



Medical Operations OIC

General Requirements:

- Must be a licensed nurse and experienced in IV Therapy
- Willing to be relocated to Tagaytay or resides in Tagaytay
- Preferably Single
- Willing to travel as required

Nurse Job Responsibilities

- Perform patient's examination, which includes history taking, gathering subjective and objective information, problem identification and record information and activities such as vital signs and treatments for doctor's review.
- Execute physician's order concerning treatments and diagnostic of clients.
- Obtain specimen for laboratory examinations with strict asepsis.
- Documents facts and maintains patient's records on nursing observation and action taken.
- Maintain alertness on opportunities for service enhancement and continuously improves quality of work.
- Check all equipment's and machines used in treatment and diagnostic that they are in good condition.
- Should be knowledgeable and well versed on the treatments and diagnostics offered by the centre.
- Ensures that all supplies and materials needed for the office and laboratory requirements are available before the start of each shift.
- Coordinates with the Guest Services Representative for patients' reservation on a daily basis.
- Responsible in advising and updating consultant doctors of their daily schedules and appointments.
- Diligently answers inquiries and questions pertaining to the medical, non-medical and other services provided by the center.
- Must be able to validate, calibrate and operate all medical machines and equipment.
- Maintains a clean and organized unit.
- Performs medical home service to clients as necessary.
- Performs other duties that maybe assigned or required of the job.



OIC Job Responsibilities

- Accomplishes nursing human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Meets nursing operational standards by contributing information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements.
- Meets nursing financial standards by providing budget information; monitoring expenditures; identifying variances; implementing corrective actions.
- Completes patient care requirements by scheduling and assigning nursing and staff; following up on work results.
- Maintains safe and clean working environment by implementing procedures, rules, and regulations.
- Protects patients and employees by developing and interpreting infection-control policies and protocols; enforcing medication administration, storage procedures, and controlled substance regulations.
- Maintains patient confidence and protects operations by monitoring confidential information processing.
- Maintains documentation of patient care services by auditing patient and department records.
- Ensures operation of medical and administrative equipment by verifying emergency equipment availability; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains nursing supplies inventory by studying usage reports; identifying trends; anticipating needed supplies; approving requisitions and cost allocations.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Qualifications

- Must be a Licensed Nurse with IVT Certification
- Supervisor/5 Years & Up Experienced Employee
- Bachelor's/College Degree, Post Graduate Diploma/Master's Degree, Professional License (Passed Board/Bar/Professional License Exam)