

Job Description

Newcastle Primary and Specialist Care Clinic Sdn. Bhd.

Medical Doctor

Newcastle Medical Clinic

*The post holder will be working at **Newcastle Primary and Specialist Care Clinic** located at Taman Eco Botanic, 79200 Iskandar Puteri, Johor.*

Main Purpose

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To serve as the Medical Doctor, ensuring compliance with regulatory requirements, managing clinic operations, and supporting academic coordination with Newcastle University Medicine Malaysia.

Main Duties and Responsibilities

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This role includes but is not limited to the following tasks/duties:

1. Provide comprehensive patient care in accordance with established clinical guidelines and evidence-based medicine principles.
2. Conduct medical screening services, including preventive health assessments and wellness checks.
3. Perform medical check-ups and ensure timely documentation and follow-up of findings.
4. Compliance and Regulatory Management: Act as the responsible officer for obtaining and maintaining all requirements set forth by relevant authorities, ensuring clinic operations comply with local, state, and federal regulations.
5. Staff Visiting Specialists Management: Participate in the Credentialing & Privileging process for specialists wishing to practise at the clinic.
6. Inventory and Facility Management: Ensure maintenance and proper functioning of clinic facilities and equipment (e.g., X-ray, ECG machines) by staff.
7. Clinic Promotion: Suggest strategies for promoting the clinic's services.
8. Complaint and Incident Management: Handle and resolve complaints or incidents within the clinic, staying updated on procedures for managing patient feedback and incidents.
9. Academic Coordination: Serve as the contact person for Newcastle University Medicine Malaysia to ensure appropriate student rotations in the clinic.
10. Reporting: Report directly to the Medical Director of Newcastle Primary & Specialist Care Clinic Sdn. Bhd.

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Person Specification

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	Qualifications	Essential or Desirable (E or D)
1	MBBS or equivalent medical degree	E
2	Full registration with Malaysian Medical Council	E
3	Postgraduate qualification in relevant specialty	D
	Attributes and Behaviours	
1	Strong leadership and organizational skills	D
2	Excellent communication and interpersonal skills	D
3	Ability to manage multiple responsibilities effectively	D

HR Office Use Only	
SAP Position Number:	
Grade:	
Effective Date:	12/01/2021