

Dear Mr. Arif,

Greetings from NBM Manpower Recruitment.

Hope this email finds you well. We are in need of below requirements. Kindly do the needful.

Manpower Request : Registered General Nurses (Pediatric & Geriatric)

Pre-Requirements of Registered General Nurses to be qualified for interview.

1. Bachelor's degree or Diploma in Nursing
2. Should possess an active Home Country License. If an applicant had been working outside the home country within the last 2 years, in such cases they should possess a license from the respective Nursing Registration Authority.
3. Minimum 2 years of experience in a clinical or hospital setting, from the date of registration in the Nursing Registration Authority. If there are any employment gaps, it should not exceed 18 months.
4. Experience in derma and dental will not be considered.

Documents required from the Applicant together with the application.

Updated CV
Updated Certificates of employment
Valid Passport
Valid Registrations/Licenses (Home Country/ Outside Home Country)
Diploma/Degree Certificate

**The Agency must screen the CVs and send us qualified CVs only as per the above pre-requirements.

Interview Process

Interviews will be conducted via Zoom platform.

First Phase - HR Dept Interview

Followings will be checked.

1. Home country or other license status
2. Experience/Employment records
3. Medical Conditions
4. Dataflow and Prometric process
5. Other required documentations and attestations
6. Visa Process
7. Package and benefits

8. Responsibilities, working schedules and other job-related discussions.

Second Phase – Nursing Dept Interview

1. Comprehension Skills and Critical Thinking
2. Competency Assessment (The Competency test similar to the clients' assessment)

Offer of Employment Process

1. The offer letter and job description will be sent via email to the Agency for the selected candidates.
2. If the candidate is accepting the offer of employment, it should be signed and send back to us within 3 working days through the Agency.
3. All the documents should be submitted within 7 working days from the date of Offer.

Documentation Process for Licensing

1. Completion of Dataflow and Prometric process within maximum of 45 days from the date of Offer.
2. Completion of Immediate life support course provided by European Resuscitation Council - ERC, United Kingdom Resuscitation Council – RCUK or Advanced Cardiac Life Support by American Heart Association – AHA.
3. Upon completing dataflow verification and prometric exam, the profile of the applicant will be sent to DHP for eligibility.

DOCUMENTS REQUIRED FOR DHP EVALUATION

1. Updated CV
2. Updated Certificates Of Experiences
3. Valid Passport
4. Valid Registrations/Licenses (Home Country/ Outside Home Country)
5. Diploma/Degree Certificate
6. Signed Offer Letter and Job Description
7. White background picture
8. Blue background picture
9. Government ID
10. Transcripts of Records
11. Bonafide Certificate
12. Certificate of Rating/Passing
13. High School/Secondary school completion certificate
14. QCHP CV
15. Dataflow Report
16. Prometric Results
17. Immediate Life Support Certificate

Deployment Process

1. Meanwhile the DHP Evaluation is being done, The employer will provide a QVC Application (Qatar Visa Center Medical and Biometrics, Signing E-Contract of Ministry of Labour, Qatar).
2. After completing the DHP Evaluation and when QVC/Visa process is initiated the candidates need to obtain the following documents and be sure to complete below requirements before departure;

<ul style="list-style-type: none">•Attested education documents (attested from Qatar embassy in respective country)•Police Clearance (issued date should be a recent date less than 2 months. Attested from Qatar embassy in respective country)•Good standing from NC to be send via DHL directly to (issued date should be a recent date less than 2 months); Registration Department, Department of Healthcare Professions (DHP), Ministry of Public Health, P.O Box 7744, Doha, Qatar

3. The visa is approved and issued if all the processes are completed at QVC and also the candidate is medically fit.(where it is applicable as QVC is operating in some countries only)
4. The agency is responsible for arranging all necessities for deployment once the visa is issued.
5. The air ticket will be booked by the employer once checking all the requirements are completed.
6. A Pre-Departure Orientation will be conducted via Zoom.

Post Deployment Process

1. Picking up the employee from the airport and assigning them to their accommodation.
2. Conducting a thorough one-month orientation program with HR and Nursing departments.
3. Facilitating the necessary documentation process, including filing HR documents, signing contracts, and collecting relevant documentation from the HR department.
4. Arranging medical appointments for licensing, bank account opening, and uniform collection.
5. Providing bed-side shadow duty in the first month of employment for training purposes.
6. Scheduling the competency test from our client once the employee completes their one-month training.
7. Assigning a patient after the employee passes their competency test.

Important Points to be highlighted.

1. Should comply with the requirements for Registered General Nurse License from Department of Health care Practitioners failing which the Employment Offer Letter will be null and void.
2. Should not resign from the current employment until the QVC process is completed and visa is printed.
3. It is a mandatory requirement to pass the Competency Test from our client within maximum of 02 attempts, failing which will lead to repatriation.(we will arrange allocation of different client based on performance)
4. Willingness to work in the Homecare Setting or Hospital setting. It is compulsory to work 12 hours a day, 6 days a week (Including fixed Overtime) in a Home care setting and 48 hours a week in a hospital setting. **Allocation in home care or hospital will be decided upon deployment based on an assessment and client availability and the discretion lies with the employer.**
5. Must complete the initial contract of 2 years of employment.

6. **The Salary Package and Benefits:**

Home Care assignment

Basic Salary	:	3,000 QR
Food Allowance	:	700 QR
POR Allowance	:	500 QR
<u>Overtime Allowance</u>	:	<u>1,800 QR</u>
Total	:	6,000 QR

Accommodation (single status/shared) & Transport will be provided by the Company.

Hospital assignment

Basic Salary	:	3,000 QR
Food Allowance	:	1,200 QR
<u>POR Allowance</u>	:	<u>500 QR</u>
Total	:	4,700 QR

Accommodation (single status/shared) & Transport will be provided by the Company.