



Job Description

Position Title	Paramedic (Female)
Job Grade	M1
Department	Office of Student Life
Reporting To	Manager Wellness & Campus Recreation
Date	March, 2016
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible to provide primary health care services to the students, faculty and staff of the university. He/she will also be required to participate in health promotion programs; and perform other departmental activities.

DUTIES AND RESPONSIBILITIES

- ✓ Responding to medical emergencies on campus and in different events.
- ✓ Providing assessment, diagnosis and treatment of illness and injury using standard medical procedures.
- ✓ Dispensing over counter medication after assessment of ailment.
- ✓ Maintaining records of patients and tracking follow-up progress.
- ✓ Ensuring adherence to safety, cleanliness and preparedness standards.
- ✓ Researching health topics for students and staff; as well as assisting in creating health care literature.
- ✓ Promoting and participating in health care activities to raise awareness of services.
- ✓ Supervising, training and directing the work of student assistants.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Graduate of a certified Nursing/Medical College.
Required Experience	✓ At least 2-3 years of nursing experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	First Aid	High
2.	Ability to remain calm and make quick decisions	High
3.	Ability to foster a cooperative work environment	High
4.	Caring and Outgoing personality	Medium