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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 servicesParticipate in 24-hour duty roster of ER.Work with other ER staff as a teamInvolvement 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 approachPromote 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: