JOB DESCRIPTIONS AND PERFORMANCE EVALUATION CRITERIA FOR MEDICAL, NURSING AND PARAMEDICAL STAFF (TA-4504)

Section - 5

Job Descriptions
District Headquarter Hospital

PDSSP
Punjab Devolved Social Services Programme

Contech International

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District Headquarter Hospital

DHQ hospitals also provide secondary care with additional specialties as compared to THQ hospitals. DHQ hospitals receive health care users from lower level health facilities including THQ hospitals, RHCs and BHUs and provide services in all major specialties. Preventive care is also provided such as health education, immunization and antenatal care.

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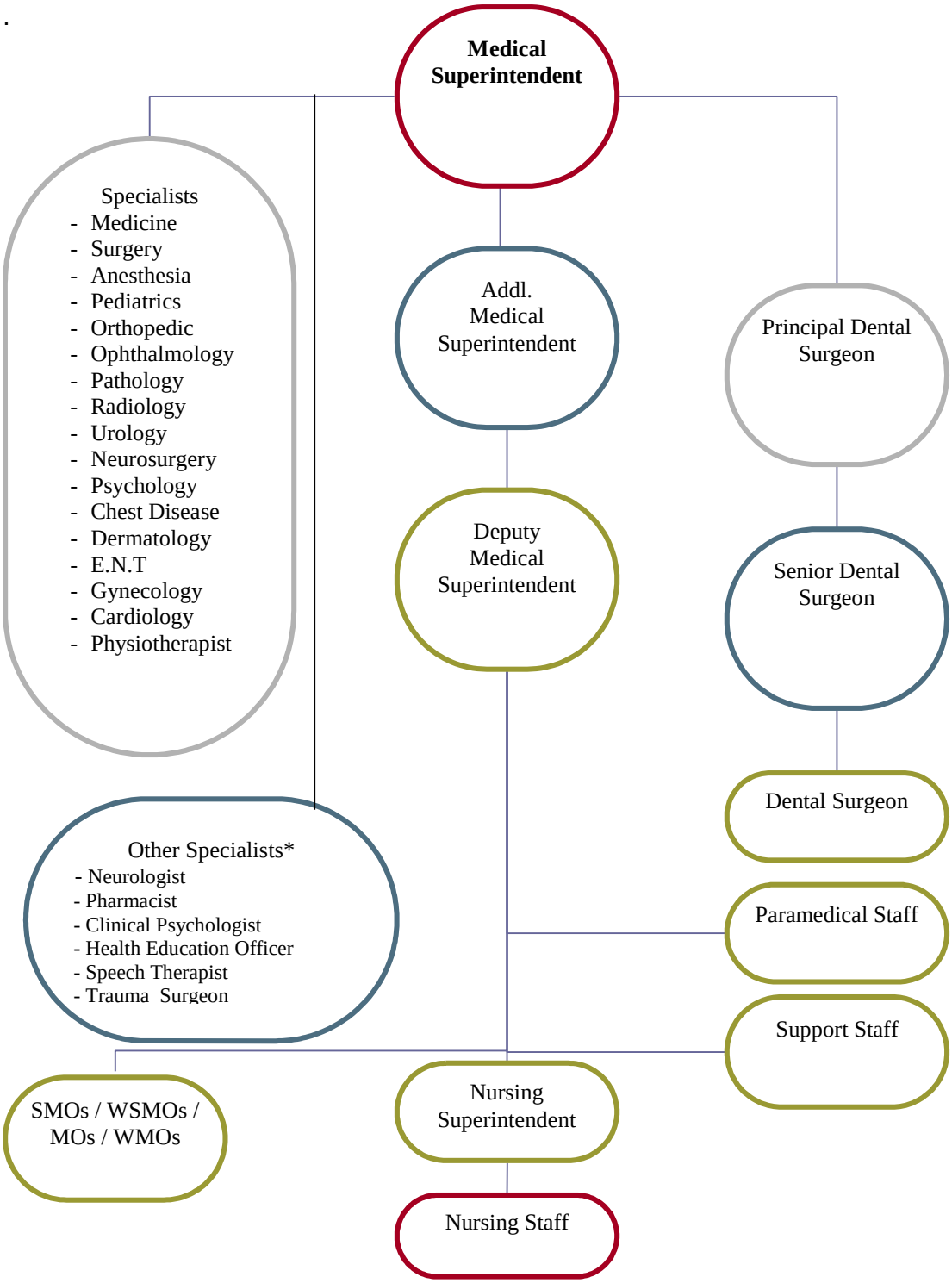

Notification of Yardstick / Criteria for Staff of DHQH

GOVERNMENT OF THE PUNJAB
HEALTH DEPARTMENT

NOTIFICATION

No. S.O (N.D) 15-11/2004. The competent authority has been pleased to approve the yardstick / criteria for the creation of staff for District Headquarters Hospital in Punjab. The detail of the approved list of staff alongwith number of posts is given below :-

Human Resource Positions For DHQH

Sr.No.	NAME OF POST	BPS	NO. OF POSTS FOR CATEGORY-A HOSPITAL (MORETHAN 400-BEDS)	NO. OF POSTS FOR CATEGORY-B HOSPITAL (250 TO 400-BEDS)	NO. OF POSTS FOR CATEGORY-C HOSPITAL (125 TO 250-BEDS)
1	Medical Superintendent	19 / 20	1	1	1
2	Additional Medical Superintendent	19	As per existing four tier service structure of General Cadre Doctors.		
3	Deputy Medical Superintendent	18	-do-		
4	Principal Dental Surgeon	19	As per existing four tier service structure of Dental Cadre Doctors.		
5	Senior Dental Surgeon	18	-do-		
6	Dental Surgeon	17	-do-		
7	Physician	18/19/20	2	2	1
8	Eye Specialist / Ophthalmologist	18/19/20	2	1	1
9	Radiologist	18/19/20	2	1	1
10	Surgeon.	18/19/20	2	2	1
11	Orthopaedic Surgeon	18/19/20	2	1	1
12	Cardiologist.	18/19/20	1	1	1
13	Gynaecologist	18/19/20	2	2	1
14	Pathologist	18/19/20	2	1	1
15	ENT Specialist	18/19/20	1	1	1
16	Paediatrician	18/19/20	2	1	1
17	Anaesthetist	18/19/20	4	3	2
18	Physiotherapist	17 / 18	1	1	1
19	Neurosurgeon	18/19/20	1	1	-
20	Urologist	18/19/20	1	1	1
21	T.B. / Chest Specialist ✓	18/19/20	1	1	1
22	Psychiatrist	18/19/20	1	1	1
23	Deputy Chief Nursing Superintendent. ✓	19	1	-	-
24	Dermatologist	18/19/20	1	1	1
25	Nursing Superintendent ✓	18	1	1	1
26	Pharmacist	17	3	2	1
27	Deputy Nursing Superintendent ✓	17	1	1	1
28	Medical Officer / WMO (3 (MO)+ 1(WMO) per unit. This arrangements will only be for Clinical purpose out of these posts of M.Os no one will be posted for administrative duty)	17	108	84	64
29	Nursing Instructor ✓	17	1	1	1

	(One House Officer per unit)				
31	Budget and Accounts Officer	17 / 18	1	1	1
32	Public Health Nursing Supervisor	16	1	1	1
33	Head Nurse (One Head Nurse at 10-Charge Nurses) {The no of posts may vary depending upon no of beds as per formula.}	16	12 (400 bedded hospital)	8 (250 bedded hospital)	4 (125 bedded hospital)
34	Charge Nurse (One Nurse for 10-beds for one shift) (The no of posts may vary depending upon no of beds as per formula.)	14	120 (400 bedded hospital)	75 (250 bedded hospital)	40 (125 bedded hospital)
35	Office Superintendent	16	2	2	1
36	Stenographer	12	1	1	1
37	Head Clerk	11	1	1	1
38	Accountant	11	1	1	1
39	Sr.Clerk	07	1	1	1
40	Junior Clerk	05	8	6	4
41	Radiographer	06	6	4	4
42	X-Ray Technician	06	2	1	1
43	Lady Health Visitor	09	8	6	4
44	Store Keeper	05	4	2	2
45	Operation Theater Assistant	06	8	6	6
46	Dresser	06	6	4	4
47	Dispenser	06	12	10	8
48	Lab. Assistant	05	6	4	4
49	Lab. Technician	09	3	2	1
50	Dental Technician	09	4	3	2
51	House Keeper	09	1	1	1
52	Hakim	15	1	1	1
53	Dawasaz	06	1	1	1
54	Homoeo Doctor	15	1	1	1
55	ECG Technician	09	3	2	2
56	Physiotherapy Aid	06	2	1	1
57	Driver	04	6	5	4
58	Tailor Master	03	1	1	1
59	Operation Theater Attendant	02	6	4	4
60	Lab. Attendant	02	3	3	2
61	Bahishti	01	6	5	4
62	Ward Servant / Bearer	01	100	70	40
63	Ward Cleaner	01	80	60	40
64	Ward Boy	02	50	35	20
65	Aya	02	1	1	1
66	Tube Well Operator	01	3	2	2
67	Sweeper	01	50	40	30
68	Naib Qasid	01	10	8	6
69	Midwife	04	7	6	5
70	Misalchi	01	1	1	1
71	Mali	01	6	4	4
72	Gate Keeper / Gate Man	01	4	2	2
73	Dhobi	01	6	4	2
74	Dawakoob	01	1	1	1
75	Dai	02	1	1	1
76	Cook	01	8	6	4
77	Cleaner	01	1	1	1
78	Chowkidar	01	10	8	6
79	Baildar	01	5	4	3
80	Streature Bearer	01	6	4	4
81	Statistical Officer	17	1	1	1
82	Health Education Officer	17	1	1	1

-: 2 :-

84	Projectionist	09	1	1	1
85	Cashier/Sr.Clerk	07	1	1	1
86	Almoner	09	1	1	1

NOTE :

1. The posts of APMOs / APWMOs & PMOs / PWMOs will be in accordance with four tier Service Structure of General Cadre Doctors and their seats in DHQ Hospitals will remain the same.
2. The pay Scales and no. of posts of the posts of Specialist Cadre will be in accordance with Three tier Service Structure of Specialist Cadre.
3. The posts of Dental Surgeons will be in accordance with Four tier service structure of Dental Cadre and their seats in DHQ Hospitals will remain the same.

SOHAIL AHMAD
SECRETARY TO GOVERNMENT OF THE PUNJAB
HEALTH DEPARTMENT

DATED LAHORE, THE
18th **OCTOBER, 2004.**

NO. & DATE EVEN.

A copy is forwarded for information to :-

1. The Secretary Finance, Government of the Punjab.
2. The Addl. Finance Secretary (Expd.) Finance Department.
3. The Director General, Health Services, Punjab, Lahore.
4. The Director General, Nursing Services Punjab, Lahore.
5. All the Executive District Officers (Health) in Punjab.
6. All Addl. Secretaries in the Health Department.
7. All Deputy Secretaries in the Health Department.
8. All S.P.Os Devl. Wing, Health Departgment.
9. All Section Officers in the Health Department.
10. P.S. to Secretary Health, Govt. of the Punjab.
11. Section Officer-Exp.(H) Finance Department.

(SARFRAZ AHMAD)
SECTION OFFICER (ND)
HEALTH DEPARTMENT

GOVERNMENT OF THE PUNJAB
HEALTH DEPARTMENT

NOTIFICATION.

No. SO(ND) 15-11/2004. The competent authority has been pleased to approve the yardstick / criteria for the creation of staff for different specialized units in THQ/DHQ Hospitals in Punjab. The criteria so approved is given below:

1) A UNIT would comprise of the following bed strength :-

Minimum	12-beds.
Maximum.	24-beds.

