



Kinvara Family Practice



#WPEP-2472448



MEAGHERS PHARMACY, 41 Kinvara Park,
Navan Road, Dublin 7, D07 P584



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



30/09/2026



25/11/2026

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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Administrative and Clinical Assistant - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

Kinvara Family Practice is an exciting, brand-new startup GP practice founded by two dedicated GPs, and includes a full-time Practice Manager and a part-time Practice Nurse.

We have an opportunity for someone to gain experience in the dual role of administrative and clinical assistant.

This is a training and work experience opportunity - no prior experience in this role is necessary. However, it is very important for the suitable candidate to have a genuine desire to help and care for people attending our practice as part of our team.

Over the 6 month placement the successful participant will learn the following:

- Learning how to manage the waiting area, greeting patients, answering phones and booking appointments using clinic software
- Assisting with allocating administration tasks for clinical staff, managing emails, paperwork, scanning and electronic filling, incoming and outgoing post
- Learning how to respond to basic patient queries (including processing prescription requests)
- Supporting the team with stock management
- Assisting clinical team with tasks including measuring height and weight, blood pressure, applying/removing 24 BP monitors and downloading results to patient files, using a handheld ECG device and updating results on patient files.

Role Description

This is a training and work experience opportunity; no prior experience in this role is necessary. Accredited and/or sector recognised training will be provided to support your placement. Participants are eligible to participate in the WPEP QQI Work Experience Module which was developed by the Education & Training Boards in collaboration with the DSP. This optional module will fulfil your accredited training requirements for the WPEP.

Formal Training:

- The fundamentals of GDPR and Cyber Security Awareness
- Being an Effective Team Member
- An Introduction to Children First and Your Safety, Health and Welfare in Healthcare
- AMRIC Hand Hygiene
- Socrates and HealthOne (general practice management software)

Informal Training:

- Interpersonal, communication, and telephone skills
- Use of simple medical nomenclature
- Digital filling paperwork
- Handling payments and balancing of accounts
- Scheduling admin tasks for clinical staff
- Managing emails (healthmail and practice email)
- Managing Calendly scheduling system
- Application of The Primary Care Reimbursement Claiming System to submit claims
- Preparing phlebotomy forms for the clinical team
- Measuring and recording height / weight, BMI, waist measurement, pulse, blood pressure
- Applying / removing 24 BP monitors and updating results on patient files.
- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years): 0**