



## JOB VACANCY CLINICAL PRACTICE MANAGER First Publish Date: 25 January 2019

The Gurkha Welfare Trust Nepal (GWT(N)) invites applications from suitably qualified applicants for the position of Medical Centre **Clinical Practice Manager** at Area Welfare Centre Damak.

### MINIMUM QUALIFICATION, REQUIRED BACKGROUND & EXPERIENCE

Candidates may be qualified as **Bachelor of Nursing** or any other **Allied Health Professional**, registered with the appropriate body, have good commands of both spoken and written English, must be computer literate, fit enough to undertake responsibilities of the job, and a Nepali citizen with minimum of five years of work experience after the first licence.

Proven experience in working in a clinical management role is essential. Working in quality assurance role is also desirable. You will need to be able to manage, teach and facilitate learning of nurses and HAs and at the same time encourage them to deliver high quality healthcare to defined standards of clinical practice. In particular, you will ensure correct use of medical equipment, cleanliness and infection control, good record management, etc.

Experience of clinic management and treatment of chronic diseases such as Diabetes, COPD, hypertension and elderly care will be extremely relevant for the job. However, the most important aspect is management and leadership skills.

### JOB RESPONSIBILITIES

The successful applicant will be responsible for managing the staff of the Medical Centre and ensure high quality patient centred care is delivered at all times. You will be responsible for the smooth running of the centre, managing procurement, appointment scheduling, contractors, staff rostering, promoting teamwork and collaborative learning amongst all the staff. You will ensure the correct use of the medical equipment, the information systems, be responsible for the quality assurance within the centre and management of feedback and complaints.

### REMUNERATION

- We offer a competitive Salary with Provident Fund, Gratuity and one month pay as Festival Bonus.
- Medical cover, leave and other facilities as per GWT(N) Staff Regulations within the law of the Nepal Labour Act.
- The job is offered for 2 years initially and may be extended on the basis of need and performance.

The application submission deadline is **08 February 2019**.

Only short listed candidates will be contacted for written test and interview. **The interview will be conducted in English.** No telephone calls will be entertained.

***The Gurkha Welfare Trust Nepal is an equal opportunity employer and invites applications from all.***