2) Likewise ICU / CCU / Dialysis Units would comprise of following beds :-

CCU	08-Beds
ICU	04-Beds
Dialysis.	04 + 01-Beds

3) Staff approved by the competent authority, as per bed strength is as follows :-

Name of Post / Unit	BPS	NO. of Posts.
Cardiology Wards (12 to 24-beds) . Cardiologist / Specialist.	18/19	01
M.O. / W.M.O.	17	04
M.O. / W.M.O. (for ETT/ECHO)	17	02
M.O. (for out-door)	17	01
Nursing Care. Charge Nurse (for Ward/Unit)	14	06
Charge Nurse (for ETT/ECHO)	14	01
Charge Nurse (for out-door)	14	01
Head Nurse.	16	01
Technician (for ECG/ETT/ECHO)	09	02
Ward Servant.	01	04
Ward Cleaner.	01	04
Stretchers Bearer.	01	02
CCU. Cardiologist / Specialist.	18/19	01
Charge Nurse (06-for Ward and 02-for reliever)	14	08
Head Nurse.	16	01
Medical Officer.	17	03
Ward Servant.	01	04
Ward Cleaner.	01	04
ICU . Consultant.	18/19	01
Medical Officer.	17	04
Head Nurse.	16	01
Charge Nurse.	14	09
Ward Servant.	01	04
Ward Cleaner.	01	04
DALYSIS UNIT. Nephrologist. (for a Unit comprising less then 4-machines, Physician of the Hospital would look after the Unit.).	18/19	01
Medical Officer.	17	01
Charge Nurse.	14	02 (per shift)
Technician.	09	01
Sweeper / Cleaner.	01	02
Strecher Bearer.	01	02

C.T. SCAN UNIT.		
Radiologist.	18/19	01
Medical Officer.	17	01
Charge Nurse.	14	01
C.T. Scan Technician.	09	02
Computer Operator.	12	01
Naib Qasid.	01	01
Ward Cleaner.	01	01
NEUROSURGERY UNIT.		
Neuro Surgeon.	18	01
Medical Officer.	17	04
Head Nurse.	16	01
Charge Nurse.	14	14
Sanitary Worker.	01	06
Ward Servant.	01	06

4) The following will be the pre-requisites for a CCU and ICU :-

CCU

- One Monitor for each bed.
- Preferably a Central Monitoring Unit.
- Central Oxygen supply.
- Defibrillator (2-Nos.).
- Suction Machine.

ICU.

- Ventilator.
- Cardiac Monitor for each bed.
- One Defibrillator.
- Central Oxygen supply.
- Invisible Blood Pressure and Oxygen System.

SOHAIL AHMAD
SECRETARY TO GOVERNMENT OF THE PUNJAB
HEALTH DEPARTMENT

DATED LAHORE, THE
18TH OCTOBER, 2004.

NO. & DATE EVEN.

A copy is forwarded for information to :-

1. The Secretary Finance, Government of the Punjab.
2. The Addl. Finance Secretary (Expd.) Finance Department.
3. The Director General, Health Services, Punjab, Lahore.
4. The Director General, Nursing Services Punjab, Lahore.
5. All the Executive District Officers (Health) in Punjab.
6. All Addl. Secretaries in the Health Department.
7. All Deputy Secretaries in the Health Department.
8. All S.P.Os Devl. Wing, Health Departgment.
9. All Section Officers in the Health Department.
10. P.S. to Secretary Health, Govt. of the Punjab.
11. Section Officer-Exp.(H) Finance Department.

(SARFRAZ AHMAD)
SECTION OFFICER (ND)
HEALTH DEPARTMENT

JOB DESCRIPTIONS

This section contains JDs for Medical, Nursing and Paramedical Staff (Other Support Staff not included) as decided in consultations with Health Department, HSRP, PDSSP and keeping in view the services and positions proposed in MSDS.

Medical Superintendent

1.	**Job Code #**	:	
2.	**Job Title**	:	Medical Superintendent
3.	**Qualification & Experience**	:	M.B;B.S. and MPH / MHM or equivalent qualification recognized by PMDC
4.	**BPS**	:	19/20
5.	**Recruitment**	:	Promotions / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	EDOH

10. Job Summary

Medical Superintendent is the overall administrative and co-coordinative in charge of hospital functioning. He exercises administrative and financial powers allocated to him under delegation of administrative and financial Powers / Rules. Responsible to the Government for all the functions of the District hospital. He achieves his goals by planning, budgeting, organizing, staffing, directing, coordinating, delegating, monitoring, controlling, regulating various functions. Ensures best possible medical services within the available resources. Evolves strategies to develop/improve financial resources of the hospital and optimizes patient satisfaction.

11. Duties / Responsibilities

11.1 Administrative

11.1.1 Acts as member of DHMT and participates in its quarterly meetings.

11.1.2 Ensures the implementation of decision of DHMT.

11.1.3 Ensures medical cover in emergency arising due to floods, heavy rains, epidemics or disaster situation like major accidents or earthquakes.

11.1.4 Ensures medical cover during International matches, games, national festivals, arrival of VIPs or any other such requirement.

11.1.5 Overall responsible for delivery of preventive, curative, rehabilitative and promotive health care from DHQH hospital.

11.1.6 Coordinates in the preparation and implementation of District Annual Operational Plan (DAOP).

11.1.7 Sanctions leave of the officers/officials of DHQH as per delegation/ rules.

11.1.8 Constitutes a Planning Committee to make and execute Facility Health Plan to improve health care system and its delivery.

11.1.9 Ensures regular maintenance / prompt repair of all the equipment of the hospital for keeping it in working order at all times.

11.1.10 Responsible for redressing the grievances of the public by taking quick & appropriate decisions.

11.1.11 Delegates administrative powers to his subordinate administrative staff for smooth functioning of the hospital.

11.1.12 Prepares Disaster Plan and ensure its implementation through regular drills and revisions.

11.1.13 Responsible for developing and smooth functioning of the Health management systems through proper and timely collection of statistics from all source points.

11.1.14 Reviews the hospital services quarterly to know about defects and lapses and takes measures to improve these.

11.1.15 Holds regular meetings with clinical staff in order to keep in touch with their problems if any, and to have an appraisal of the services provided by them.

11.1.16 Assigns duties to his subordinate administrative staff.

11.1.17 Signs all the L.P. medicines of admitted and out door patients.

11.1.18 Leads the Waste Disposal Committee to take care of the disposal of human tissues, other wastes etc according to SOP's.

11.1.19 Leads the Infection Control Committee to ensure actions according to SOP's.

11.1.20 Adapts broader Policies/Protocols/SOP's to meet local requirements/ conditions to make those specific and ensures that every employee is conversant with these for ease of functionality and conformance.

11.1.21 Recruitment, promotion and transfer of staff within the hospital as authorized by the Government.

11.1.22 Submits the disciplinary cases to the EDO(H).

11.1.23 Conducts at least one round of hospital every day in order to meet the patients to ensure their satisfaction, find out their problems, see history sheets at random to check the standard of written clinical notes of doctors & compliance of nurses, provision of medical facilities, treatment accordingly and general cleanliness of hospital to ensure conformance to Minimum Service Delivery Standards.

11.1.24 Checks that expense book / Empty Vial register is being maintained.

11.1.25 Conducts at least one surprised round of hospital departments and support services in a week in order to ensure that they are doing their JOBs as prescribed and are helping/supporting the clinical services to be delivered in conformance to Minimum Service Delivery Standards.

11.1.26 Identifies the deficiencies in performance of the staff during visits and suggest corrective measures in consultation with relevant staff.

11.1.27 Reviews the hospital MIS reports and provide feedback to the concerned as appropriate.

11.1.28 Issues Job Descriptions to each employee under their signatures and maintains that record.

11.1.29 Initiates the Objective Performance Evaluation Reports of the officers/officials of DHQH.

11.1.30 Countersigns the Objective Performance Evaluation Reports of officers/ officials initiated by the officers under his direct control.

11.1.31 Ensures submission of MIS reports of hospital as per laid down format & details.

11.1.32 Ensures that procedures & protocols as amended from time to time and as given in MSDS, SOPs and SMPs are complied with.

11.2 Financial

11.2.1 Acts as DDO for his hospital.
11.2.2 Ensures the submission of annual budget proposal from his hospital.
11.2.3 Ensures the utilization of the budget in accordance with the Financial Rules.
11.2.4 Heads Condemnation, Auction Committees as per rules.
11.2.5 Ensures that the record of all types of receipts is properly maintained and deposited daily.
11.2.6 Makes sure that contractors of canteen, cycle stand, telephone booths deposit the required amount of contract timely with the cashier.

11.3 Logistics

11.3.1 Participates as a member of district procurement committee for procurement of the supplies and medicines.
11.3.2 Monitors the allocation and distribution of supplies and medicines within the hospital.
11.3.3 Ensures that all the hospital vehicles including ambulances are in running condition.

11.4 Training

11.4.1 Ensures appropriate training of concerned personnel to enable them to perform duties effectively as laid down in the objectives of the health care deliverance.

11.4.2 Receives trainings as and when organized by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Additional Medical Superintendent

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Additional Medical Superintendent (AMS)
3.	**Qualification & Experience**	**:**	
4.	**BPS**	**:**	19
5.	**Recruitment**	**:**	Promotions / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

Directly responsible to Medical Superintendent for every thing affecting the general welfare of the hospital and the comfort of the patients. He will use all the powers delegated by MS. The incumbent sets his own personal example of high level professional conduct and discipline to be followed by other members of health care providing teams and regularly maintains professional contact with them and the clients to confirm the compliance/satisfaction at all levels.

11. Duties / Responsibilities

11.1 Administrative

11.1.1 Takes planned hospital round daily and surprise night round of the hospital at random and discusses or submits in writing the observations to Medical Superintendent.

11.1.2 Supervises the hospital office work carried out by the Office Superintendent and other ministerial staff including accounts branch for the purpose of discipline.

11.1.3 Attends all disciplinary matters and complaints pertaining to hospital affairs made to him / her, being the resident officer, by the staff of the hospital and the public.

11.1.4 In charge of all emergency plans including fire fighting arrangements in the hospital.

11.1.5 Regularly keeps a liaison with police / security agencies to maintain law and order in the hospital and accompanies the police in case a raid or search in the wards for any unlawful event is required.

11.1.6 Responsible for cleanliness and discipline in the hospital.

11.1.7 Makes sure that all the rubbish of the hospital is promptly and efficiently disposed off as per SOPs on Waste Management.

11.1.8 Checks the working of the Statistical section to ensure proper maintenance of the statistical record by the concerned staff.

11.1.9 Conducts surprise inspections to check the working of various sections of the hospital.

11.1.10 Responsible for redressal of grievances of public and contractors of cycle stands, canteens, telephone booths etc.

11.1.11 Makes sure that all the standard signboards for information of patients/clients are affixed at proper places and all illuminating sign boards are functional at night.

11.1.12 Acts as a member of all hospital committees as notified from time to time.

11.1.13 Coordinates the working of the EDO (Works) and other departments of the hospital in order to complete the works as per approved specifications.

11.1.14 Performs any other professional duty assigned by in charge.

11.1.15 He will look after the responsibilities of MS in his / her absence after approval of the competent authority.

11.1.16 Exercises hierarchical authority over the other MOs for the purpose of discipline.

11.1.17 The files of non-gazetted staff are routed through him to the MS.

11.1.18 Ensures proper deployment of staff on their duties in the hospital including intra hospital transfers.

11.1.19 Implements duty roster of hospital staff.

11.1.20 Ensures that subordinate staff performs duties as per SOPs.

11.1.21 Regularly and accurately provides the required reports/statistics of the areas of responsibility to the Health Department as per set protocols through MS.

11.1.22 Initiates the Objective Performance Evaluation Reports of his sub-ordinate staff under his direct administrative control.

11.1.23 Performs any other professional duty assigned by the MS.

12. Signature of the incumbent :

(I have read and accept the job description)

Deputy Medical Superintendent

1.	**Job Code**	:	
2.	**Job Title**	:	Deputy Medical Superintendent
3.	**Qualification & Experience**	:	M.B;B.S. and DPH/MPH or equivalent qualification recognized by PMDC
4.	**BPS**	:	18
5.	**Recruitment**	:	Promotion/ Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	MS

10. Job Summary

Directly responsible to Medical Superintendent for every thing affecting the general welfare of the hospital and the comfort of the patients. He will use all the powers delegated by MS. The incumbent sets his own personal example of high level professional conduct and discipline to be followed by other members of health care providing teams and regularly maintains professional contact with them and the clients to confirm the compliance/satisfaction at all levels.

11. Duties / Responsibilities

11.1 **Administrative**

11.1.1 Takes planned hospital round daily and surprise night round of the hospital at random and discusses or submits in writing the observations to Medical Superintendent.

11.1.2 All official work / files will be routed through him / her.

11.1.3 All complaints pertaining to hospital affairs made to him / her, being the resident officer, will be dealt by him / her.

