

## **Vacancy Announcement**

### **Community Medical Auxiliary (CMA): Level 3**

**Minimum Qualification:** CMA from recognized institution

Can drive motorcycle and possess driving license.

**Other Requirements:** Basic Computer skills

Good Oral and written communication skills

**Experience:** Minimum of 2 years experience in healthcare setting

#### **Job Description:**

**Physician Assistance:** The primary task of the CMA is to assist the doctors who work in the study clinics in patient care and management.

**Communication:** Communicate with patients/study participants about the research studies, about the treatment, medicines, follow up and disease process. Take informed consent when necessary.

**Data Collection:** Help to collect data from patients/study participants/other sources in provided forms.

**Data Entry:** Carry out data entry into computerized study databases.

**Sample Collection:** Collect samples from patients, e.g. blood or other body fluids and maintain their inventory while storing them. Transport samples to and from other laboratories or hospitals when necessary.

**Fieldwork:** Be prepared to carry out fieldwork. This involves going to a site outside the hospital and may be carried out for the purposes of patient care, data collection or sample collection.

**Documentation:** Maintain essential study documents. Be willing to assist in research related administrative tasks.

**Laboratory Assistance:** Be willing and interested to participate/assist in work in the laboratory. Be able to carry out simple procedures such as blood drawing.

**General Skills:** Be curious to learn new information and skills, be disciplined to the goals of the organization and be a good member of the team.

**Number required:** 1

**Salary:** As per rules and regulations of Patan Academy of Health Sciences (PAHS)

**Working hours:** Full time

Candidates meeting the above requirements may apply with their certificates, curriculum vitae, recent passport sized photographs and a covering letter along with application form.

Applications form can be obtained from the office of PAHS. Last date for application submission is no later than ..... to the following address.

Oxford University Clinical Research Unit Nepal

Patan Academy of Health Sciences (PAHS)

Lagankhel-5, Lalitpur

Phone: 01-5539003/5545152

Website: [www.pahs.edu.np](http://www.pahs.edu.np)