

**Brown-Darrell Clinic and Bermuda  
HealthCare Services**

**Post Opening: Registered Nurse**

**Required Experience:** A minimum of five years of outpatient nursing experience; a minimum of two years of phlebotomy experience.

**Required Licensure:**

Registered Nurse. Candidate must be registered/certified in phlebotomy

**Job Summary:**

Must be able to obtain patient history, triage in a busy practice, perform EKG, measure blood pressure, manage medication and injection protocols, perform ear irrigation following proper protocol, complete referrals to specialist and perform phlebotomy as well as numerous other clinical skills under the direction of the Medical Director.

**Key Duties and Responsibilities:**

Prepare Exam Rooms, perform phlebotomy, triage patients, obtain history, measure blood pressure, perform urinalysis dips, glucose readings, pregnancy test, EKG, visual acuity tests and ear irrigation when ordered by the physician. Give injections as instructed by the physician. Facilitate ordering of diagnostic evaluations when ordered by the physician. Contact patients under the direction of the physician and with regard to patient inquiries. Perform DNA tests. Complete referral forms under the direction of the physician and provide to physician for approval and signature. Replenish forms and necessary paperwork in exam rooms. Inventory crash cart and replenish supplies as needed. Inventory medical supplies and facilitate ordering of medical supplies. Assist with the following when required: 1. Cover Front Desk when needed, 2. Scheduling appointments when required, 3. Making reminder calls, 4. Assist with answering phones, 5. Retrieve and/or file medical records of patients. Perform other functions at BHCS or BD as directed by the Medical Director and COO, and, in her/his absence, the delegate of the CEO and/or Chairman.

**Apply in writing:**

19 The Lane, Paget PG05, Bermuda for the attention of  
MaryNell Goolsby, COO, or email [mgoolsby@bhcs.bm](mailto:mgoolsby@bhcs.bm)

**Phone: 236-2810      Deadline: April 29, 2016**