11.1.4 Assists the AMS in preparation / implementation of emergency plans including fire fighting arrangements in the hospital.

11.1.5 In the absence of AMS, keeps a liaison with police / security agencies to maintain law and order in the hospital and accompanies the police in case a raid or search in the wards for any unlawful event is required.

11.1.6 Responsible for cleanliness and discipline in the hospital.

11.1.7 Makes sure that all the rubbish of the hospital is promptly and efficiently disposed off as per SOPs on Waste Management.

11.1.8 Checks the working of the Statistical section to ensure proper maintenance of the statistical record by the concerned staff.

11.1.9 Conducts surprise inspections to check the working of various sections of the hospital.

11.1.10 Makes sure that all the standard signboards for information of patients/clients are affixed at proper places and all illuminating sign boards are functional at night.

11.1.11 Coordinates the working of the EDO (Works) and other departments of the hospital in order to complete the works as per approved specifications, in the absence of AMS.

11.1.12 Exercises hierarchical authority over the other MOs for the purpose of discipline.

11.1.13 All the menial staff and drivers are under his direct administrative control.

11.1.14 Ensures proper deployment of menial staff on their duties in the hospital.

11.1.15 Implements duty roster of hospital staff in consultation with AMS.

11.1.16 Ensures that subordinate staff performs duties as per SOPs.

11.1.17 Assists in preparation of reports/statistics of the areas of responsibility to MS.

11.1.18 Initiates the Objective Performance Evaluation Reports of his sub-ordinate staff under his direct administrative control.

11.1.19 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Physician

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Physician
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Medical Unit for deliverance of optimal standard of medical care. Scope of work includes Medical OPD, admission of patients needing indoor medical care, care of admitted patients and planned procedures on specific days.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the Medical OPD and admitted patients.

11.1.2 Conducts Medical OPD regularly on notified days and time.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Plans and performs procedures e.g. endoscopies on specified days & time as per hospital policy.

11.1.5 Performs emergency procedures on patients admitted through A & E Department as & when required.

11.1.6 Writes Post Procedural Notes and instructions for each case.

11.1.7 Takes one planned round of the wards daily along with doctors and staff nurse to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated if required.

11.1.8 Ensures that treatment prescribed is being administered to the patients.

11.1.9 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the Unit. Attends the patients with medical problems admitted in other wards as and when requested.

11.1.10 Ensures smooth functioning of the Medical ICU if entrusted the responsibility.

11.1.11 Exercises authority for discharge of patients from the ward/emergency.

11.1.12 Explains the patients about the use and effects of prescribed drugs.

11.1.13 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOPs particularly on Infection Control and Waste Management in the OPD, Medical Wards.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Provides educational information about common diseases and ways to promote physical health.

11.3 Rehabilitative

11.3.1 Provides psychological, social and nutritional rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy to needy patients.

11.4 Training / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental / Specialty requirements / Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the cleanliness and up keep of the unit.

11.5.3 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.4 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.5 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.6 Ensures the preparation and implementation of the duty roster for his unit.

11.5.7 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.5.8 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.9 Performs outreach duties to lower facilities as required.

11.5.10 Performs any other professional duty assigned by higher authorities.

12. Signature of the incumbent : (I have read and accept the job description)

Surgeon

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Surgeon
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Surgical Unit for deliverance of optimal standard of surgical care. Scope of the work includes OPD, admission of patients needing indoor care, care of admitted patients and surgeries on specific days.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the Surgical OPD & admitted patients.

11.1.2 Conducts Surgical OPD regularly on notified days and time.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Plans and performs surgeries on specified days & time as per hospital policy.

11.1.5 Performs emergency surgeries on patients admitted through A & E Department as & when required.

11.1.6 Writes post operative notes and post operative instructions of each case.

11.1.7 Takes ONE PLANNED ROUND of the wards DAILY along with all the departmental doctors and staff nurse to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required.

11.1.8 Supervises and ensures preparation of OT list by the MO/WMO.

11.1.9 Ensures that treatment prescribed is being administered to the patients.

11.1.10 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the A & E Department if entrusted by the head of the institution.

11.1.11 Attends the patients with surgical problems admitted in other wards as and when requested.

11.1.12 Explains the patients about the use and effects of prescribed drugs.

11.1.13 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOPs particularly on Infection Control and Waste Management in the OPD, Surgical Ward.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Provides educational information about Common diseases and ways to promote physical health.

11.3 Rehabilitative

11.3.1 Provides physical, psychological rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.4 Teaching / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.
11.5.2 Checks the punctuality of the staff attached to his section.
11.5.3 Checks the cleanliness and up keep of the unit.
11.5.4 Ensures the preparation and implementation of the duty roster for his unit.
11.5.5 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.
11.5.6 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.
11.5.7 Provides technical assistance for purchase of new equipments / instruments needed from time-to-time for the unit.
11.5.8 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.9 Performs outreach duties to lower facilities as required.

11.5.10 Performs any other professional duty which may be assigned by the MS from time to time.

12. Signature of the incumbent : (I have read and accept the job description)

Anesthetist

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Anesthetist
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then DA or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Operation Theatre for deliverance of optimal standard of anesthetic care. The scope of work includes provision of anesthesia services to perform the surgical procedures. To achieve desired results, keeps himself in picture about the expected surgical workload for the next day to regulate activities accordingly.

11. Duties / Responsibilities

11.1 Curative / Clinical

11.1.1 Carries out pre-anesthesia evaluation of the patients one day before the operation and satisfies himself that they can withstand anesthesia.

11.1.2 Writes instructions regarding pre-operative preparation of the patients.

11.1.3 Administers anesthesia with the best of skills and care, observing the protocols of the specialty and the medical profession to ensure safe induction and recovery.

11.1.4 Provides expert anesthetist cover during and in the post operative recovery phase.

11.1.5 Manages labor room services in relation to anesthesia department e.g., painless delivery.

11.1.6 Ensures availability of life saving drugs and equipment round the clock along with emergency trays.

11.1.7 Ensures that sufficient stock of life saving drugs is available at all times.

11.1.8 Ensures management of Intensive Care Unit (ICU) including staff, equipment and life saving drugs for optimum care of acutely ill patients all the time as per standards.

11.1.9 Ensures that the SOPs pertaining to ICU are available, properly displayed and complied with.

11.1.10 Ensures availability of trained staff round the clock in ICU.

11.1.11 Attends all emergencies at all hours whenever called upon to do so.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the Operation Theatre and ICU.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all operation theatre staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.2.4 Proper sterilization of operation theatre in specified conditions as per instructions of infection control.

11.3 Teaching / Supervision

11.3.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Checks the punctuality of the staff attached to his section.

11.4.2 Checks the cleanliness and up keep of the unit.

11.4.3 Ensures the preparation and implementation of the duty roster for his unit.

11.4.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.6 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.7 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.8 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.9 Performs outreach duties to lower facilities as required.

11.4.10 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

Gynecologist

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Gynecologist
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS / DGO or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Gyane Unit for deliverance of optimal standard of care. The extent of the work is to conduct the Ante Natal Clinics, Gynae OPD & admission of patients needing surgical intervention, planned surgeries on specific / notified days, post op care of the patients in the wards and follow up of surgeries done in the OPD as per need.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the functioning of the Gynae./ Obs. OPD, and admitted patients in the unit.

11.1.2 Conducts Ante Natal / Gynae OPD with her team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Manages high risk pregnancies.

11.1.5 Conducts complicated deliveries.

11.1.6 Plans and performs surgeries on specified days & time as per hospital policy.

11.1.7 Manages surgical and medical conditions of ladies from all age groups.

11.1.8 Performs emergency gynae/obst. surgeries on patients admitted through A & E Department as & when requested.

11.1.9 Writes post operative notes and post operative instructions of each case.

11.1.10 Takes ONE PLANNED ROUND of the wards DAILY along with all the departmental doctors to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required due to condition of the patient.

11.1.11 Supervises and ensures preparation of OT list by the MO/WMO.

11.1.12 Ensures that treatment prescribed is being administered to the patients.

11.1.13 Ensures availability of medicines / functioning of equipment to handle emergencies at all times.

11.1.14 Attends the patients with Gynae. Problems admitted in other wards as and when required.

11.1.15 Explains the patients about the use and effects of prescribed drugs.

11.1.16 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Medical Wards and ICU's.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Provides educational information about Common diseases and ways to promote physical health.

11.3 Rehabilitative

11.3.1 Provides psychological and physical rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.4 Teaching / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the punctuality of the staff attached to his section.

11.5.3 Checks the cleanliness and up keep of the unit.

11.5.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.6 Provides technical assistance to management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.7 Ensures the preparation and implementation of the duty roster for his unit.

11.5.8 Checks that the subordinate staff performs their duties as per JD's.

11.5.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.10 Performs outreach duties to lower facilities as required.

11.5.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Pediatrician

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Pediatrician
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Pediatrics Unit for deliverance of optimal standard of care. Scope of work includes Pediatric OPD, admission of patients needing indoor medical care, care of admitted patients and planned procedures on specific days.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of Pediatric OPD and admitted patients.

11.1.2 Conducts Medical OPD regularly on notified days and time.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Plans and performs Procedures on specified days & time as per hospital policy.

11.1.5 Performs emergency procedures on patients admitted through A & E Department as & when required.

11.1.6 Writes Post Procedural Notes and instructions for each case.

11.1.7 Takes one planned round of the wards daily along with doctors and staff nurse to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated if required.

11.1.8 Ensures that treatment prescribed is being administered to the patients.

11.1.9 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the Unit. Attends the patients with medical problems admitted in other wards as and when required.

11.1.10 Ensures smooth functioning of the Pediatric ICU on the same lines as given above.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOPs particularly on Infection Control and Waste Management in the OPD, Medical Wards and ICU.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.2.4 Provides educational information about common diseases and ways to promote physical health.

11.3 Rehabilitative

11.3.1 Provides psychological, social and nutritional rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy to needy patients.

11.4 Teaching / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the punctuality of the staff attached to his section.

11.5.3 Checks the cleanliness and up keep of the unit.

11.5.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.6 Ensures the preparation and implementation of the duty roster for his unit.

11.5.7 Provides technical assistance to management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.5.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.10 Performs outreach duties to lower facilities as required.

11.5.11 Performs any other professional duty which may be assigned by the MS from time to time.

12. Signature of the incumbent :

(I have read and accept the job description)

Orthopedic Surgeon

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Orthopedic Surgeon
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Orthopedic Unit for deliverance of optimal standard of care. Scope of the work includes OPD, admission of patients needing indoor care, care of admitted patients and surgeries on specific days.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the Orthopedic Surgical OPD & admitted patients.

11.1.2 Conducts Surgical OPD regularly on notified days and time.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Plans and performs surgeries on specified days & time as per hospital policy.

11.1.5 Performs emergency surgeries on patients admitted through A & E Department as & when required.

11.1.6 Writes post operative notes and post operative instructions of each case.

11.1.7 Takes ONE PLANNED ROUND of the wards DAILY along with all the departmental doctors and staff nurse to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required.

11.1.8 Supervises and ensures preparation of OT list by the MO/WMO.

11.1.9 Ensures that treatment prescribed is being administered to the patients.

11.1.10 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the A & E Department if entrusted the additional responsibility to head the department.

11.1.11 Attends the patients with Orthopedic Surgical problems admitted in other wards as and when required.

11.1.12 Explains the patients about the use and effects of prescribed drugs.

11.1.13 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOPs particularly on Infection Control and Waste Management in the OPD, Surgical Ward.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Provides educational information about Common diseases and ways to promote physical health.

11.3 Rehabilitative

11.3.1 Provides psychological and physical rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.4 Teaching / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the punctuality of the staff attached to his section.

11.5.3 Checks the cleanliness and up keep of the unit.

11.5.4 Controls scheduled functioning of various doctors in his unit.

11.5.5 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.6 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.7 Ensures the preparation and implementation of the duty roster for his unit.

11.5.8 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.9 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.5.10 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.11 Performs outreach duties to lower facilities as required.

11.5.12 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Ophthalmologist

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Ophthalmologist
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Ophthalmology Unit for deliverance of optimal standard of care. Scope of the work includes OPD, admission of patients needing indoor care, care of admitted patients and surgeries on specific days.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the EYE OPD & admitted patients.

