

Job Description Newcastle Primary and Specialist Care Clinic Sdn. Bhd.

Radiographer cum Clinic Assistant (Contract 1-2 years) Newcastle Medical Clinic

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

Main Purpose

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To provide radiography services to patients according to doctor's request.

To take charge in the maintenance of X-ray machine according to Agensi Nuklear Malaysia's standard of requirement.

Ensures smooth daily clinic operations.

Main Duties and Responsibilities

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

1. To appropriately utilise X-ray machine to produce high quality radiological images.
2. To ensure that X-ray machine is always performing at an optimal level.
3. To assist doctor in making sure that all radiological safety procedures are adhered to by any staffs or patients involving in any radiological procedures.
4. To keep track on staffs' health screening status, monitoring of monthly X-ray exposure level, ensuring protective instruments are properly equipped while performing any radiological procedures.
5. To assist in daily clinic operation such as patient registration, appointment arrangement, drug dispensing, inventory administration, billing of panel customers.
6. Assist the doctor in the care of patients. This duty includes the preparation of equipment and instruments used by the doctor.
7. Understand and implement infection prevention practices including the cleaning of equipment and instruments to maintain sanitary conditions.
8. Participate in ongoing internal and/or external continuing education activities.
9. Participates in proactive Health & Safety activities while performing all duties. Is responsible to notify immediate Supervisor of any Health & Safety risks or concerns.
10. Maintains confidentiality of client and corporate information and discusses same only with appropriate clinic personnel.
11. Maintains the cleanliness of clinic at all times.
12. Performs miscellaneous job-related duties as assigned.

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Person Specification

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	Qualifications	Essential or Desirable (E or D)
1	Diploma in Radiography/Medical Imaging	E
	Knowledge, Skills and Experience	
1	Minimum 1 year experience in hospital, clinic or any other healthcare facility	D
2	Knowledge in basic computer skills	E
3	Good command of English and Bahasa Melayu (written& spoken)	E
	Attributes and Behaviours	
1	Works in a planned and structured way	D
2	Ensures that all activities are completed on time	E
3	Recognises urgency and takes decisive action when required	E
4	Keeps an open mind to alternative ways of doing things	D
5	Confidently deals with a broad range of information	D
6	Should be able to anticipate obstacles and think ahead to ways of overcoming them.	E
7	Skill in organizing resources and establishing priorities	D

HR Office Use Only	
SAP Position Number:	
Grade:	
Effective Date:	03/08/2018