



## **Patient Care Specialist**

### **General Requirements:**

- Must be a licensed nurse and experienced in IV Therapy
- Must be able to speak and write English and Filipino.
- Willing to be relocated to Tagaytay or resides in Tagaytay
- Preferably Single
- Willing to travel as required

### **Job Responsibilities**

- Meets nursing operational standards by contributing information to strategic plans and reviews, productivity, quality, and customer-service standards, resolving problems and identifying system improvements.
- Identifies patient treatment plan requirements by establishing personal rapport and other persons in a position to understand treatments requirements.
- Maintains nursing guidelines by writing and updating policies and procedures.
- Completes patient care requirements by scheduling and assigning nursing and staff; following up on work results.
- Establishes a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families
- Promotes patient independence by establishing patient care goals; teaching and counseling patients, friends, and family and reinforcing their understanding of the treatments and medications,
- Maintains a safe and clean working environment by designing and implementing procedures, rules, and regulations; calling for assistance from other health care professionals.
- Maintains patient confidence and protects operations by monitoring confidential information processing.
- Maintains documentation of patients charts by monitoring treatments, supplements, update patient's progress, and carrying out doctors' orders.
- Ensures operation of medical and administrative equipment by completing preventive maintenance requirements.
- Maintains nursing supplies inventory by studying usage reports; identifying trends; anticipating needed supplies; approving requisitions and cost allocations.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.



## **Qualifications**

- 3 Years & Up Experienced Employee
- Bachelor's/College Degree, Professional License (Passed Board/Bar/Professional License Exam)