Title: Aesthetic Clinic Nurse

Supervisor: Carol Laskey, Clinic Manager

Contract: Permanent  Type: Part Time

Hours: 6 hrs/wk, increasing to 18 hrs/wk after successful Probationary Period (3 months)

Location: Royal Wootton Bassett, Swindon

Salary: Variable depending on experience.

Overview:

Working with existing TLC staff you would preferably have some interest or exposure to the field of aesthetic medicine or Dermatology.

You must be able to work flexibly to include alternate weekend shifts. No experience with lasers or aesthetic treatments required as you will receive full and comprehensive training; however it would be helpful if you understood the demands of working in a commercial environment.

You will be responsible for your own client base within the clinic, consulting, treating and assessing patients on non-surgical skin procedures and the company provide every opportunity to progress in to Lead Nurse / Management positions.

This is the ideal opportunity to join a reputable company with a friendly, fun, welcoming, supportive team and receive unrivalled training within this ever evolving sector of medicine.

Primary Role:

- Build and maintain positive working relationships with clients,
- Deliver excellent customer service to all clients,
- Advise clients on treatments and products most suited to their personal needs,
- Resolve client queries and complaints with professionalism and enthusiasm,
- Work as part of a team to maintain exceptional clinic standards.
Duties to Include:

- To provide the client with detailed, accurate and appropriate information in relation to the client’s expectations,
- To provide consultation and informed consent to client,
- To maintain contemporaneous notes,
- To ensure laser log book is kept up-to-date,
- To respect client dignity and confidentiality,
- To maintain high standard of clinic cleanliness,
- Ensure work surfaces, laser and equipment are cleaned between clients,
- To help take payments by cash, cheque or credit/debit card, if necessary,
- To help book appointments by telephone or in person, if necessary,
- To retail products as appropriate and offer advice to clients,
- To answer incoming calls and document calls in call log book,
- To inform the Manager of any adverse incident, accident or complaint,
- To ensure that the room is secure on leaving,
- To notify the manager when leaving if after reception hours,
- Communicate with the clinic manager to facilitate the coordination of work and client schedules,
- Download client pictures into database,
- Assist with laundry duties as necessary,
- Maintain adequate stock of supplies within the laser clinic and notify manager of stock requests,
- Deputise in the event of Manager’s absence,
- To participate in audit of notes,
- To assist in gathering client satisfaction survey for CQC.

You MUST:

- Be a NMC Registered Nurse,
- Have at least 2 years experience,
- Awareness of Care Quality Commission standards,
- Be computer literate,
- Be able to work flexible hours including weekends and evenings.

You Ideally:

- Have a BTEC Laser qualification.

Please Note: This job description is not intended to be exhaustive and may be added to in the future depending on the needs of the business.