



23 August 2018

LEUVEN AMEERAJ LOUIS (NRIC: 930228-13-5843)

No 18, 4668 Taman Park View
Lorong Stapok Selatan 8
Jalan Stapok Selatan
93250 Kuching
Sarawak.

Dear Leuven,

EMPLOYMENT OFFER LETTER

I am pleased to confirm our verbal offer of employment to you for a position with Optimum-Eden HealthCare Sdn. Bhd as a **Physiotherapist Assistant (Grade: Supervisor and below)**, effective 1st September 2018.

Your beginning rate of compensation will be a monthly basic salary of **Ringgit Malaysia One Thousand Two Hundred Only (RM1,200.00)**. The details of our offer, including the terms and conditions of your employment, are attached as "Employee Handbook".

As a **Physiotherapist Assistant**, you will report to the Nursing Manager and Chief Executive Officer. In this position your duties and responsibilities include:

1. Overall responsibility and Reporting Structure	<ol style="list-style-type: none">1. Implementing the treatment and activity plan for each resident under the direction of the Nursing Manager;2. Enforcing performance of physiotherapy practice in line with facility and Ministry of Health (MOH) policies, procedures and standards;3. Providing information to residents and health care team by answering questions and requests;4. Adhering with the protocols, norms, rules and regulations in order to maintain complete medical records.
2. Physiotherapy	<ol style="list-style-type: none">1. Consulting with residents to learn about their physical condition and symptoms;2. Developing a treatment plan and activity calendar for residents;3. Carrying out the requisite treatments and activities;4. Providing stimulation or massage and teach residents proper exercise techniques;5. Ensuring that high standards of cleanliness are maintained throughout physiotherapy room at all times.
3. Resident's lifestyle and social supports	<ol style="list-style-type: none">1. Responding to residents queries and requests;2. Establishing a compassionate environment by providing emotional, psychological, and spiritual support to patients, friends, and families;3. Developing a relationship of trust and friendship with the residents and their families;4. Spending individual time with residents to help them be active and to modify activities to suit individual capabilities;5. Organizing social activities and set out equipment and supplies and