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| **Job Title:** ER/OPD Paramedic (HA or experienced CMA) Level: HA (Level-5)/CMA(Level-4) based on experience | **Reports to:** Outpatient Department / Emergency Room-in-Charge; Emergency Room Focal Person | | **Location:** Okhaldhunga Community Hospital | |
| **Main Job Responsibilities:** Work as part of the Paramedical Emergency Room team.  Being first responder to all patients who present to the ER – either as emergencies, or as referrals from Outpatients Department. | | | | |
| **Areas of Responsibility** | | **Decision Making** | | **Qualifications & Experience** |
| * + Be present in ER during duty shift times until hand-over to reliever.   + Receive and examine patients in order of registration, ensuring serious patients and fractures are seen early.   + Initiate emergency tests and treatment as necessary and in accordance with guidelines. This includes (but is not limited to) procedures such as: IV cannulation; Urine catheter; NG tubes; Giving medication PO, IV and IM; Giving nebulization; Enemas   + Calling on-call doctor when required   + Assisting on-call doctor during procedures, including (but not limited to): emergency surgical procedures in MOR; resuscitations.   + Arranging for tests, treatment and monitoring as per doctor’s orders, as long as patient remains in ER   + Documenting what has been done   + Ensuring patients are billed properly before leaving ER.   + Arranging for transfer of patients to ward when required   + Explaining the diagnosis and treatment to each patient.   + Keeping ER neat and tidy during duty shift.   + Checking necessary emergency equipment at start and end of duty   + Checking medicines and equipment, e.g., dressing sets and others sets, gloves, are present in sufficient minimum amounts and in the right place   + Notify ER nurse of any supplies/equipment needing replacing or cleaning.   + Doing other duties as designated | | Function as an autonomous patient examiner within limits of competence.  Refer to doctor-on-call, as necessary. | | Proficiency Certificate Level in General Medicine (Health Assistant) recognised by CTEVT Nepal. |
| **Dimensions** | | **Skills, Attitudes, Behaviours** |
| Provision of emergency clinical services  Participate in 24-hour duty roster of ER.  Work with other ER staff as a team  Involvement in the ongoing teaching & learning culture of OCH | | Acceptance of Okhaldhunga Community Hospital’s values and vision.  High personal integrity and honesty.  Practice a patient-centered care approach  Promote and model a culture amongst clinical staff of learning and continuous quality improvement.  Continue own in-service training |

This job description has been read and understood by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: Date: