

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD [Child Protection Policy](#)

VACANCY

<u>Title:</u>	Clinic Nurse (Family Health Practice)
<u>Job Objective:</u>	To support the clinic doctors in providing primary healthcare services to the expatriate and local populations of Dhaka, with emphasis on administration of vaccinations and medications, drawing of blood samples, management of laboratory samples, and inventory and stock management.
<u>Qualifications:</u>	
Education:	Nursing diploma or degree (BSc preferable) with valid registration from Bangladesh Nursing Council or home country.
Experience:	Minimum of three years of experience as a nurse with at least one year of vaccination experience.
Knowledge & Skills:	Fluency in written and spoken English; Excellent interpersonal communication skills and confidence in communicating with international clients; Office management and administrative skills; Strong MS Office and computer skills; Excellent knowledge of vaccination and emergency protocols.
<u>Employment Arrangement:</u>	Fixed-term contract on local salary with healthcare allowance.
<u>Monthly Salary Range:</u>	Tk. 130,000 to Tk. 150,000 depending on experience.
<u>Supervised by:</u>	Physician in Charge

AISD community members hold each other accountable to these values:

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

“Preparing students to become stewards of a just and sustainable world.”

Major Areas of Responsibility:

Medical Support and Nursing Duties

- Identify and triage emergency patients and administer emergency care
- Provide pre- and post-vaccination counseling to patients
- Assist the Physician with patient examinations when required
- Administer medications to patients via injections, IV, and nebulizer as directed by the Physician
- Administer vaccinations to both pediatric and adult patients
- Maintain and update medical, registration and vaccine records for patients as required
- Ensure maintenance of the vaccine cold chain
- Maintain an accurate inventory of clinical stock and ensure adequate supplies are available
- Draw blood samples and collect specimens from patients
- Manage laboratory requests and results according to Physicians' instructions
- Ensure the cleanliness of the entire clinical area

Administrative Responsibilities

- Manage the reception desk in the absence of the Administrative Officer
- Answer telephones and book appointments
- Greet patients politely and answer any non-clinical enquiries
- Prepare patient bills and receive payment in cash or by credit card and liaise with the finance office
- Manage the clinic email accounts and respond to patient enquiries
- Manage basic spreadsheets containing administrative and clinical data
- Enter and update patient information and immunizations history in medical records database
- Liaise with external consultants, hospitals, clinics, diagnostic centers and vaccine vendors as required

Inspired? We certainly hope so. Our team is waiting to hear from you at HR@aisdhaka.org. Send us your one-page response to the above, along with your CV, all in one tidy PDF document on or before **February 27, 2024**.

Mission: AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

Revised: February 2024

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