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| **Position Title:** | Study Nurse |
| **Position Number:** | 6004 |
| **Reports To:** | Site Manager |
| **Project Worksite:** | JFK, Redemption, C.H. Rennie, and Duport |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

To provide nursing care in support of the Liberian-US joint research partnership to participants in clinical research trials.

**Description of Responsibilities:**

* Take, record and interpret vital signs
* Have the skills to properly triage participants in a health care setting and make prompt decisions
* Calculate, measure and administer correct medications, record note and untoward reactions
* Be able to set up treatment trays, prepare medications and other equipment to assist in the care of participants
* Maintain accurate records relating to participant’s condition, medication and treatment
* Be able to demonstrate good nursing- participant relationship at all times
* Be able to provide supervision and oversight where necessary for the care of the participant
* Be able to perform veno-puncture on a participant
* Performing protocol-mandated initial and follow-up assessments such as medical histories and physical examinations
* Informing appropriate physician of significant findings found during study participant evaluations
* Assisting and providing clinical guidance to members of the clinical staff
* Coordinating participant schedules
* Work with members of the vaccine trial team on all aspects of the intervention
* Be willing to take instructions from senior colleagues and supervisors
* Be able to conduct proper health education to participants on specific intervention before consent is given
* Provide up-to-date status, detail and summary report on assignments and responsibilities
* Be able to carry out appropriate laboratory procedures for the collection of specimen for analysis
* Being familiar with the requirements of all protocols for which they are seeing participants
* Ordering protocol-specific laboratory tests, diagnostic tests, consultations and research specimen collection
* Completing Case Report Forms
* Communicating with participants between clinic visits, as needed
* Monitoring participant compliance
* Observe, document and quickly report any unusual symptoms/signs of all subjects enrolled in the trial and monitoring for adverse drug effects
* Perform participant teaching
* Seeking guidance from the Principal Investigator and Site Manager for questions of protocol interpretation
* Working with site staff, particularly the Site Manager and Protocol Principal Investigators, to document and report all Reportable Adverse Events and deviations from approved protocol(s)
* Resolving in a timely fashion all issues identified during site monitoring visits
* Attention to details and excellent record keeping abilities
* Have the ability to manage multiple tasks and pay attention to details
* Have excellent written and communication skills
* Have excellent interpersonal skills and ability to work with diverse groups
* Have good personal values and morals
* Demonstrate team spirit
* Report to work on time and perform all daily functions
* Accept additional responsibilities as requested by the supervisor
* Ensure that work is completed to quality and professional standards
* Other duties as assigned

**Qualifications**

* **Education: Registered Nurse, BSN-MPH, MSC is added advantage.**
* **Preferred Job-related Experience:** At least three (3) years of experience in clinical practice.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application