

## **JOB TITLE: CONSULTANTS**

**Selection Criteria:** Initial recruitment by advertisement

**Department:** Concerned department

**Reporting to:** Head of Department/Chairman

**Required Education:**

MBBS or equivalent qualification recognized by PMC and;

**1<sup>st</sup> Preference:** Higher diploma i.e. FCPS, MRCP, FRCS or American board qualification or equivalent qualification in the respective specialty recognized and registered by PMC.

**2<sup>nd</sup> Preference:** Post Graduate Qualification of minimum two years (MCPS/DLO/DCH/DGO etc.) with minimum two years' experience in the relevant specialty after post-graduation.

**Required Experience:**

- Additional relevant experience will be preferred.
- PMC registration is required prior to appointment.

**Job Duties & Responsibilities/TOR's:**

1. Reports to his/her Head of department and through him to the Medical Director.
2. Works under the supervision of Head of department/Unit.
3. Supervises Registrar, SMOs/MOs, TMOs, House officers, Nurses Staff & other subordinate staff working in the department/ unit.
4. Makes regular detail shift round of the in-patients as well as surprise visits to ensure that work is being carried out in accordance with instructions.
5. Operates on scheduled & emergency cases independently.
6. He/she assists the Professor, Associate Professor & Assistant Professor in administering the unit.
7. Provides out patients consultation, attends to inter departmental references.
8. He/she independently carries out diagnostic & therapeutic procedures in accordance with his approved privileges.
9. Maintain Patients e-log and ensures that records of patients treated by his unit are legible, up-date & correctly reflect the patient's condition and response to treatment.
10. Prepares & verifies medical reports, death reports & medico legal reports issued by the unit.
11. Conduct and Co-ordinates the clinical audit & research activities of the unit
12. Carries out all other duties as may be assigned to him by the head of unit or by Medical Director.

## **JOB TITLE:        Trainee Registrar**

**Job Type:** MTL, Contract

**Reporting to:** Head of clinical unit

**Department concerned:** clinical department

**Selection Criteria:** Initial recruitment by advertisement

### **Required Qualification:**

MBBS or equivalent qualification recognized by PMC and;

**1<sup>st</sup> Preference:** FCPS or MRCP or Post Graduate training (minimum 04 years program) completed in the relevant specialty.

**2<sup>nd</sup> Preference:** MCPS/MRCS/DLO/DCH/DGO etc. or post graduate training (minimum two years) completed in the relevant specialty.

### **Required Experience:**

- Additional relevant experience will be preferred.

### **Job Duties & Responsibilities/TOR's:**

1. Accountable to his/her Head of Clinical unit and, through him, to the Medical Director of the hospital.
2. His/her job is full time, residential & non practicing
3. Works under the supervision of head of unit.
4. Supervises house officers, nurses & other subordinate staff of the unit.
5. Is responsible to prepare & notify the duty Rota of all the staff working in the unit.
6. Recommends disciplinary action about any miss conduct on part of any subordinate staff.
7. He/she is generally the senior most doctors on duty in the unit after normal working hours, and so as takes on-the-spot decision on behalf of the unit, but he is expected to keep his superior on call informed, and immediately summons them when warranted.
8. Examines all in-patients at morning & evening and more often when clinically warranted.
9. Admits patients from OPD and A&E in accordance with the protocols of the unit. Prepares OT list & operates on scheduled & emergency cases and is responsible for preoperative & post-operative care of surgical patients.
10. Independently provides routine out patients consultation & attends to routine inter departmental references, but keeps his superior informed of all cases that merit their attention.
11. Initiates interdepartmental references in consultation with his superiors.
12. Requests for investigations, follow up on results, prescribes medication and assists his superior at diagnostic, & therapeutic procedures.
13. Independently performs diagnostic and treatment procedures which he is authorized to do in accordance with his clinical privileges.
14. Ensures that all equipment, instruments and appliances are properly maintained, repaired, renovated or exchanged.
15. Verifies and countersigns discharge certificates prepared by his juniors.
16. Prepares medical reports & certificates which requires authentication by his superiors
17. Participates in clinical audit & research activities of the unit.
18. Carries out all other duties as may be assigned to him/her by the head of unit, Medical Director.