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## Nurse at AIDS Healthcare Foundation (AHF)

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## **Job Description**

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AIDS Healthcare Foundation is a Los Angeles-based global nonprofit provider of HIV prevention services, testing, and healthcare for HIV patients.

#### **Essential Duties and Responsibilities**

Work together in support of all the CCC activities with the clinic staff.

Integration of healthcare services to CCC target areas- CWC, family planning, cancer screening and other clinics.

Support of the community component of program including outreaches, community ART groups and mobilization for care and support.

Lead and support educational sessions, lead in the clinics' data review to ensure linkage, retention and viral suppression targets are met

Support the formation and management of patient support groups at the CCC.

Provide skilled nursing procedures e.g., wound dressing changes, respond to emergency cases, triage clients at clinic, patient day care.

Provides effective and active day to day clinical management of CCC patients including OI management, ART Initiation, ART regimen switch, TB screening and management

Provides patient counselling – Pre-ART preparation, adherence counselling and family

education in collaboration with clinic team

Organize follow up of clients who have defaulted treatment and takes lead in the management of patient with high viraemia.

Performs phlebotomy, random blood sugar and/or initiates intravenous infusions as ordered (provided is certified).

Provide information and advice regarding drug interactions, side effects, dosage, and proper medication storage.

Charts patient notes and medication administration according to protocol, maintain records including pharmacy files, inventories

Exercises appropriate judgment and decision-making skills.

Ensures the maintenance of patient confidentiality.

Administers medication as ordered within the scope of practice of the licensee including reviewing prescriptions to assure accuracy and to evaluate their suitability.

Ensures timely delivery and adequate stocks of drugs and medical supplies are available in the sites

Reports significant changes in the patient's physical status to the Medical Officer, Clinical Officer, or other medical provider.

May function as a team leader to assist with the provision and supervision of patient care.

Function as the Facility In charge, supervise and oversee the clinic activities e.g., managing of clinic petty cash or routine activity budgets, report preparation, drug orders, stock management, etc.

Responsible for making and sending timely reports to the Regional Leads, M.O.H and other personnel as required

Attend and participate in team conferences, meetings as requested.

Serves as AHFs advocate at the site level

Serves as the custodian of all the AHF assets in the facility as well as inventory management.

Other duties as may be assigned by the supervisor.

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