

Job opening for **Executive/ Staff Nurse** at the Raffles Japanese Clinic

Job Responsibilities

- General nursing procedures with reception duties, registration, payment collection and administrative duties relating to Japanese patients.
- For Staff Nurse: Perform basic and complex nursing procedures and treatment to meet the general comfort and well being of Japanese patients.
- For Staff Nurse: Demonstrate competency in clinical nursing skills and knowledge such as performing IV cannulation, venepuncture for blood sampling, IV administration of medical fluids, ECG monitoring and interpretation.
- Assists doctor during consultation. Be familiar with preferences of each doctor and anticipate needs and follow through doctor's orders promptly and accurately to ensure coordinate and quality care for patients.
- Attend to emergency calls whenever necessary.
- Able to perform competency in safe patient care before, during and after procedure.
- Performing diligence in principles of sterility and anticipates emergencies.
- Observe strict infection control practices in the care of patients.

Job Requirements

- For Staff Nurse: Must be registered with the Singapore Nursing Board
- Applicant without nursing registration but has administrative work / customer service experience is welcome to apply.
- Candidate must possess at least a Diploma/ Bachelor's Degree in Nursing.
- Able to converse in Japanese with Japanese patient will be an added advantage.
- Pleasant personality with good interpersonal skills.
- Work on Mon-Fri, half day on Saturday. Location at Bugis/ Orchard.
- Able to work in a dynamic environment and be flexible and open to changes.

We regret that only shortlisted candidates will be notified.

If it's possible, please have the interested candidates contact Ms Diana Chua directly at chua_diana@rafflesmedical.com.

We are looking for Singaporean/ PR for this position.