Assisting in assembling packs for travel to satellite clinics, including all necessary equipment and helping reorder supplies when necessary.
* Helping run compression stocking fitting clinics.
* Helping oversee clinics and ensuring they run smoothly and efficiently.
* Close liaison with other team members, including Practice Manager, Specialist, Laser Aesthetics nurse, PICC team, sonographers, Marketing Manager and Business Coordinator, as well as other medical professionals.
* Liaise with managers of remote sites re service and resource requirements, as appropriate.

## Patient Liaison

* Liaise with patients responding to inquiries and address/trouble shoot any concerns or issues and provide professional advice and information in a timely manner.

## Nursing functions

* Undertake theatre and nursing functions for REV as required.
* Manage pre calls and post calls for varicose vein treatments.
* Day travel to outlier clinics when rostered, including flying to Auckland.

## Other functions

* Manage reception cover as required.
* Manage patient/after hours contact, if appropriate.
* Other functions necessary to ensure the smooth running of the practice.

Qualifications

* Registration with the Nursing Council of New Zealand as a Registered Nurse.
* Current Practising Certificate.
* Current CPR Certificate.

## Person Specification

* Experience working in a procedural and sterile environment preferred.
* Knowledge of medical office management and basic accounting procedures desirable.
* Proficient in English (oral and written).
* Strong communication and interpersonal skills.
* Good organisational and multi-tasking abilities.
* Innovative; active involvement in decision-making, with well-developed problem-solving and critical thinking skills.
* Ability to be flexible and agile.
* Customer service orientation, with ability to work with patients from a diverse community.
* Confidentiality and discretion.
* Computer literacy
* Demonstrated ability to work effectively in a small team environment.
* Ability to travel domestically on a semi-regular basis.
* Full driver licence.