



## JOB DETAIL

<b>Job Name</b>	Nurse - Reserved for Economically Weaker Section (EWS) Candidates
<b>Description</b>	N/A
<b>Job Category</b>	Administration
<b>Designation</b>	Office Executive -I
<b>Profile Summary</b>	Incumbent will be part of Administration team and is required to provide basic healthcare services to employees. The incumbent will be responsible to assist for developing and implementing Health and Safety Programs, assessing health risks, in addition to the prevention and treatment of resultant illness or injury.
<b>Key roles and Responsibility</b>	<p><b>Main Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Attending in house emergency cases</li> <li>2. Providing prophylactic care to patients at their homes</li> <li>3. Providing emergency first aid services situations</li> <li>4. Consistently promoting safe practices and systematic approaches for the collection, storage and handling, segregation and disposal of medical wastes</li> <li>5. Assisting in Health awareness programmes for NDDB employees</li> <li>6. Taking weekly round of campus for keeping diseases free and hygienic</li> <li>7. Personal hygiene and dressing</li> <li>8. Guiding patients in managing treatment process and therapy related to the disease</li> <li>9. Interpret medical knowledge to patients in simple and lucid manner</li> <li>10. Stocking and dispensing of medicines as per Doctors' advice</li> <li>11. Maintaining of stock register and Enterprise Resource Planning activities</li> <li>12. Documentation of patients medical records</li> <li>13. Assisting the Doctor in treatment of injuries</li> <li>14. Updating notice board of dispensary with health tips.</li> </ol>
<b>Qualification &amp; Experience</b>	B. Sc. (Nursing)/ GNM (General Nursing and Midwifery) Candidates having 2 years of relevant experience would be preferred.
<b>Location</b>	Anand
<b>Other Essential attributes and skills</b>	<p><b>Skills/ Attributes: Technical:</b></p> <ul style="list-style-type: none"> <li>• Knowledge on providing para-medical support</li> <li>• Basic working experience in laboratory set up.</li> <li>• Basic computer knowledge</li> </ul> <p><b>Skills/ Attributes: Managerial:</b></p> <ul style="list-style-type: none"> <li>• Ready to work as a member of team, good communication skills, problem solving aptitude</li> </ul>
<b>Remarks</b>	<p>This position is on a Fixed Term Employment for a period of 5 (Five) years.</p> <p>No. of position: 01 (One)</p> <p>Age limit: Candidates above 30 years of age as on 01 February 2022 need not apply</p> <p>Place of Posting: Anand, Gujarat</p> <p>The last date for submission of updated online application is 06 March 2022.</p> <p>Keywords: Nurse, nursing, dispensary, hospital, doctor, health, occupational health, safety. employees health, medicine, injection, patient care</p>

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