11.1.2 Conducts Eye OPD with his team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Plans and performs surgeries on specified days & time as per hospital policy.

11.1.5 Performs emergency eye surgeries on patients admitted through A & E Department as & when required.

11.1.6 Writes post operative notes and post operative instructions of each case.

11.1.7 Takes ONE PLANNED ROUND of the wards DAILY along with all the departmental doctors and staff nurse to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required.

11.1.8 Supervises and ensures preparation of OT list by the MO/WMO.

11.1.9 Ensures that treatment prescribed is being administered to the patients.

11.1.10 Ensures availability of medicines / functioning of equipment to handle emergencies at all times.

11.1.11 Attends the patients with eye problems admitted in other wards as and when required.

11.1.12 Explains the patients about the use and effects of prescribed drugs.

11.1.13 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOPs particularly on Infection Control and Waste Management in the OPD, Ward.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.2.4 Provides educational information about prevention of eye diseases, injury prevention and ways to promote eye health.

11.3 Rehabilitative

11.3.1 Provides psychological and physical rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.4 Teaching / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the punctuality of the staff attached to his section.

11.5.3 Checks the cleanliness and up keep of the unit.

11.5.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.6 Ensures the preparation and implementation of the duty roster for his unit.

11.5.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.5.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.10 Performs outreach duties to lower facilities as required.

11.5.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

Trauma Surgeon

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Trauma Surgeon
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

Conducts emergency surgical work to save life & limb (Observing, Recording & Saving the Medico legal findings if any in ML cases) and admit patients needing General Surgical, Neurosurgical or Orthopedic Surgical intervention under the respective units.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 In charge of the functioning of the unit of the Accidents & Emergency (A & E).

11.1.2 Conducts Trauma Surgery for saving the life and limbs of the patients with his team regularly as per Hospital Policy. (Details to be prepared)

11.1.3 Writes post operative notes and post operative instructions of each case.

11.1.4 Takes ROUND of the A & E Ward daily to review/follow-up the cases under observation and examines in detail the newly arrived. Round is repeated as required due to condition of the patient.

11.1.5 Ensures that treatment prescribed is being administered to the patients.

11.1.6 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the A & E Department.

11.1.7 Explains the patients about the use and effects of prescribed drugs.

11.1.8 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Medical Wards and ICU's.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.3 Rehabilitative

11.3.1 Provides psychological and physical rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.4 Teaching / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the punctuality of the staff attached to his section.

11.5.3 Checks the cleanliness and up keep of the unit.

11.5.4 Ensures the preparation and implementation of the duty roster for his unit.

11.5.5 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.6 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.5.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.10 Performs outreach duties to lower facilities as required.

11.5.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Emergency Medical Specialist

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Emergency Medical Specialist
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

Responsible for standard Emergency Medical Services in the hospital. Emergency Specialist deals with all types of Medical Emergencies brought to the Accidents & Emergency (A & E) Department and ensures smooth management by himself & through staff & colleagues. The extent of the work is to provide emergency medical support to save endangered lives (Observing, Recording & Saving the Medico legal findings if any in ML cases) and admit patients needing General Medical, Psychiatric, Neurological and Pediatric intervention under the respective Units.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 In charge of the functioning of the Medical part of the A & E.

11.1.2 Provides medical support for saving the life of the patients.

11.1.3 Writes clinical notes and instructions for each case.

11.1.4 Takes daily ROUND of the A & E Wards during tenure of duty to review/follow-up the cases under observation and examines in detail the newly arrived. Round is repeated as required.

11.1.5 Ensures that treatment prescribed is being administered to the patients.

11.1.6 Ensures availability of medicines / functioning of equipment to handle medical emergencies at all times in the A & E Department.

11.1.7 Explains the patients about the use and effects of prescribed drugs.

11.1.8 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.9 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Medical Wards and ICU's.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.3 Teaching / Supervision

11.3.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Remains on call after working hours.

11.4.2 Checks the punctuality of the staff attached to his section.

11.4.3 Checks the cleanliness and up keep of the unit.

11.4.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.6 Ensures the preparation and implementation of the duty roster for his unit.

11.4.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.10 Performs outreach duties to lower facilities as required.

11.4.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Urologist

1.	**Job Code #**	:	
2.	**Job Title**	:	Urologist
3.	**Qualification & Experience**	:	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	:	18
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	MS

10. Job Summary

In-charge of the Urology Unit for deliverance of optimal standard of care. The extent of the work is to conduct the OPD, admission of patients needing indoor care, surgeries on specific days and care of admitted patients. Urologists specialize in the management of male and female urinary tract diseases / conditions and the reproductive system of the male. Urologists work closely with Nephrologists & involve / handover the case to them when question of kidney function arises. A urologist manages non-surgical urological conditions and also perform surgery of the urinary tract for cancer, congenital abnormalities and the male reproductive system.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the urology unit.

11.1.2 Conducts Urology OPD with his team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Supervises and ensures preparation of OT list by the MO / WMO.

11.1.5 Plans and performs Surgeries on specified days & time as per hospital policy.

11.1.6 Performs emergency Urological Surgeries / Procedures on admitted patients as & when required.

11.1.7 Writes post operative notes and post operative instructions of each case.

11.1.8 Takes ONE PLANNED ROUND of the wards DAILY along with all the departmental doctors to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required due to condition of the patient.

11.1.9 Ensures that treatment prescribed is being administered to the patients.

11.1.10 Attends the patients with Urology problems admitted in other wards as and when requested.

11.1.11 Explains the patients about the use and effects of prescribed drugs.

11.1.12 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Urology Ward.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Educates on prevention of Common urinary tract diseases.

11.2.5 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.3 Training / Supervision

11.3.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Remains on call after working hours.

11.4.2 Checks the punctuality of the staff attached to his section.

11.4.3 Checks the cleanliness and up keep of the unit.

11.4.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.6 Ensures the preparation and implementation of the duty roster for his unit.

11.4.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.10 Performs outreach duties to lower facilities as required.

11.4.11 Performs any other professional duty assigned by the MS.

12. Signature of the incumbent : (I have read and accept the job description)

Cardiologist

1.	**Job Code**	:	
2.	**Job Title**	:	Cardiologist
3.	**Qualification & Experience**	:	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	:	18
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	MS

10. Job Summary

In-charge of the Cardiology Unit for deliverance of optimal standard of care. Conducts the OPD, admission of patients needing indoor care, and care of admitted patients.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the functioning of the Cardiology unit.

11.1.2 Conducts Cardiac OPD with his team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Writes Post Procedural Notes and instructions for each case.

11.1.5 Takes ONE PLANNED ROUND of the wards DAILY along with all the departmental doctors to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required due to condition of the patient.

11.1.6 Ensures that treatment prescribed is being administered to the patients.

11.1.7 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the Department. Attends the patients with surgical problems admitted in other wards as and when required.

11.1.8 Ensures smooth functioning of the CCU.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Cardiology Ward and CCU.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Educates about prevention of Common heart diseases.

11.3 Rehabilitative

11.3.1 Provides psychological and physical rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.4 Training / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the punctuality of the staff attached to his section.

11.5.3 Checks the cleanliness and up keep of the unit.

11.5.4 Controls scheduled functioning of various doctors in his unit.

11.5.5 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.6 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.7 Ensures the preparation and implementation of the duty roster for his unit.

11.5.8 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.9 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.5.10 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.11 Performs outreach duties to lower facilities as required.

11.5.12 Performs any other professional duty which may be assigned by the MS from time to time.

12. Signature of the incumbent :

(I have read and accept the job description)

Neurologist

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Neurologist
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Neurology Unit for deliverance of optimal standard of care. Conducts the OPD, admission of patients needing indoor care on specific days and care of admitted patients.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the functioning of the Neurology unit.

11.1.2 Conducts Neurology OPD with his team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Diagnoses and treats organic diseases and disorders of nervous system.

11.1.5 Orders and studies results of chemical, microscopic, biological, and bacteriological analyses of patient's blood and cerebro-spinal fluid to determine nature and extent of disease or disorder.

11.1.6 Identifies presence of pathological blood conditions or parasites and prescribes and administers medications and drugs.

11.1.7 Orders and studies results of electroencephalograms to detect abnormalities in brain wave patterns, or X Rays, CT Scan, MRI etc for indications of abnormalities in brain structure.

11.1.8 Plans and performs procedures e.g. nerve conduction studies as per hospital policy.

11.1.9 Writes post procedural notes and instructions for each case.

11.1.10 Takes ONE PLANNED ROUND of the Neurology/Medical Wards with all the departmental doctors to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required due to condition of the patient.

11.1.11 Ensures that treatment prescribed is being administered to the patients.

11.1.12 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the Department. Attends the patients with Neurological problems admitted in other wards as and when requested.

11.1.13 Explains the patients about the use and effects of prescribed drugs.

11.1.14 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Neurology Ward.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.2.4 Educates about common neurological diseases and ways to improve such conditions.

11.3 Rehabilitative

11.3.1 Provides psychological and physical rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.4 Training / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the punctuality of the staff attached to his section.

11.5.3 Checks the cleanliness and up keep of the unit.

11.5.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.6 Ensures the preparation and implementation of the duty roster for his unit.

11.5.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.5.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.10 Performs outreach duties to lower facilities as required.

11.5.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

Neuro Surgeon

1. Job Code :

2.	**Job Title**	**:**	Neuro Surgeon
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available than MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Neurosurgical Unit for deliverance of optimal standard of care. The extent of the work is to conduct the OPD, admission of patients needing indoor care, perform surgeries and care of admitted patients.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the functioning of the Neurosurgical OPD, admitted patients.

11.1.2 Conducts Neurosurgical OPD with his team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Supervises and ensures preparation of OT list by the MO / WMO.

11.1.5 Plans and performs surgeries on specified days & time as per hospital policy.

11.1.6 Performs emergency surgeries on admitted patients as & when required.

11.1.7 Writes post operative notes and post operative instructions of each case.

11.1.8 Takes ONE PLANNED ROUND of the Neurosurgery wards DAILY along with all the departmental doctors to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required due to condition of the patient.

11.1.9 Ensures that treatment prescribed is being administered to the patients.

11.1.10 Ensures availability of medicines / functioning of equipment to handle emergencies at all times if entrusted by the head the institution.

11.1.11 Attends the patients with neurosurgical problems admitted in ICUs / other wards as and when request.

11.1.12 Explains the patients about the use and effects of prescribed drugs.

11.1.13 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Medical Wards and ICU's.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.3 Rehabilitative

11.3.1 Provides psychological and physical rehabilitative measures to patients if required.

11.3.2 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.4 Training / Supervision

11.4.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.5 General

11.5.1 Remains on call after working hours.

11.5.2 Checks the punctuality of the staff attached to his section.

11.5.3 Checks the cleanliness and up keep of the unit.

11.5.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.5.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.5.6 Ensures the preparation and implementation of the duty roster for his unit.

11.5.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.5.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.5.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.5.10 Performs outreach duties to lower facilities as required.

11.5.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

Psychiatrist

1. Job Code # :

2. Job Title : Psychiatrist

3.	**Qualification & Experience:**		M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Psychiatry Unit for deliverance of optimal standard of care. Diagnoses or evaluates mental and emotional disorders of individuals through observation, interview, and psychiatric testing, and formulates and administers the required treatment.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Performs and documents an initial examination, evaluating the data to identify problems and determines a diagnosis prior to intervention.

11.1.2 Administers psychotherapy and ECT in sessions.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Evaluates effects of therapy at various stages and plans adjustments.

11.1.5 Involves family in therapy procedures to be continued at home.

11.1.6 Records therapy done with response / progress in patient's chart or enter information into computer.

11.1.7 Gradually adjusts therapy when goals or projected outcomes have been attained and provides for appropriate follow-up care and/or continued medications.

11.1.8 Tests and evaluates patient's psychological strength before and after therapy and records data.

11.1.9 Identifies and documents goals, anticipated progress and plans for reevaluation.

11.1.10 Informs the patient when diagnosis reveals findings outside the scope of psychotherapy and refer to an appropriate practitioner.

11.1.11 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the Department. Attends the patients with psychiatric problems admitted in other wards as and when requested.

11.1.12 Explains the patients about the use and effects of prescribed drugs.

11.1.13 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Psychiatry Ward.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.2.4 Educates about psychiatric diseases and therapies.

