

Administrative Assistant

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Company: Brooks Audit

Location: Manama

Category: other-general

Shiftsrequire every otherweekend

6:00am-7:00pm

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DutiesInclude:

Conducthealth screenings during sick call using approved standing ordersor making appropriate MDreferrals.

Administerand document medication as ordered by the physician in thecorrectionalsetting.

Documentall health care rendered on the medicalrecords.

AssistPhysician asneeded.

Transcribeall MD orders from medicalrecords.

Transfermedical records with appropriate documentation and medication attime of inmatetransfer.

Performclinical treatments & procedures using universalprecautions.

Maintain40 hours of in-service education per year to include all mandatoryin-services and CPRcertification.

Provide emergency treatment to inmates and employees.

Participate in employee health issues as directed, i.e., TB screening, Hepatitis B injections, flu injections, and post exposure assessment.

Collaborate with other correctional professionals to assure social, psychological, and security needs of the inmate are met.

Assist in planning and coordination of nursing services required to meet the total health care needs of the patients in a 24 hour/7-day week medical clinic.

Collect and process lab specimens for transport to laboratory.

Participates in inmate health education.

Supporting Documentation/Additional Qualifications: High school diploma or General Education Development (GED). Minimum two years of past work experience in this position.

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