

## **Clinical Assistant**

**Reports To:** Facility In-charge

### **Job Duties/ Responsibilities**

1. Take and record patient vital signs (blood pressures, heart rate, respiratory rate, temperature), height and weight and oxygen saturation levels.
2. Provide IV/IM treatment to patients.
3. Manage the patient flow throughout the facility.
4. Oversee the facility cleanliness and maintenance and have weekly meetings with services staff.
5. Educate participants in public health seminars.
6. Take, label and send patient's venous blood samples to the lab.
7. Prepare and maintain inventory record of clinical supplies.
8. Maintain accurate and up-to-date medical records i.e., electronic health records.
9. Adhere to strict infection control protocols to prevent spread of diseases within facility.

### **Administrative Duties**

1. Supervise the services staff ensuring cleanliness of the facility.
2. Ensure provision of adequate facilities for the comfort of patients.
3. Attend weekly and monthly staff meetings to ensure monitoring and evaluation of the services.

### **Qualification & Requirement:**

1. Diploma in Nursing, Dispensing or in LHV, 2 years program recognized by the Punjab Medical Faculty, (PMF).
2. Minimum 1 year experience in any medical domain/ centre.
3. Excellent communication & interpersonal skills.
4. Strong attention to detail & accuracy.
5. Computer Literate is must.

**Job Location:** Hepatitis Clinic, Al-Mustafa Trust, Phase 04, DHA, Lahore

**Job Timings:** Monday to Saturday, (09:00 AM-03:00 PM).