



**Job Title:** Practice Nurse/Midwife

**Reporting to:** Clinical Operations Manager

**Location:** IFPA Clinic, The Square Tallaght, Dublin 24

**Key Relationships:** Clinical Operations Manager  
Medical Director  
Doctors  
Nurses  
Receptionists  
Healthcare Assistant

**Job Description:**

- This post is responsible for provision of cervical and STI screenings.
- The postholder is also responsible for assisting doctors with sexual and reproductive health consultations assisting medical staff both in preparation of and during medical procedures.
- The successful applicant will be a qualified nurse or midwife with professional experience, ideally within a similar healthcare environment.

**Key Responsibilities**

**Nurse-led Sexual and Reproductive Medical Services**

- Provide clinical services including cervical screening, STI screening, and bloods.
- Provide long-acting reversible contraception (LARC) counselling.
- Carry out pregnancy testing.
- Assist with early medical abortion care as outlined in the HSE’s model of care.
- Provide appropriate information and advice to IFPA clients or refer clients to doctors or counsellors.

**Doctor Assistance**

- Take patient history, blood pressure, weight, and bloods, and complete urine analysis when required by doctors.
- Ensure examination room, instruments and stock supplies are satisfactory and clean before clinical sessions and during the clinics when necessary.

- Assist doctor with IUCD insertions and Implanon fittings and removals.
- Assist with IFPA health screening when requested.
- Assist with IFPA's training of other health professionals.
- Assist with research within IFPA clinical settings.

### **Stock Control**

- Carry out monthly stock check and order medical supplies.

### **Person Specification**

#### **Requirements:**

- Full nursing or midwifery qualification.
- Full registration with the Nursing and Midwifery Board of Ireland (NMBI).
- High level of competency in use of IT systems and health service applications.
- Excellent communication abilities, including a high standard of oral and written English.
- Ability to engage empathically and appropriately with clients while maintaining appropriate professional boundaries.

#### **Desirable**

- 2+ years' experience in a primary care setting.
- Certified smear-taker.
- Certificate in Contraception.

#### **The IFPA believes:**

- In full access to high quality information, education, and health services regarding sex, sexuality, conception, contraception, safe abortion, and sexually transmitted infections.
- In the right to decide freely on the number and spacing of children, if any, so that every pregnancy is a wanted pregnancy.
- That abortion services should be available as early as possible and as late as necessary.
- In equal rights for all people and their empowerment in obtaining full participation in, and benefit from, social, political, and economic development.
- In the right to enjoy a fulfilling, positive, and healthy sex life.
- In working in alliance with all those who share our aims and in cooperation with interested governmental and non-governmental bodies.
- In high performance, ethical standards, and transparency throughout our organisation.

#### **The IFPA expects all staff to:**

- Work together to demonstrate ethical, professional behaviours at all times.
- Communicate with honesty and openness and be inclusive of ideas and opinions from all colleagues when making decisions.
- Be accountable for their actions and act with professionalism and integrity so that all contributions are recognised and valued.
- Value genuine and long-term relationships so that innovation is encouraged, and respect and diversity are valued as vital to success.

- Evolve as an inclusive, 'can-do' team environment where all staff bring their skills, competencies, passion, and creativity to our ongoing work of change and restoration.
- Participate in feedback and review meetings.
- Participate in additional training if required.

**The IFPA expects all clinic nursing staff to:**

- Consistently follow IFPA policies and procedures and be knowledgeable about all aspects of the role.
- Follow the advice of the IFPA Medical Director and follow best practice as a basis for all clinical work.
- Be compliant with Nursing and Midwifery Board of Ireland's (NMBI) legal requirements regarding maintenance of professional competence.
- Maintain the Certificate in Contraception.
- Understand that client satisfaction is critical to IFPA services, and that all IFPA clients should be provided with a consistently high standard of service.
- Recognise client dissatisfaction and intervene appropriately.
- Contribute to a favourable image of the organisation.
- Adhere to IFPA regulations/procedures regarding documentation and statistical information.
- Protect and preserve confidentiality and integrity of client information.
- Exhibit mutual respect for other staff members and function as a team member.
- Willingly offer or accept assistance when appropriate.
- Adapt positively to changes in the work setting.
- Be positive and energetic in performance.
- Avoid causing clinic delays.
- Demonstrate initiative, resourcefulness, function independently, and be efficient.
- Incorporate the principles of continuous quality improvement into all activities.
- Comply with all health and safety procedures to ensure their own safety and the safety of others in the workplace.
- Implement all relevant Covid-19 safety protocols and strive to maintain a safe work environment for clients, work colleagues and other contractors.