



INSTITUT JANTUNG NEGARA  
National Heart Institute

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

## **DATABASE NURSE**

### **CARDIOTHORACIC SURGERY**

#### **Responsibilities**

- Assist the department to compile, monitor and analyze data.
- Assist the department to prepare an accurate data for monthly / quarterly / yearly or ad-hoc data request.
- Monitor Cardiothoracic Registry database for proper performance.
- Participate in organization & department activities such as internal audit and accreditation activities, maintain & document audit trail accurately.
- Prepare database reports and monthly / quarterly / yearly reports to Head of Department (HOD) / Consultant / Clinical Fellow / Medical Officer / Manager as needed.
- Participate in department / organization quality improvement project. Work together with HOD and other team member to identify idea for quality improvement.

#### **Requirements**

- Possess Degree in Nursing & registered with Malaysian Nursing Board.
- Computer literate in Microsoft Office.
- Familiar with database management best practices.
- Attention to details & able to prioritize, multitask with good time management skills
- Able to demonstrate effective problem solving and analytical thinking skills.
- Good communication skills (oral & written) & proficient in Basic Life Support (BLS).
- Minimum of three (3) years as a Registered Nurse.
- Experience in Surgical Ward / Critical Care Unit is an added advantage.

#### **Closing Date**

20<sup>th</sup> May 2021

**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.**