

AMDA Nepal
AMDA Institute of Health Science
Damak, Jhapa
Terms of Reference

- A. **Type of Employment:** SSA (Time-Based Employment, Full Time)
- B. **Job title:** Physiotherapy (Instructor)
- C. **Level:** 6th
- D. **Location:** AMDA Nepal, AMDA Institute of Health Science, Damak Jhapa
- E. **Reporting to:** Principal

F. Background

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 as a chapter of AMDA-International, Japan and was officially registered in the government office as a NGO in 1990. It is a humanitarian, nonprofit-making, non-political, non-sectarian, Non-Governmental Organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan “Better quality of life for better future”.

G. Job Purpose:

To deliver high-quality theoretical and practical physiotherapy education, ensure effective clinical skill development, and contribute to the academic excellence and professional growth of DPT students.

H. Critical Responsibilities and Duties:

- 1) Develop the master plan, rotation and monthly plan of the program
- 2) Prepare class routine and conduct theoretical and practical classes accordingly.
- 3) Prepare daily lessons required teaching materials such as syllabus, homework assignments, and hand-outs in advance and maintain log book.
- 4) Develop evaluation tools rotation plan and duty roster to run the theoretical and practical classes and submit it to the department head.
- 5) Guide students in case studies, research projects and evidence-based physiotherapy practice.
- 6) Demonstrate and supervise physiotherapy assessment and intervention techniques in skill labs and clinical settings.
- 7) Co –ordinate students clinical postings in affiliated hospitals/ rehabilitation centers
- 8) Ensure safe, ethical and professional practice in all student activities.
- 9) Check regular attendance records of students, logbook other required records and give suggestions according to need.
- 10) Prepare question paper to conduct internal exam
- 11) Evaluate and grade students' class work & assignments.
- 12) Provide academic counselling, mentoring and guidance to students.
- 13) Support students in developing communication, teamwork and professional competencies.
- 14) Solve the arising problems and provide necessary suggestions/ guidance to the students/ program
- 15) Review progress of each student in academic & clinical areas, encourage for professional growth
- 16) Maintain and up to date the lab settings as required.

- 17) Help the students to be disciplined and make the college administration dignified.
- 18) Prepare monthly and weekly reports of running activities to the head of department, clarify if needed
- 19) Provide responsibility and accountability to the subordinates as needed
- 20) Evaluate student timely by using evaluation tools according to rotation plan and duty roster
- 21) Does self-evaluation and change self as required by obtaining feedback from students, colleagues & administration
- 22) Participate in departmental meetings, academic planning and program development.
- 23) Be always honest and loyal to the organization. Perform activities within the policy and rules of the organization

I. General Responsibilities and Duties:

- 1) Uphold the mission, vision, and core values of AIHS, Damak
- 2) Maintain professional conduct, punctuality, discipline, and ethical behavior.
- 3) Ensure adherence to institutional rules, regulations, and academic policies.
- 4) Maintain confidentiality of academic records, assessments, and institutional information.
- 5) Foster teamwork, positive communication, and coordination with faculty, staff, and administration.
- 6) Fulfill any additional responsibilities assigned by the Principal or Program Coordinator.
- 7) Review progress of each student in academic & clinical areas, encourage for professional growth
- 8) Help the students to be disciplined and make the college administration dignified.
- 9) Prepare monthly and weekly reports of running activities to the head of department, clarify if needed
- 10) Provide responsibility and accountability to the subordinates as needed
- 11) Does self-evaluation and change self as required by obtaining feedback from students, colleagues & administration
- 12) Be always honest and loyal to the organization. Perform activities within the policy and rules of the organization

J. Terms and condition of employment

1. **Type of Employment:** Full time
2. **Post: Physiotherapy (Instructor)**
3. **Initial duty station:** AMDA Nepal, AMDA Institute of Health Science, Damak Jhapa
4. **Duty Hour:** As per institutional rules and academic calendar of AIHS.
5. **Duration of Assignment:** As per appointment terms
6. **Job Description:** As specified in section G, H and I.
7. **Salary:** - 40,550/month
8. **Validity and Termination:** Maximum for Six month. Employment contract can be terminated by either a party, giving written notice of one-month. It can be terminated with immediate effect as a disciplinary action that includes the breeching of the code of conduct. No further notice shall require to end/terminate special service agreement on the last date of the validity.

L Person Specification

Qualification: -BPT with NHPC Registered

Preferences: Experience and relevant training will be preferred.