11.3 Training / Supervision

11.3.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Remains on call after working hours.

11.4.2 Checks the punctuality of the staff attached to his section.

11.4.3 Checks the cleanliness and up keep of the unit.

11.4.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.6 Ensures the preparation and implementation of the duty roster for his unit.

11.4.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.10 Performs outreach duties to lower facilities as required.

11.4.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Chest Specialist

1. Job Code :

2. Job Title : Chest Specialist

3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the TB and Chest Unit. The extent of the work is to conduct the Chest OPD, admission of patients needing indoor medical care, planned procedures on specific days and care of admitted patients.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the functioning of the Chest OPD units.

11.1.2 Conducts Chest OPD with his team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Plans and performs Procedures e.g. Bronchoscopy on specified days & time as per hospital policy.

11.1.5 Performs emergency procedures on admitted patients as and when required.

11.1.6 Writes post procedural notes and instructions for each case.

11.1.7 Takes ONE PLANNED ROUND of the Chest Wards DAILY along with all the departmental doctors to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required due to condition of the patient.

11.1.8 Ensures that treatment prescribed is being administered to the patients.

11.1.9 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the Department. Attends the patients with Chest problems admitted in other wards as and when requested.

11.1.10 Explains the patients about the use and effects of prescribed drugs.

11.1.11 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Medical Wards and ICU's.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Educates patients about common chest diseases and their prevention.

11.2.5 Recommends physiotherapy and other rehabilitative measures to needy patients.

11.3 Training / Supervision

11.3.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Remains on call after working hours.

11.4.2 Checks the punctuality of the staff attached to his section.

11.4.3 Checks the cleanliness and up keep of the unit.

11.4.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.6 Ensures the preparation and implementation of the duty roster for his unit.

11.4.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.10 Performs outreach duties to lower facilities as required.

11.4.11 Performs any other professional duties assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dermatologist

1. Job Code # :

2. Job Title : Dermatologist

3. Qualification & Experience : M.B;B.S. and FCPS (if person possessing FCPS is not available than MCPS or other equivalent qualification recognized by PMDC)

4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Dermatology Unit. The extent of the work is to conduct the Medical OPD, admission of patients needing indoor medical care, planned procedures on specific days and care of admitted patients.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Overall in charge of the functioning of the Dermatology Unit.

11.1.2 Conducts Dermatology OPD with his team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Diagnoses and treats Dermatology diseases and disorders.

11.1.5 Orders and studies results of chemical, microscopic, biological, and bacteriological analyses of patient's skin tissues to determine nature and extent of disease or disorder.

11.1.6 Identifies presence of pathological blood conditions or parasites and prescribes and administers medications and drugs.

11.1.7 Plans and performs Procedures e.g. Skin Cautery as per hospital policy.

11.1.8 Performs emergency procedures on admitted patients as and when required.

11.1.9 Writes Post Procedural Notes and instructions for each case.

11.1.10 Takes ONE PLANNED ROUND of the Dermatology Ward with all the departmental doctors to review/follow-up the old cases and examines in detail the newly admitted.

11.1.11 Ensures that treatment prescribed is being administered to the patients.

11.1.12 Ensures availability of medicines / functioning of equipment to handle emergencies at all times in the Department.

11.1.13 Attends the patients with Dermatological problems admitted in other wards as and when requested.

11.1.14 Explains the patients about the use and effects of prescribed drugs.

11.1.15 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Skin Ward.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Educates about common skin diseases and their prevention.

11.3 Training / Supervision

11.3.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Remains on call after working hours.

11.4.2 Checks the punctuality of the staff attached to his section.

11.4.3 Checks the cleanliness and up keep of the unit.

11.4.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.6 Ensures the preparation and implementation of the duty roster for his unit.

11.4.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.10 Performs outreach duties to lower facilities as required.

11.4.11 Performs any other professional duties assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

ENT Specialist

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	ENT Surgeon
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available than MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the ENT unit. The extent of the work is to conduct the ENT OPD, admission of patients needing indoor medical care, surgeries planned procedures on specific days and care of admitted patients.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 In charge of the ENT Unit.

11.1.2 Conducts ENT OPD with his team regularly on specified / notified days and time as per Hospital Policy.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.4 Supervises and ensures preparation of OT list by the MO / WMO.

11.1.5 Plans and performs ENT Surgeries on specified days & time as per hospital policy.

11.1.6 Performs emergency ENT Surgeries on admitted patients as and when required.

11.1.7 Writes post operative notes and post operative instructions of each case.

11.1.8 Takes ONE PLANNED ROUND of the ENT Ward DAILY along with all the departmental doctors to review/follow-up the old cases and examines in detail the newly admitted. Round is repeated with or without MO in charge of the ward if so required due to condition of the patient.

11.1.9 Ensures that treatment prescribed is being administered to the patients.

11.1.10 Attends the patients with ENT problems admitted in other wards / Rooms as and when required.

11.1.11 Explains the patients about the use and effects of prescribed drugs.

11.1.12 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, ENT Ward.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. Gowns, Masks, Caps, Gloves and shoes.

11.2.4 Educates the patients about common ENT diseases and their prevention / management.

11.2.5 Provides psychological and physical rehabilitative measures to patients if required.

11.3 Training / Supervision

11.3.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Remains on call after working hours.

11.4.2 Checks the punctuality of the staff attached to his section.

11.4.3 Checks the cleanliness and up keep of the unit.

11.4.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.6 Ensures the preparation and implementation of the duty roster for his unit.

11.4.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.10 Explains the patients about the use and effects of prescribed drugs.

11.4.11 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.4.12 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.4.13 Performs outreach duties to lower facilities as required.

11.4.14 Performs any other professional duties assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Pathologist

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Pathologist
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Pathological Laboratory for deliverance of optimal standard of investigations. The extent of the work is to read the slides and critical tests and supervise the working of the Lab Techs & Technologists.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Conducts complicated tests and checks slides.

11.1.2 Attends the complicated patients with the Specialist in charge of the case and facilitates investigations.

11.1.3 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis.

11.1.4 Performs procedures for investigations purposes e.g. bone marrow biopsy.

11.1.5 Ensures delivery of all reports / findings to the concerned units within stipulated time.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD and Medical Wards.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.3 Teaching / Supervision

11.3.1 Trains Medical and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Remains on call after working hours.

11.4.2 Checks the punctuality of the staff attached to his section.

11.4.3 Checks the cleanliness and up keep of the unit.

11.4.4 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.6 Ensures the preparation and implementation of the duty roster for his unit.

11.4.7 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.8 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.9 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.10 Performs outreach duties to lower facilities as required.

11.4.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Radiologist

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Radiologist
3.	**Qualification & Experience**	**:**	M.B;B.S. and FCPS (if person possessing FCPS is not available then MCPS or other equivalent qualification recognized by PMDC)
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

In-charge of the Radiological Unit. The extent of the work is to provide best possible radiological services through administrative control and technical expertise in the field.

11. Duties / Responsibilities

11.1 Curative / Clinical

11.1.1 Ensures proper use of the X-Ray films observing strict economy.

11.1.2 Ensures that staff maintains accounts accurately and up to date.

11.1.3 Issues instructions to the wards about the preparation of the patients for the various radiological investigations.

11.1.4 Supervises and conducts specialized techniques and procedures as required by the Specialist in charge of the case.

11.1.5 Supervises the work of the radiographers and guides them in the technical matters to avoid wastage of films & inconvenience to patients.

11.1.6 Conducts the screening of patients himself, if available.

11.1.7 Writes the reports of all the X-Ray, CT Scan, MRI films taken and ultrasound done on the same day or by the next morning and arranges to deliver the films of the indoor patients to wards under proper acknowledgement.

11.1.8 Ensures compliance of SOP's particularly on Infection Control, Waste Management and protection from radiation in the Department. Understands and observes health and safety precautions/instructions issued by PAEC for self and others protection.

11.1.9 Ensures that Emergency Tray containing all lifesaving drugs and instruments in pre sterilized disposable / sterilized condition remain available at all times and are at hand specially when procedures are being undertaken.

11.1.10 Remains vigilant about the types of various contrast media being used for various tests regarding safety from reactions.

11.1.11 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis.

11.1.12 Performs procedures for investigations purposes e.g. fluoroscopy.

11.1.13 Ensures delivery of all reports / findings to the concerned units within stipulated time.

11.2 Preventive / Promotive

11.2.1 Wears Dosimeters issued by PAEC during duty.

11.2.2 Ensures compliance of SOP's particularly on Infection Control and Waste Management in the OPD, Medical Wards and ICU's.

11.2.3 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.4 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.3 Teaching / Supervision

11.3.1 Trains Medical, Nursing and Paramedical Staff as per Departmental/ Specialty requirements/ Protocols and work instructions.

11.4 General

11.4.1 Remains on call after working hours.

11.4.2 Ensures timely submission of statistical report of his unit.

11.4.3 Checks the punctuality of the staff attached to his section.

11.4.4 Checks the cleanliness and up keep of the unit.

11.4.5 Ensures the preparation and implementation of the duty roster for his unit.

11.4.6 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.4.7 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.4.8 Ensures the preparation and implementation of the duty roster for his unit.

11.4.9 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.4.10 Checks that the subordinate staff performs their duties as per JD's, SOP's & SMP's.

11.4.11 Writes Objective Performance Evaluation Reports of subordinate staff.

11.4.12 Performs outreach duties to lower facilities as required.

11.4.13 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Blood Transfusion Officer

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Blood Transfusion Officer
3.	**Qualification & Experience**	**:**	M.B;B.S. or equivalent qualification registered with PMDC
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

As in charge of Blood Bank is responsible for the collection and proper maintenance of adequate stock of blood and blood products for safe transfusions.

11. Duties / Responsibilities

11.1 Technical

11.1.1 Ensures that the technical procedures are carried out in accordance with SOPs and SMPs for screening (HIV, Hepatitis B & C), grouping, bleeding and storage of blood and blood products.

11.1.2 Bleeds the donors with utmost care to ensure the safety and health of the blood donors.

11.1.3 Ensures that only properly cross matched, fresh blood (not expired) is delivered for transfusion.

11.1.4 Renders assistance to the ward staff in solving problems on transfusion when asked for.

11.1.5 Ensures proper maintenance of the equipment of blood bank for round the clock functionality.

11.1.6 Ensures that kits and other testing resources are safe & nothing is misused.

11.1.7 Keeps a close watch on the available blood stocks, so that the bank is always in a position to successfully meet the emergency needs within the limits of its resources.

11.1.8 Makes all efforts to ensure that the blood is not mishandled during transit from the blood bank or in the wards up to the stage that the transfusion starts.

11.1.9 Checks that entries in the stock book are up to date and other blood bank records are properly maintained.

11.2 Preventive / Promotive

11.2.1 Ensure that blood is taken only from those sources which have good reputation.

11.2.2 Educates about use of healthy blood for transfusion.

11.3 General

11.3.1 As in charge is responsible for general upkeep & tidiness of the section.

11.3.2 Ensures an efficient, prompt and round the clock service from the blood bank.

11.3.3 Ensures the preparation and implementation of the duty roster for his unit.

11.3.4 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.3.5 Raises the indents of the requirements of the blood bank in time i.e. blood testing sera, screening kits, blood bags, disposable syringes, gloves, reagents and other related items.

11.3.6 Supervises and guides the technical personnel engaged in the blood bank.

11.3.7 Performs outreach duties to lower facilities as required.

11.3.8 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Senior Medical/ Women Medical Officer (SMO/ SWMO)

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	SMO / SWMO
3.	**Qualification & Experience**	**:**	M.B;B.S. or equivalent qualification recognized by PMDC
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Promotion/ Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

Performs indoor and out-door clinical duties in the hospital and any administrative assignment given by the MS from time to time.

11. Duties / Responsibilities

11.1 Administrative

11.1.1 Any administrative duties assigned by the M.S. from time to time.

11.2 Clinical

11.2.1 Performs indoor and outdoor clinical duties according to job descriptions of indoor/ outdoor Medical / Women Medical Officers.

11.2.2 Complies service deliverance as provided in Minimum Service Delivery Standards (MSDS), SOPs specially on IC & WM and SMPs.

12. Signature of the incumbent :

(I have read and accept the job description)

Casualty Medical Officer (CMO)

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	CMO
3.	**Qualification & Experience**	**:**	M.B;B.S. or equivalent qualification registered by PMDC
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Incharge A & E

10. Job Summary

Performs shift duties in the Accident & Emergency Unit, treats patients reporting with emergencies and if needed refers them to different units. Also performs Medico legal work.

