



INSTITUT JANTUNG NEGARA  
National Heart Institute

We are looking for suitable and qualified **EXTERNAL** candidate for the following position:

## **ATTENDANT OBSERVATION & EMERGENCY DEPARTMENT**

### **Responsibilities**

#### **Tracing and dispatches**

- Tracing and dispatches the patients' medical records (PMR) from Medical Record Department to Emergency Department and other department as instructed.
- Send patients to ward and other department such as Radiology, Physiotherapy, NCL, ICL and Operating Theatre.
- Accompany patients for procedures or investigations in other hospitals.
- Any other duties as instructed by the Manager, Senior Medical Assistant and Registered Nurse.

#### **Pantry Duties**

- Responsible for maintaining the cleanliness of the pantry.
- Collecting breakfast, lunch, tea and dinner from Dietetic & Food Services Department accordance to the time table.
- Serving patients' meals with the help of staff nurse, assistant nurse.
- Collecting food trays after lunch and dinner and returning to the Dietetic & Food Services Department accordance to the time table.
- Collect and fill up the thermos for hot water and cold water for patients.

#### **Handling of soiled linen**

- Ensuring soiled linen is kept separately from dirty linen in the bags provided.
- Practicing good hand hygiene as taught by Infection Control Nurse.

#### **Other Duties**

- To assist Registered Nurses in Code Blue in getting equipment, lifting and transporting patients to critical areas.
- To help in bed making and in keeping the tidiness and cleanliness of patient care areas.
- Cleaning bedpans and urinals after use and ensure the bedpans and urinals kept in storage after cleaning.
- To send Blood specimen tubes to laboratory department and collect new specimen tube as ordered.

### **Requirements**

- Sijil Pelajaran Malaysia (SPM)
- Good communication skills.
- Exposure to Basic Life Support.
- Able to write and communicate in Bahasa Malaysia.
- Able to carry out housekeeping tasks.

**Closing Date**

11<sup>th</sup> December 2019

**Talent Acquisition Unit  
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.  
Only SHORTLISTED candidates will be contacted.**