



INSTITUT JANTUNG NEGARA
National Heart Institute

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

MEDICAL ASSISTANT
OBSERVATION & EMERGENCY DEPARTMENT

Responsibilities

Major Duties

- Responsible to provide the best treatment and patient care to patients or customers.
- To perform triage for patient and document into Triage assessment form according the Triage Guidelines.
- Receive & evaluate all types of cases for treatment in the Observation & Emergency Department. Preference given to critical cases which are life threatening.
- Assist doctor in managing emergency cases that come in through O&E.
- To be the team leader for every shift and function as a resource reference Front Office Assistant (FOA), driver and attendant.
- Responsible for ordering, receiving & proper storage of drugs, consumable items and POCT items.
- Responsible for the all ambulance medical equipment, emergency bag and ensure the resuscitating equipment is ready at all times.

Other Duties

- Carry out the duties assigned in the daily roster and instructed by the superiors. Also to supervise and guide his/her subordinates.
- Receive and coordinate calls in all ambulance services in IJN eg. from KLIA to IJN, or other hospital.
- Accompanies patient in ambulance services if paramedic is required.
- Attend Continuous Medical Education (CME), conference, talks in IJN or outside.
- To fulfill responsibilities as a Emergency Response Team member as assigned.

Requirements

- Diploma in Medical Assistant & Registered with Malaysian Association of Medical Assistants.
- Having Post Basic Course is an added advantage.
- Possess knowledge in Cardiology, Cardiothoracic Nursing & Infection Control Guidelines.
- Good communication skills & must be able to read & write in English & Malay language.
- Possess Basic Life Support (BLS) certification.
- Experience in general medical & nursing experience is an added advantage.

Closing Date
6th February 2024

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.