11. Duties / Responsibilities

11.1 Curative / Clinical

11.1.1 Examines the patients directly reporting in the A & E in detail and records brief history, findings and probable diagnosis and treatment with date, time, signs and affixes name stamp.

11.1.2 Undertakes all life saving measures e.g. CPR with full protocol.

11.1.3 Orders and records the investigations.

11.1.4 Prescribes medicines to be taken at home in case it is considered that the consultation of specialist is not required.

11.1.5 Discusses urgent matters relating to patient's management with specialists on telephone and acts accordingly.

11.1.6 Refers the patients to other specialists & facilities as per policy.

11.1.7 Admits the patients as decided by the specialists.

11.1.8 Ensures the availability of life saving drugs and that the emergency tray is always ready.

11.1.9 Attends Medico Legal Cases according to SOPs on the subject.

11.1.10 Records duty performed, in the appropriate forms and registers provided.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's and SMPs.

11.2.2 Ensures that instruments/equipment being used in examinations and procedures is properly sterilized.

11.2.3 Ensures that all staff participating in the procedures is physically well protected by wearing of proper dress i.e. gowns, masks, caps, gloves and shoes.

11.3 General

11.3.1 Checks the punctuality of the staff attached to his section.

11.3.2 Checks the cleanliness and up keep of the unit.

11.3.3 Ensures that responsible staff regularly upkeeps & maintains electro-medical equipment of the unit to ensure their functionality at all the time.

11.3.4 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.3.5 Ensures the preparation and implementation of the duty roster for his unit.

11.3.6 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time for the unit.

11.3.7 Writes Objective Performance Evaluation Reports of subordinate staff.

11.3.8 Performs any other professional assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

MO/WMO-Medicine-Out Door

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	MO/WMO
3.	**Qualification & Experience**	**:**	M.B;B.S. or equivalent registered with PMDC
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Concerned Specialist

10. Job Summary

Conducts OPD, examines the patients, prescribes the treatments and refers the patient to Specialist if needed.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Examines the patients directly reporting in the OPD in detail and records brief history, findings and probable diagnosis and treatment with date, time, signs and affixes name stamp.

11.1.2 Advises the investigations if required.

11.1.3 Prescribes medicines to be taken at home.

11.1.4 Explains the patients about the use and effects of prescribed drugs.

11.1.5 Refers the patients to the physician or other specialists as the case may be.

11.1.6 Takes history of patients referred by other specialists and ensures that such patients are seen by the physician.

11.1.7 Admits the patients on advice of the Specialist.

11.1.8 Undertakes all life saving measures if needed e.g. CPR with full protocol.

11.1.9 Records duties performed in the appropriate forms and registers provided.

11.1.10 Admits the serious patients in the absence of the Specialist and informs.

11.2 Preventive / Promotive

11.2.1 Remains aware of preventive programs launched from time to time by government or through donor funded programs and guides the patients accordingly.

11.2.2 Provides guidance and advice on good nutritional practices including use of major micro nutrients for all age groups especially mothers.

11.2.3 Delivers health promotional messages to the patients by Inter Personal Communication (IPC), Visual Displays in the Facility e.g. charts/photos.

11.3 Rehabilitative

11.3.1 Provides Psychological, Social and Nutritional rehabilitation.

11.3.2 Refers cases for physiotherapy which are considered clinically essential.

11.4 General

11.4.1 Remains available in the OPD for routine duties as per notified time schedule.

11.4.2 Ensures smooth functioning of the Medical OPD.

11.4.3 Checks cleanliness and general maintenance of work area by the staff.

11.4.4 Observes that staff performs their job in accordance with the job description.

11.4.5 Checks that Medical/Surgical and other store items needed in the OPD are managed/dispensed with as per SOPs by the respective staff.

11.4.6 Ensures that record of all activities of his OPD is maintained.

11.4.7 Supervises all the members of staff placed under him.

11.4.8 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

MO/WMO-Medicine-In Door

1.	**Job Code #**	:	
2.	**Job Title**	:	MO/WMO
3.	**Qualification & Experience**	:	M.B;B.S. registered with PMDC
4.	**BPS**	:	17
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	Concerned Specialist

10. Job Summary

Works on shift duty and manages patients admitted in the wards by carrying out the orders / advice of the Specialist and by taking appropriate measures for managing the in-patients.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Examines the admitted patients in detail including history, makes provisional diagnosis, starts treatment and advice for relevant investigation.

11.1.2 Records complete history and other relevant details of the patient in the patient's chart with date, time, signs and affixes name stamp.

11.1.3 Takes complete round of the ward to talk to patients, relatives and examines all admitted patients in detail at least once during tenure of duty and writes follow up details with date, time, signs and affixes name stamp.

11.1.4 Conducts round of the ward/s with the specialists and apprises the condition of the patients and notes down their directions regarding management.

11.1.5 Discusses urgent matters relating to patient's management with specialists on telephone to save time.

11.1.6 Explains the patients about the use and effects of prescribed drugs.

11.1.7 Sends written requests to other specialists if their consultation is required and also informs them on telephone to facilitate the process.

11.1.8 Orders the instructions regarding investigations and ensures that they are recorded, sent to the lab. / radiology department and reports received and recorded by the staff / charge nurses as per SOPs.

11.1.9 Records the investigation results on the patients record files.

11.1.10 Performs procedures like vein section & passing of chest tube.

11.1.11 Assists the specialist in performing more specialized procedures.

11.1.12 Starts administration of Blood as Per SOPs and remains available to handle any emergency.

11.1.13 Ensures that contents of emergency tray are available at hand as per checklist.

11.1.14 Undertakes all life saving measures e.g. CPR with full protocol.

11.1.15 Helps the Nursing Staff in resolving their difficulties during management of patients e.g. difficulty in setting up an IV line.

11.1.16 Plans/arranges discharge of the patients on their improving after a standard length of treatment and clearance from the Specialist.

11.1.17 Writes the discharge summary and treatment to be taken at home and follow-up as asked by the physician.

11.1.18 Records duties performed in the appropriate forms and registers provided.

11.2 Preventive / Promotive

11.2.1 Remains aware of preventive programs launched from time to time by government or through donor funded programs and guides the patients accordingly.

11.2.2 Provides guidance and advice on good nutritional practices including use of major micro nutrients for all age groups especially mothers.

11.2.3 Delivers health promotional messages to the patients by Inter Personal Communication (IPC), Visual Displays in the Facility e.g. charts/photos.

11.3 Rehabilitative

11.3.1 Facilitates rehabilitation by providing advice to patients keeping in view their Physiotherapy, Psychiatric, Psychological, Social and Nutritional needs in such a way that Rehabilitative activities can be done at one's own as far as possible. Refers only those cases for physiotherapy which are considered clinically essential.

11.4 General

11.4.1 Remains available during duty hours for his routine duties as per notified time schedule.

11.4.2 Ensures smooth functioning of the ward assigned to him.

11.4.3 Checks cleanliness and general maintenance of ward by the staff.

11.4.4 Observes and supervises the ward staff in the performance of their jobs in accordance with the job description and achieves targets set for them.

11.4.5 Ensures the availability of Medical/ Minor Surgical and other store items needed in the ward.

11.4.6 Any other professional duty assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

MO/WMO Surgical-Out Door

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	MO/WMO
3.	**Qualification & Experience**	**:**	M.B;B.S. or equivalent registered with PMDC
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Concerned Specialist

10. Job Summary

Conducts surgical OPD, examines the patients, prescribes the treatments and refers the patient to the Specialist if needed.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Examines the patients directly reporting in the OPD in detail and records brief history, findings and probable diagnosis and treatment with date, time, signs and affixes name stamp.

11.1.2 Advises the investigations if required.

11.1.3 Prescribes medicines to be taken at home.

11.1.4 Explains the patients about the use and effects of prescribed drugs.

11.1.5 Refers the patients to the surgeon or other specialists as the case may be.

11.1.6 Takes history of patients referred by other specialists and ensures that such patients are seen by the surgeon.

11.1.7 Admits the patients on advice of the Specialist.

11.1.8 Undertakes all life saving measures if needed e.g. CPR with full protocol.

11.1.9 Records duties performed in the appropriate forms and registers provided.

11.1.10 Admits the serious patients in the absence of the Specialist and informs.

11.2 Preventive / Promotive

11.2.1 Remains aware of preventive programs launched from time to time by government or through donor funded programs and guides the patients accordingly.

11.2.2 Provides guidance and advice on good nutritional practices including use of major micro nutrients for all age groups especially mothers.

11.2.3 Delivers health promotional messages to the patients by Inter Personal Communication (IPC), Visual Displays in the Facility e.g. charts/photos.

11.3 Rehabilitative

11.3.1 Provides Psychological, Social and Nutritional rehabilitation.

11.3.2 Refers cases for physiotherapy which are considered clinically essential.

11.4 General

11.4.1 Remains available in the OPD for routine duties as per notified time schedule.

11.4.2 Ensures smooth functioning of the OPD.

11.4.3 Checks cleanliness and general maintenance of work area by the staff.

11.4.4 Observes that staff performs their job in accordance with the job description.

11.4.5 Checks that Medical/Surgical and other store items needed in the OPD are managed/dispensed with as per SOPs by the respective staff.

11.4.6 Ensures that record of all activities of his OPD is maintained.

11.4.7 Any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

MO/WMO-Surgical In Door

1.	**Job Code #**	:	
2.	**Job Title**	:	MO/WMO
3.	**Qualification & Experience**	:	M.B;B.S. registered with PMDC
4.	**BPS**	:	17
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	Surgeon

10. Job Summary

Works on shift duty and manages patients admitted in the wards by carrying out the orders / advice of the Specialist and by taking other appropriate measures for managing the in-patients.

11. Duties / Responsibilities

11.1 Curative / Clinical

11.1.1 Examines the admitted patients in detail including history, makes provisional diagnosis, starts treatment and advice for relevant investigation.

11.1.2 Records complete history and other relevant details of the patient in the patient's chart with date, time, signs and affixes name stamp.

11.1.3 Takes complete round of the ward to talk to patients, relatives and examines all admitted patients in detail at least once during tenure of duty and writes follow up details with date, time, signs and affixes name stamp.

11.1.4 Conducts round of the ward/s with the specialists and appraises the condition of the patients and notes down their directions regarding management.

11.1.5 Explains the patients about the use and effects of prescribed drugs.

11.1.6 Discusses urgent matters relating to patient's management with specialists on telephone to save time.

11.1.7 Sends written requests to other specialists if their consultation is required and also informs them on telephone to facilitate the process.

11.1.8 Orders the instructions regarding investigations and ensures that they are recorded, sent to the lab. / radiology department and reports received and recorded by the staff / charge nurses as per SOPs.

11.1.9 Records the investigation results on the patients record files.

11.1.10 Performs procedures like vein section & passing of chest tube.

11.1.11 Assists the specialist in performing more specialized procedures/surgery.

11.1.12 Writes preoperative orders and gets the patients assessed by the Anesthetist one night before the operation plan.

11.1.13 Finalizes OT List after clearance of concerned patients by the Anesthetist as above and sends this list to OT through proper channel.

11.1.14 After inclusion of patient's name in the OT List, instructs the patient / attendants the pre-operative measures to be taken as per SOP.

11.1.15 Ensures that blood bag received by the staff nurse has the same group and cross matched with that of the patient for whom it was requested.

11.1.16 Blood will be transfused in his / her supervision.

11.1.17 Undertakes all life saving measures e.g. CPR with full protocol.

11.1.18 Performs dressings of wounds when specially directed by the surgeon or when considers fit to do so by him/herself.

11.1.19 Applies/removes plasters on fractures.

11.1.20 Guides the Nursing Staff in resolving their difficulties during management of patients e.g. difficulty in setting up an IV line.

11.1.21 Plans/arranges discharge of the patients on their improving after a standard length of treatment and clearance from the specialist.

11.1.22 Writes the discharge summary and treatment to be taken at home and follow-up notes as prescribed by the specialist.

11.1.23 Records duties performed in the appropriate forms and registers provided.

11.2 Preventive / Promotive

11.2.1 Remains aware of preventive programs launched from time to time by government or through donor funded programs and guides the patients accordingly.

