

1. Identify beneficiary care requirements and prioritize interventions based on triage system
2. Collect medical, surgical, family, allergy and medication use history, as well as life style and social information (Social Determinants Of Health)
3. Conduct clinical assessment (Vital Signs & Anthropometric Measures) based on tools to evaluate current health status and/or risk of developing disease.
4. Document assessment results, individualized care plan and nursing interventions
5. Provide emotional and psychological support to beneficiaries and their families.
6. Follow-up on diagnostic results in coordination with the physician
7. Refer and coordinate with other clinical professionals based on beneficiary's needs
8. Conduct screening activities based on established programs
9. Apply medication and high-risk medications management and safety requirements.
10. Dispense medications for beneficiaries in compliance with medication management procedures.
11. Order and receive the needed medicine from the central pharmacy and other partners (MOPH, YMCA, IMC).
12. Conduct medicine inventory on a regular basis and follow up on expiry dates.
13. Apply and monitor safety practices compliance and conduct daily verifications of working environment and equipment including but not limited to: patient safety,
14. Responsible of the infection prevention and control program including standard precautions (hand hygiene, sharps safety, personal protective equipments, waste management, injection safety, aseptic technic), transmission-based precautions, sterilization of medical supplies and equipment, surface disinfection
15. Report and disclose incidents and near-misses and provide suggestions for safety improvement
16. Ensure the safe handling, storage and administration of vaccines
17. Educate parents about vaccines, typical side effects , and how to minimize any discomfort.
18. Teach beneficiaries and their families to understand their medical conditions, medications, and self care skills; answer questions in an ethical manner.
19. Conduct health education campaigns using interactive learning strategies
20. Maintain confidentiality of all personal and clinical information, with respect of patients' rights and dignity
21. Participate in the on-boarding program of new employees, trainees and volunteers.
22. Direct, supervise and evaluate work activities of practical nurses and housekeepers.
23. Ensure proper coordination with the doctors and healthcare team.

24. Update regularly the area manager on projects' outcomes.
25. Participate in education seminars and workshops and meetings.
26. Implement improvement plan and provide input and suggestions towards achieving results
27. Respond to beneficiaries and team members complaints and provide suggestions and solutions.
28. Prepare monthly narrative and statistical reports requested by LRC management
29. Maintain accurate and timely computerized record management systems to store and process data and to produce reports.
30. Ensure compliance with LRC code of conduct, internal regulations, as well as national and international standards and guidelines.