

AMDA Nepal
AMDA Institute of Health Science
Damak, Jhapa

Terms of Reference

A. Type of Employment: Part Time

B. Job title: Physiotherapy (Instructor)

C. Level: N/A

D. Location: AMDA Nepal, AMDA Institute of Health Science, Damak Jhapa

E. Date:

F. Reporting to: Principal

G. 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”.

H. 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.

I. Critical Responsibilities and Duties:

- 1) Conduct theoretical and practical classes as per the approved academic calendar and curriculum.
- 2) Assist in developing the master plan and monthly plan of the program
- 3) Conduct theoretical and practical classes according to the class routine
- 4) Prepare daily lessons required teaching materials such as syllabus, homework assignments, and hand-outs in advance.
- 5) Perform timely students by using evaluation tools according to rotation plan and duty roster
- 6) Check regular attendance records of students, logbook other required records and give suggestions according to need
- 7) Prepare a question paper to conduct internal exam
- 8) Evaluate and grade students' class work & assignments as well as during practical/clinical activities
- 9) Demonstrate laboratory procedures, techniques, and safety protocols to students.
- 10) Assess students' practical performance, maintain attendance, and update internal evaluation records.
- 11) Participate in faculty meetings, training, orientation programs, and institutional events
- 12) Maintain stock of equipment, consumables, and request supplies in advance.

13) Ensure proper record-keeping, infection control, and a safe clinical environment

J. 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

K. Terms and condition of employment

1. **Type of Employment:** Part 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:- NPR. 600/- per hour**
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 breaching 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.