11.2.2 Provides guidance and advice on good nutritional practices including use of major micro nutrients for all age groups especially mothers.

11.2.3 Delivers health promotional messages to the patients by Inter Personal Communication (IPC), Visual Displays in the Facility e.g. charts/photos.

11.3 Rehabilitative

11.3.1 Facilitates rehabilitation by providing advice to patients keeping in view their Physiotherapy, Psychiatric, Psychological, Social and Nutritional needs in such a way that rehabilitative activities can be done at one's own as far as possible. Refers only those cases for physiotherapy which are considered clinically essential.

11.4 General

11.4.1 Remains available during duty hours for his routine duties as per notified time schedule.

11.4.2 Ensures smooth functioning of the ward assigned to him.

11.4.3 Checks cleanliness and general maintenance of ward by the staff.

11.4.4 Observes and supervises the ward staff in the performance of their jobs in accordance with the job description and achieves targets set for them.

11.4.5 Ensures the availability of Medical / Minor Surgical and other store items needed in the ward.

11.4.6 Ensures that contents of emergency tray are available at hand as per checklist.

11.4.7 Any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

WMO-Gynae-Out Door

1.	**Job Code #**	:	
2.	**Job Title**	:	WMO
3.	**Qualification & Experience**	:	M.B;B.S. or equivalent registered with PMDC
4.	**BPS**	:	17
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	Gynecologist

10. Job Summary

WMO Gynae Out Door organizes and manages the work flow as directed by the Gynecologist and as per SOP's on the subject. Filters patients clinically for consultation by the Gynecologist. Takes appropriate measures including lifesaving / first aid when needed. Performs a variety of tasks involving stitching, dressings etc. Provides advice regarding gynecology and obstetrics to patients in the absence of specialist. A broad degree of flexibility and creativity is expected for treating the patients, getting them consulted with specialist or referred.

11. Duties / Responsibilities

11.1 Curative / Clinical

11.1.1 Examines the patients directly reporting in the Gynae OPD in detail and records brief history, findings and probable diagnosis and treatment with date, time, signs and affixes name stamp.

11.1.2 Disposes the patient seen above in case it is considered that consultation of specialist is not required.

11.1.3 Examines patient and shows to specialist if required.

11.1.4 Takes history of patients referred by other specialists and ensures that such patients are seen by the Gynecologist.

11.1.5 Discusses urgent matters relating to patient's management with specialists on telephone to save time.

11.1.6 Orders the instructions regarding investigations and briefs/advises patient/attendant to get it done.

11.1.7 Refers the patients to other specialists & facilities as approved by the Gynecologist.

11.1.8 Admits the patients as decided by the gynecologist.

11.1.9 Undertakes all life saving measures e.g. CPR with full protocol.

11.1.10 Records duties performed in the appropriate forms and registers provided.

11.2 Preventive / Promotive

11.2.1 Remains aware of preventive programs launched from time to time by government or through donor funded programs and guides the patients accordingly.

11.2.2 Provides guidance and advice on good nutritional practices including use of major micro nutrients for all age groups especially mothers.

11.2.3 Delivers health promotional messages to the patients by Inter Personal Communication (IPC), Visual Displays in the Facility e.g. charts/photos.

11.3 Rehabilitative

11.3.1 Facilitates rehabilitation by providing advice to patients keeping in view their Physiotherapy, Psychiatric, Psychological, Social and Nutritional needs in such a way that rehabilitative activities can be done at one's own as far as possible. Refers only those cases for physiotherapy which are considered clinically essential.

11.4 General

11.4.1 Remains available in the OPD for routine duties as per notified time schedule.

11.4.2 Ensures smooth functioning of the OPD.

11.4.3 Checks cleanliness and general maintenance of work area by the staff.

11.4.4 Observes that staff performs their job in accordance with the job description.

11.4.5 Checks that Medical/Surgical and other store items needed in the OPD are managed/dispensed with as per SOPs by the respective staff.

11.4.6 Ensures that record of all activities of his OPD is maintained.

11.4.7 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

WMO-Gynae In Door

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	MO/WMO
3.	**Qualification & Experience**	**:**	M.B;B.S. or equivalent registered with PMDC
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Gynecologist

10. Job Summary

Works on shift duty and manages patients admitted in the wards by carrying out the advice of the Gynecologist and by taking appropriate measures including lifesaving / first aid measures as and when needed. Has a great responsibility to promptly and effectively ensure, in person, that all orders given by the specialists regarding management of the patients are complied with for early recovery and discharge from the hospital.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Examines the patients immediately and resolves the urgent problems.

11.1.2 Examines in detail and records complete history, examination and management, details with date, time, signs and affixes name stamp.

11.1.3 Takes complete round of the ward to talk to patients, relatives and examines all admitted patients in detail at least once during tenure of duty and writes follow up details with date, time, signs and affixes name stamp.

11.1.4 Conducts round of the ward/s with the Gynecologist and appraises the condition of the patients and notes down their directions regarding management.

11.1.5 Discusses urgent matters relating to patient's management with specialists on telephone to save time.

11.1.6 Sends written requests to other specialists if their consultation is required and also informs them on telephone to facilitate the process.

11.1.7 Orders the instructions regarding investigations and follows up to ensure that staff gets it done as per SOPs.

11.1.8 Records the investigation results on the patients record files.

11.1.9 Performs procedures like vein section & passing of chest tube.

11.1.10 Assists the specialist in performing more specialized procedures/surgery.

11.1.11 Writes preoperative orders and gets the patients assessed by the Anesthetist one night before the operation plan.

11.1.12 Finalizes OT List after clearance of concerned patients by the Anesthetist as above and sends this list to OT through proper channel.

11.1.13 After inclusion of patient's name in the OT List instructs the patient / attendants the pre-operative measures to be taken as per SOP.

11.1.14 Starts administration of Blood as Per SOPs and remains available to handle any emergency.

11.1.15 Undertakes all life saving measures e.g. CPR with full protocol.

11.1.16 Performs dressings of wounds as directed by the gynecologist` or when considers fit to do so by herself.

11.1.17 Assists the Nursing Staff in resolving their difficulties during management of patients e.g. difficulty in setting up an IV line.

11.1.18 Plans/arranges discharge of the patients on their improving after a standard length of treatment and clearance from the specialist.

11.1.19 Writes the discharge summary and treatment to be taken at home and follow-up notes as asked by the specialist.

11.1.20 Records duties performed in the appropriate forms and registers provided.

11.2 Preventive / Promotive

11.2.1 Remains aware of preventive programs launched from time to time by government or through donor funded programs and guides the patients accordingly.

11.2.2 Provides guidance and advice on good nutritional practices including use of major micro nutrients for all age groups especially mothers.

11.2.3 Delivers health promotional messages to the patients by Inter Personal Communication (IPC), Visual Displays in the facility e.g. charts/photos.

11.3 Rehabilitative

11.3.1 Facilitates rehabilitation by providing advice to patients keeping in view their Physiotherapy, Psychiatric, Psychological, Social and Nutritional needs in such a way that rehabilitative activities can be done at one's own as far as possible. Refers only those cases for physiotherapy which are considered clinically essential.

11.4 General

11.4.1 Remains available during duty hours for his routine duties as per notified time schedule.

11.4.2 Ensures smooth functioning of the assigned ward.

11.4.3 Checks cleanliness and general maintenance of ward by the staff.

11.4.4 Observes and supervises the ward staff in the performance of their jobs in accordance with the job description and achieves targets set for them.

11.4.5 Ensures the availability of Medical / Minor Surgical and other store items needed in the ward.

11.4.6 Ensures that contents of emergency tray are available at hand as per checklist.

11.4.7 Any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

MO/WMO-Cardiology

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	MO/WMO
3.	**Qualification & Experience**	**:**	M.B;B.S. or equivalent registered with PMDC
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Cardiologist

10. Job Summary

Conducts OPD, examines the patients, prescribes the treatments and refers the patient to Cardiologist / Specialist if needed.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Examines the patients directly reporting in the OPD in detail and records brief history, findings and probable diagnosis and treatment with date, time, signs and affixes name stamp.

11.1.2 Disposes the patient seen above in case it is considered that consultation of specialist is not required.

11.1.3 Prescribes medicines to be taken at home.

11.1.4 Examines patient and shows to specialist if required.

11.1.5 Takes history of patients referred by other specialists and ensures that such patients are seen by the specialist.

11.1.6 Discusses urgent matters relating to patient's management with specialists on telephone to save time.

11.1.7 Orders the instructions regarding investigations and briefs/advises patient/attendant to get it done.

11.1.8 Refers the patients to other specialists & facilities as approved by the specialist.

11.1.9 Admits the patients as decided by the Cardiologist.

11.1.10 Undertakes all life saving measures e.g. CPR with full protocol.

11.1.11 Records duties performed in the appropriate forms and registers provided.

11.2 Preventive Services

11.2.1 Guides patients & relatives on prevention of cardiac diseases

11.2.2 Remains aware of preventive programs launched from time to time by government or through donor funded project/programs.

11.2.3 Provides guidance & persuades use of major micro nutrients to guard against their deficiency.

11.2.4 Delivers health promotional messages specially on prevention of cardiac diseases to the patients by Inter Personal Communication (IPC), Visual Displays in the facility e.g. charts/photos.

11.2.5 Provides guidance and advice on good nutrition practices for cardiac disease prevention for all age groups.

11.3 General

11.3.1 Remains available in the Cardiology unit for routine duties as per notified time schedule.

11.3.2 Checks cleanliness and general maintenance of work area by the staff.

11.3.3 Observes that staff performs their job in accordance with the job description.

11.3.4 Takes report of duty from all the staff placed under him.

11.3.5 Checks that Medical/Surgical and other store items needed in the unit are managed/dispensed with as per SOPs by the respective staff.

11.3.6 Performs any other duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

MO/WMO-Dialysis

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	MO/WMO
3.	**Qualification & Experience**	**:**	M.B;B.S. or equivalent registered with PMDC
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Nephrologist / Physician

10. Job Summary

Conducts OPD, examines the patients, prescribes the treatments and refers the patient to Nephrologist / Physician / Specialist if needed.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Examines the patients directly reporting in the OPD in detail and records brief history, findings and probable diagnosis and treatment with date, time, signs and affixes name stamp.

11.1.2 Disposes the patient seen above in case it is considered that consultation of specialist is not required.

11.1.3 Examines patient and shows to specialist if required.

11.1.4 Takes history of patients referred by other specialists and ensures that such patients are seen by the specialist.

11.1.5 Discusses urgent matters relating to patient's management with specialists on telephone to save time.

11.1.6 Refers the patients to other specialists & facilities as approved by the specialist.

11.1.7 Admits the patients as decided by the Nephrologist / Physician.

11.1.8 Performs Dialysis under the supervision of Nephrologist / Physician.

11.1.9 Undertakes all life saving measures e.g. CPR with full protocol.

11.1.10 Records duties performed in the appropriate forms and registers provided.

11.2 Preventive Services

11.2.1 Guides patients & relatives on management of kidney diseases.

11.2.2 Remains aware of preventive programs launched from time to time by government or through donor funded project/programs and guides patients / attendants accordingly.

11.2.3 Provides guidance & persuades use of major micro nutrients to guard against their deficiency.

11.3 General

11.3.1 Remains available in the Cardiology unit for routine duties as per notified time schedule.

11.3.2 Checks cleanliness and general maintenance of work area by the staff.

11.3.3 Observes that staff performs their job in accordance with the job description.

11.3.4 Checks that Medical/Surgical and other store items needed in the unit are managed/dispensed with as per SOPs by the respective staff.

11.3.5 Performs any other duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dental Surgeon

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Dental Surgeon
3.	**Qualification & Experience**	**:**	Bachelor in Dental Surgery One year House Job in a recognized unit.
4.	**BPS**	**:**	17/18
5.	**Recruitment**	**:**	Initial / Transfer.
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

Dental Surgeon is In Charge of the Dental Unit. Performs Preventive, Dental Health Promotional, Curative and Rehabilitative functions. Trains/supervises the staff working in his unit.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Attends the dental out-patient department according to the prescribed duty roster.

11.1.2 Makes diagnosis on the dental patients after taking history and conducting complete dental examination including required investigations.

11.1.3 Treats/manages Dental patients through medications & Dental Surgical procedures like extraction, scaling, filling, polishing etc.

