



Physiomobile Malaysia Hq,  
No27-G, Indah Alam Condominium Shoplot, Jalan  
Jubli Perak 22/1, 40300 Shah Alam, Selangor Darul  
Ehsan.

07<sup>th</sup> JAN 2019

Dear **MUHAMMAD ZULFIKHAR BIN MD ZAIN.**

**OFFER OF CONTRACT AS PHYSIOTHERAPY OFFICER AT PHYSIO MOBILE MALAYSIA .**

On behalf of **Physiomobile Malaysia**, we are pleased to offer you a contract position as above. You will undergo the training period at **Physiomobile Malaysia Shah Alam HQ** from **08.01.2019**. This training period will be conducted for 1 or 3 months. (Depends on your performance)

In this position, your compensation will be:

**BASIC** : RM 1,200.00  
**EFFECTIVE DATE** : 08.01.2019

**2. PROBATION PERIOD**

After you pass your training period, you will undergo probation period for 6 months at **Physiomobile Malaysia Shah Alam**. In this position, your compensation will be:

**BASIC** : RM 1,400.00  
**BENEFIT** : REFER NO.4

**3. CONTRACT PERIOD**

After the probation period has passed, the contract as Physiotherapy Officer will be effective for **TWO YEARS**. You will be offered a new contract before the contract ends. in this position, your compensation will be

**BASIC** : RM 1,500.00  
**BENEFIT** : REFER NO 4.

#### 4. BENEFIT

Under the term of Physiomobile Malaysia's benefits plan and policies, you will be eligible for company benefits. Other than all of the compensation, you also entitle for:

- a) **PERKESO** \*starts from day 1 training
- b) **EIS** \*starts from day 1 after training
- c) **KWSP** \* starts from day 1 training
- h) **Over Time** : Refer Policies
- i) **Petrol Claim** : RM 0.50/km \*starts from day 1 probation
- j) **Touch n Go Claim** : Based on travel \*starts from day 1 probation
- k) **House call Commission** :20%ofTransportation Charge.\*starts after probation
- m) **Yearly Basic Salary Increment** (Based on Yearly Appraisal)

#### 5. WORKING DAYS (During TRAINING & PROBATION) - 8 HOURS PER DAY

- 9.00am - 6.00pm
- Off Days: Every Friday
- 3 Days of Night Shift 8.00pm - 10.00pm (OT rate) \*Appointment basis
- Based on monthly working schedule

#### 6. WORKING DAYS (After Probation)- 8 HOURS PER DAY

- 9.00am - 6.00pm
- 5 day/week and 6 days/week alternately
- 3 Days of Night Shift 8.00pm - 10.00pm (OT rate) \*Appointment basis
- Based on monthly working schedule

#### 7. CONTRACT TERMINATION

Upon termination of the contract, both parties may terminate this employment contract by giving one (1) month notice or by paying a salary of (1) month in lieu of notice. The company has the right to terminate your service without notice and you will be ask to pay a PEN charges if:

- Absent from work without leave; OR
- Found guilty of major offenses; OR
- Denied or found to have violated any instructions issued by the Head of the Department Division or the Company's Authorities; OR
- Rm5,000.00 compensation will be charged on you if your termination of services is less than **TWO YEARS**

*\*Any changes in term of working schedule will be noticed by the company and depends on Physiomobile Malaysia's rules and regulations.*

## 8. JOB SCOPE

Duties and responsibilities of Physiotherapy Officer as discussed by the company are as below: I-

### BEFORE TREATMENT:

- Remind patient on treatment appointment a day before.
- Properly wearing company's attire
- Ensure all equipment are well equip before going for housecall
- Know about patient condition before treatment start.
- Always update on patients condition to ensure treatment are based on Evidence-Based Practice (EBP).
- Preparing INVOICE/RECEIPT before start treatment.

### II-DURING TREATMENT:

- Correctly determine patient problems.
- Know thoroughly about patient's condition and its safety measure.
- Follow S.O.P of treatment and giving at least 60% manual intervention.
- Have a good communication with patients with full respects.
- Correctly prescribe exercise to patients with a proper guide.
- Telling the truth to the patients about their conditions and our treatment plan for them.
- Fully explain about the treatment package and rehabilitation plan for patient's progression.

### III- AFTER TREATMENT:

- Ensure patient's log book are completely filled
- Give treatment card to patients and well explain about package and current promotion that suit for their condition
- Book next appointment for patients
- Ensure patients get their receipt after every payment done.
- Ensure no equipment is left before going back from house call session.
- Daily update payment with accountant.

*\*Any changes on jobs and responsibilities will be update time to time. You are advice to consult your manager in anything regarding your duty.*



## 9. ANNUAL LEAVE AND EMERGENCY LEAVE

Refer to company policies that will be given on your first day of training.

10. KWSP, SOCSO & EIS

As stated above you are entitled for KWSP, SOCSO & EIS. KWSP contribution is 11% employee contribution and 13% employers' contribution.

Welcome to Physiomobile Malaysia and we hope with your presence our team will be outstanding to give more value to the community.

<p>Your Sincerely</p>  <p>(MUHAMAD SAIFUL ZAFRI) CEO PMMY GROUP SDN BHD</p>	<p>Yang Sincerely,</p>  <p>(MUHAMMAD NIDZAM YATIMI) COO PMMY GROUP SDN BHD</p>
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Agreement of Acceptance :

MUHAMMAD ZULFIKHAZ B. MAD ZAIN IC NO 971007-43-5165 ..... Accept the offer above and willingly to abide the company's rule and policy.

Signature : 

Company Stamp

Date : 9/11/2018

Stamp :