

EasyCare

in collaboration with iD+C CLINIC

PROSPECTUS FOR NEW CLINIC STAFF

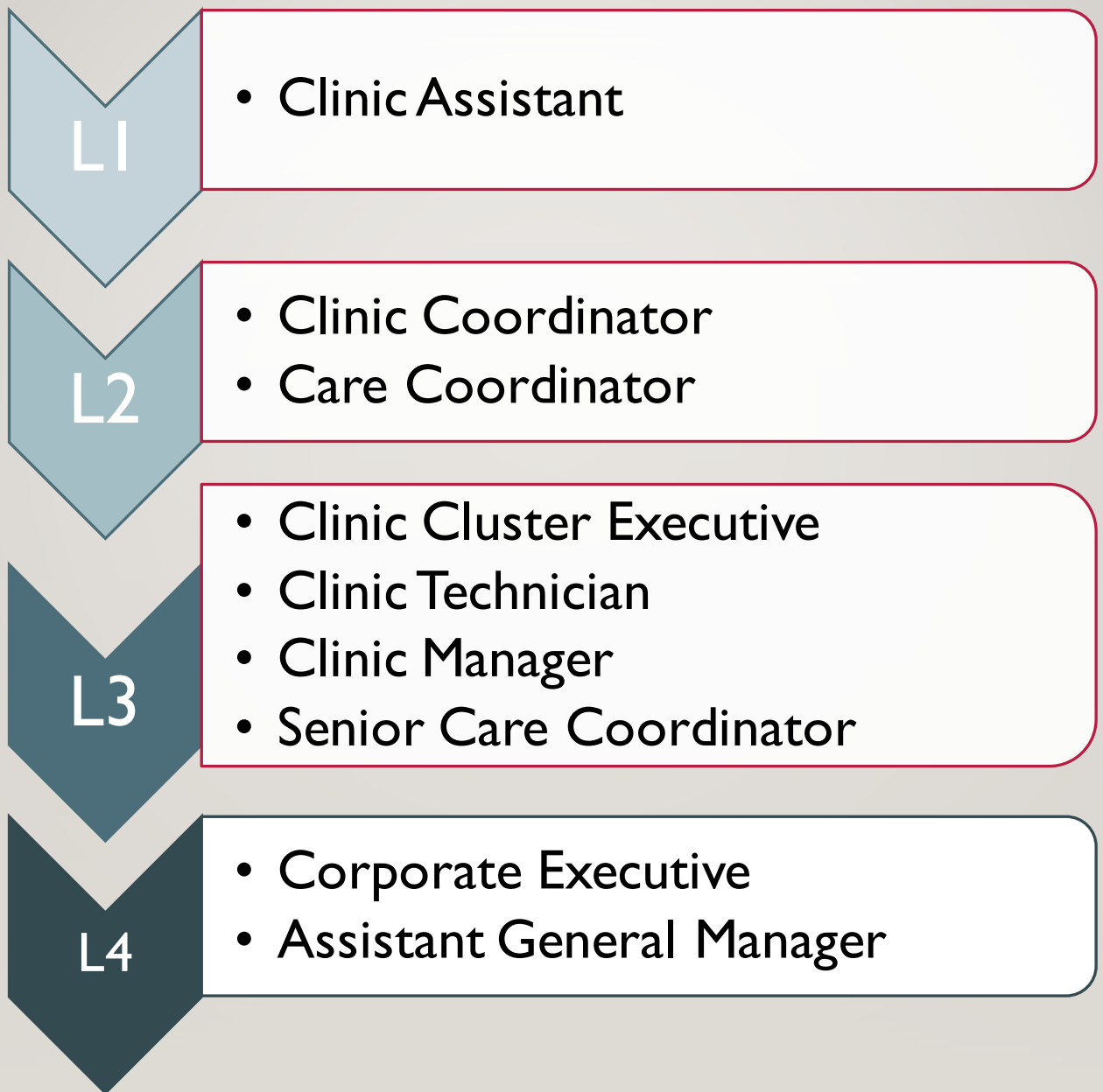
CLINICAL STAFF CAREER ROADMAP (TECHNICIAN PATH)

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CAREER ROADMAP

(TECHNICIAN)



PAYSCALE AT DIFFERENT LEVELS

L1

- Base Pay of 1800
- 40 hours commitment

L2

- Base Pay of 2100
- 40-44 hours commitment
- Min 2 years working experience

L3

- Base Pay of 2500
- 44 hours commitment
- Require Phlebotomy Cert
- Not covered under Section IV of employment Act

L4

- Base Pay of 3000
- 44+ hours commitment
- Not covered under Section IV of employment Act

CLINIC COORDINATOR RESPONSIBILITIES

On top of the standard clinic assistant duties commitment of up to 30 hours, you are expected to commit:

- Minimum 10 hour WFH/Meetings/HQ commitment
- Compliance work including but not limited to:
 - Arranging sharps disposal
 - Medication disposal
 - Handling and cleaning medical devices and equipment
 - Routine compliance and safety checks (Fridge Log, Blood Results Tracing, Safe-distancing measures)
- Assist the Clinic Manager (CM) and Clinic Anchor Doctor in performing required duties at a supervised level
 - Troubleshooting inventory discrepancies
 - Function as the deputy CM when the CM is unavailable
 - Maintain congenial relationship between CM and other staff
- Ensure good communication and follow up between partners and clinic
 - Assisting to troubleshoot errors
 - Answer queries and reply to emails
- Attend trainings at own free time

CLINIC TECHNICIAN RESPONSIBILITIES

- On top of the standard clinic assistant duties commitment of up to 30 hours, you are expected to commit:
- Minimum 10 hour WFH/Meetings/HQ commitment
- Phlebotomy work
- Supervise compliance work and administrative duties
 - Handle all administrative work related to compliance
 - Ensure that staff comply to MOM regulations
 - Handle all GPL queries and claims
 - Handle training subsidies and absentee claims
 - Handle vaccination claims and protocols
- Organise remote deployments and off-site clinic services including mass screening, vaccinations and other administrative duties.
- Function as the deputy CM when the CM is unavailable
- Ensure good communication and follow up between partners and clinic
 - Assisting to troubleshoot errors
 - Answer queries and reply to emails