



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 **1<sup>st</sup> 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:

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