

Terms of Reference (TOR)**Position Title: PCL Nursing**

Institution: Model Institute of Technology (MIT), Bagbazar, Kathmandu
(For Educational Institute / School Health Unit)

Job Type: Full-time

Required Number: 2

Reporting Line: Head Of operation and Outreach

- 1. Preferred Discipline areas of Specialization:** PCL Nursing with specialization or demonstrated experience in school health services, first aid and emergency care, basic clinical nursing, infection prevention and control, student health record management, health education and awareness (personal hygiene and healthy diet), and coordination with healthcare facilities for referrals and preventive health programs.
- 2. Required Qualifications:**
 - PCL in Nursing
 - Valid Nursing Council registration
 - Knowledge of first aid, emergency care, and infection prevention
 - Initiate necessary actions related to health and injury matters
- 3. Experiences:**

Experience working in a school/college, clinic, or health center is preferred.
Or work experience in a pharmacy or hospital is also acceptable.
Preference will be given to experienced candidates.

4. Main Roles and Responsibilities:

- Provide first aid and basic nursing care to students and staff when needed
- Take care of students who feel sick or get injured during college hours
- Keep, update student health records & records of the medical equipments
- Identify health problems and refer serious cases to hospitals or doctors
- Helping health check-ups, vaccinations, and screening programs
- Teaching students about personal hygiene and healthy habits
- Keep the Medical Inspection room clean, organized, and well-stocked with medicines and supplies
- Respond quickly in case of medical emergencies in the school

- Communicate with teachers, parents, and school management about student health issues
- Follow school rules and national nursing guidelines
- Health and Healthy Diet awareness sessions should be organized twice a year for all students
- Submit a monthly report of all medical expenses at the end of each month to the Administrative Department.

5. Working Based: The position is primarily office-based at MIT, Kamaladi, Kathmandu, of 95%. 5% occasionally require travel outside the official tasks.

6. Skills and Abilities

- Good communication skills
- Friendly, caring, and patient with students
- Able to work independently and handle emergencies calmly
- Good record-keeping skills, proficiency in MS Word and Excel, and basic knowledge of computer software are required.

7. Equal Opportunity Statement:

Model Institute of Technology (MIT) is an equal opportunity employer. The institution encourages applications from qualified individuals regardless of gender, ethnicity, religion, caste, disability, or background. All hiring decisions are based on merit, qualifications, and institutional needs. For more information about MIT, please visit our website: www.mitnepal.edu.np.

Note: Priority will be given to candidates holding a valid two-wheeler driving license.