

Staff Nurse and Assistant Medical Officer

1. To plan and provide nursing care
2. To monitor and record patient's vital signs
3. To recognize signs of deterioration in patient's condition and institute initial remedial measures
4. To assist doctors in all clinic procedures
5. Monitoring and administering medications
6. To trace laboratory investigations, previous case notes and radiological investigations
7. To ensure patients' general well-being both physical and emotional
8. To communicate and maintain rapport with family members.
9. To document care provided in the patient's case notes
10. To comply with current treatment protocols and related guidelines
11. To ensure confidentiality of patient's information at all times
12. To adhere to infection control policies
13. To check and calibrate equipment in clinic on a regular basis, ensuring that they are in good working condition
14. To assist doctors in the management of patients and during performance of procedures
15. To assist in the transport of critically ill patients
16. To ensure that cleaning and sterilization of equipment is done according to schedule
17. To maintain inventory of equipment and consumables
18. To assist in all the department activities e.g. courses, workshop, census and quality initiatives
19. To assist in collecting the clinic's data statistic for workload analysis and audit

Added functions for Assistant Medical Officer

1. Monitoring and administering medications including parenteral drugs
2. To examine, treat and dispense medicines for patients in absence of the doctor and during mobile clinic visit
3. To perform minor surgery, dressings and injections

Requirements

- Diploma in Medical Assistant for AMO and Diploma in Nursing for Staff Nurse from a recognized institution in Malaysia
- Minimum of 1 year experience in related field
- Registered with Medical Assistant Board for AMO and Malaysian Nursing Board for nurse
- Possess valid Annual Practicing Certificate
- IT literate with strong knowledge in MS Office
- Good command of English with excellent communication skills , both written and verbal
- Applicants must be willing to work in Kajang, Selangor and able to work in other branches if needed

Please submit your CV and related documents to Mr. Muttaqqin Eshamuddin muttaqqin.eshamuddin@mercy.org.my before 23 Aug 2020.

Only short listed candidates will be called for interview.