11.1.4 Explains the patients about the use and effects of prescribed drugs.

11.1.5 Reviews referrals by MOs/other Specialists and from the lower facilities to establish diagnosis and proper management.

11.1.6 Refers the patients to other specialists within the hospital and/or to higher level facilities if needed.

11.2 Preventive / Promotive

11.2.1 Advises measures to prevent Caries.

11.2.2 Provides nutritional advice including Major Micronutrients to promote oro dental healing and prevention of caries.

11.2.3 Educates clients on how to improve dental health and impact of good dentures on general health through IPC, by displaying such health promotional messages in the Dental OPD.

11.3 Rehabilitative

11.3.1 Facilitates rehabilitation of patients who come back after maxillofacial surgeries by interpreting/emphasizing the specialist's advice to them.

11.4 Teaching / Supervision

11.4.1 Supervises the work and conduct of the staff working in the dental unit and assigns them routine and emergency duties.

11.4.2 Ensures, by imparting training, that the staff working in the dental unit has proper skill and knowledge as required of them.

11.5 Administrative

11.5.1 Ensures that all staff appointed under him performs duties according to Job Descriptions.

11.5.2 Ensures sterilization & cleaning of equipment and instruments as per SOPs.

11.5.3 Ensures that the equipment, machinery, dental chair, instruments, chemicals etc, in the dental unit are in working order and the consumables are timely replenished.

11.5.4 Checks regularly that the stock register, daily expense register, indent books are in order and up-dated.

11.5.5 Ensures that correct entries for cash receipts are made and all such receipts are deposited with the Accounts Office.

11.5.6 Performs outreach duties to lower facilities as required.

11.5.7 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Pharmacist

1. Job Code # :

2. Job Title : Pharmacist

3.	**Qualification & Experience:**		B-Pharmacy
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

Compounds and dispenses medications as prescribed by physicians/ specialists, dentists, or other authorized medical practitioners. Resolves queries from the whole hospital related to Medicines/Pharmaceuticals. The incumbent maintains good working relations with the health care delivery teams and keeps them informed about the latest developments in the field.

11. Duties / Responsibilities

11.1 Pharmacy / Technical

11.1.1 Assesses the identity, strength and purity of medications.

11.1.2 Compound and dispense medications as prescribed by doctors and dentists, by calculating, weighing, measuring, and mixing ingredients, or oversee these activities.

11.1.3 Prepares sterile solutions and infusions for use in surgical procedures, emergency rooms, or patients' homes.

11.1.4 Collaborates with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of drugs and drug regimens, providing advice on drug applications and characteristics.

11.1.5 Procures medical / pharmaceutical supplies, and drugs, maintains stock, and stores it properly as per SOPs.

11.1.6 Plans, implements, and maintains procedures for mixing, packaging, and labeling drugs/pharmaceuticals, according to policy and legal requirements, to ensure quality, security, and proper disposal.

11.2 Preventive / Promotive

11.2.1 Analyzes prescribing trends to avoid over stocking and expiry of drugs in storage or running short of some item/s.

11.2.2 Circulates availability of excess drugs/perishable items within six months of expiry date to other hospitals through MS/Health Department.

11.2.3 Complies strictly SOPs on Infection Control and Waste Management.

11.2.4 Advises clients not to stock medicines in quantities at home to avoid loses due to their expiry and misuse which may endanger life.

11.2.5 Educates people/clients on harmful effects due to excessive medications.

11.2.6 Offers health promotion for example, training people to use devices such as blood pressure or diabetes monitors.

11.2.7 Trains fresh subordinate staff to perform their duties efficiently.

11.2.8 Coaches pharmacy students serving as interns in preparation for their graduation or licensure.

11.2.9 Uses specific supervisory tools i.e. checklists for various jobs to assess the performance of incumbents and to maintain system efficiency.

11.2.10 Shares educational information for other pharmacists, doctors, and/or patients.

11.2.11 Develops drug therapies, such as radiopharmaceuticals or therapies for psychiatric disorders or eye drops.

11.3 General

11.3.1 Manages entire pharmacy operations.

11.3.2 Takes charge of subordinate staff regarding punctuality, dress & discipline etc.

11.3.3 Plans and notifies staff duties, and supervising staff.

11.3.4 Maintains records, such as pharmacy files, patient profiles, charge system files, inventories, control records for radioactive nuclei, and registers of poisons, narcotics, and controlled drugs.

11.3.5 Prepares statistical reports of Pharmacy.

11.3.6 Strictly controls Narcotics and Poisons to avoid medico legal implications.

11.3.7 Conforms to Minimum Service Delivery Standards (MSDS) through Standard Operating Procedures (SOPs).

11.3.8 Performs outreach duties to lower facilities as required.

11.3.9 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Clinical Psychologist

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Clinical Psychologist
3.	**Qualification & Experience:**		M Sc Clinical Psychology
4.	**BPS**	**:**	17/18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

Diagnoses or evaluates mental and emotional disorders of individuals through observation, interview, and psychological tests, and formulates and administers programs of treatment. Clinical Psychologists are needed in many situations where patients having psychosocial problems are to be treated. Generally, Psychologists through their extremely good communication capabilities and sharp analytical powers get into the depths of the problems that such patients are facing and again through their power of communication convince and manage them without prescribing any medicine.

11. Duties / Responsibilities

11.1 Rehabilitative/Curative

11.1.1 Performs and documents an initial examination, evaluating the data to identify problems and determines a diagnosis prior to intervention.

11.1.2 Administers Psychotherapy in sessions.

11.1.3 Evaluates effects of psychotherapy at various stages and plans adjustment in Therapy.

11.1.4 Involves family in psychotherapy procedures to be continued at home.

11.1.5 Record psychotherapy done with response / progress in patient's chart or enter information into computer.

11.1.6 Gradually withdraws psychotherapy when goals or projected outcomes have been attained and provide for appropriate follow-up care or referrals.

11.1.7 Tests and evaluates patient's psychological strength before and after therapy and records data.

11.1.8 Identifies and documents goals, anticipated progress and plans for reevaluation.

11.1.9 Informs the patient when diagnosis reveals findings outside the scope of psychotherapy and refer to an appropriate practitioner.

11.1.10 Plans, prepares and carries out individually designed programs of psychological interventions to maintain, improve or restore psychological dysfunction in patients.

11.2 Preventive / Promotive

11.2.1 Obtains patients' informed consent to proposed interventions.

11.2.2 Provide information to the patient about the proposed intervention, its material risks if any and expected benefits and any reasonable alternatives.

11.2.3 Provides educational information about psychology and psychologists work and how one can save oneself and others from psychological trauma.

11.2.4 Directs group psychological rehabilitation activities.

11.2.5 Participates in community health activities and helps to formulate public policy in this regard.

11.3 Referrals

11.3.1 Reviews physician's referrals and patient's medical records to help determine diagnosis and psychotherapy required.

11.3.2 Refers clients to Health Resources and Services within own hospital and at higher levels.

11.3.3 Conducts initial & refresher training of staff to enable them to start working efficiently / continue efficiently.

11.3.4 Shares educational information for other Psychologists, Doctors, and/or Patients.

11.4 General

11.4.1 Administrative & Technical in charge of Department of Clinical Psychology.
11.4.2 Remains available during working hours for routine/emergency cases & teaching.
11.4.3 Ensures attendance of the subordinate staff.
11.4.4 Checks the punctuality of the staff attached to his section.
11.4.5 Checks the cleanliness and up keep of the Department.
11.4.6 Controls scheduled functioning of various staff.
11.4.7 Ensures regular upkeep & maintenance of departmental electro-medical equipment to ensure their functionality at all the time.
11.4.8 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.
11.4.9 Guides the management for purchase of new equipments / instruments needed from time-to-time for the Department.
11.4.10 Checks and supervises subordinate staff to ensure their performance as per JD's, SOP's & SMP's.
11.4.11 Allocates duties to subordinate staff from within the frame work of particular Job Descriptions.
11.4.12 Uses specific supervisory tools i.e. checklists for various jobs to assess the performance of incumbents and facilities.

11.4.13 Performs outreach duties to lower facilities as required.

12. Signature of the incumbent :

(I have read and accept the job description)

Health Education Officer

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Health Education Officer
3.	**Qualification**	**:**	MSc Health Sciences / Social Sciences
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	MS

10. Job Summary

Responsible for the preparation, production of health education material, collection of health educational material from District Officer Health for distribution to the health facilities and displaying the material in public places. Has an overall responsibility to plan, organize and execute health educational activities from the district level. Through his/her own educational level, training and experience, makes best use of the available resources to disseminate health educational messages.

11. Duties / Responsibilities

11.1 Health Promotional

11.1.1 Organizes health education activities in the allocated area according to District Plan.

11.1.2 Conducts group discussion with different target groups in the community regarding health education.

11.1.3 Conducts Health education training of health staff / field staff and also assists for health education in outreach areas.

11.1.4 Participates in School health education meetings with school teachers, assigned lecturers and in discussion with students for the improvement of their health.

11.1.5 Health education through mass media.

11.1.6 Any other duty assigned from time to time by the officer in charge.

11.2 General

11.2.1 Checks the punctuality of the staff attached to his section.

11.2.2 Controls functioning of various subordinate staff.

11.2.3 Ensures that responsible staff is regular in supply/replenishment of expendable stores.

11.2.4 Provides technical assistance in the management for purchase of new equipments needed from time-to-time.

11.2.5 Checks and supervises subordinate staff to ensure their performance as per JD's & SOP's.

11.2.6 Monitors referrals conducted by the school health and nutrition supervisors to various health care facilities and ensures follow-up.

11.3 Teaching/Training

11.3.1 Conducts initial & refresher training of School Health and Nutrition Supervisors, health care delivery providers and school teachers to enable them to function efficiently.

11.3.2 Shares educational information for other Health education providers.

12. Signature of the incumbent :

(I have read and accept the job description)

Speech Therapist

1.	**Job Code #**	:	
2.	**Job Title**	:	Speech Therapist
3.	**Qualification & Experience**	:	MSc Speech Therapy
4.	**BPS**	:	17
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	MS

10. Job Summary

Speech Therapist is responsible for management of a variety of speech, voice, and language disorders. Works with people, unable to make speech sounds or cannot make them clearly, who stutter, have fluency and rhythm problems, inappropriate pitch, or harsh voice and speech quality problems. The speech therapist sets up a program of speech exercises to reduce the disability, and if necessary, enlists the aid of a psychologist or psychiatrist. Speech therapists keep careful records on the evaluation and progress of patients, often developing and implementing individualized treatment programs based on the input of physicians, psychiatric social workers, and psychologists.

11. Duties / Responsibilities

11.1 Speech Therapy

11.1.1 Takes history of the patients and their family, provides information to the patient about the proposed intervention, its material risks if any, expected benefits and any reasonable alternatives.

11.1.2 Examines and evaluates the disorder and its degree.

11.1.3 Plans, prepares and carries out individually designed programs of speech therapy to maintain, improve or restore auditory functioning, alleviate suffering and prevent dysfunctions.

11.1.4 Monitors the progress, eliminates certain programs, and introduces others that are more effective. Records therapy done with response / progress in patient's chart or enter information into computer.

11.1.5 Works with families on treatment, techniques to use at home and on how to modify behavior that impedes communication.

11.1.6 Empathizes with the emotional strains and stresses that such problems bring, both from the patient's and family member's point of view.

11.1.7 Counsels and supports patients and families on speech disorders and on how to cope with the stress associated with these problems.

11.1.8 Evaluates, fits, and adjusts prosthesis / devices and recommends modifications.

11.1.9 Constructs, maintains and repairs auditory devices.

11.1.10 Performs and documents an initial examination, evaluating the data to identify problems and determines a diagnosis prior to intervention.

11.1.11 Instructs patient and family in treatment procedures to be continued at home.

11.1.12 Discharges patient from physical therapy when goals or projected outcomes have been attained.

11.1.13 Conducts initial & refresher training of staff to enable them to start working efficiently / continue efficiently.

11.1.14 Shares educational information for other Speech Therapists, Doctors, and/or Patients.

11.2 Preventive / Promotive

11.2.1 Provides educational information about speech therapy and speech therapists, prevention of barotraumas.

11.2.2 Directs group rehabilitation activities.

11.3 Referrals

11.3.1 Studies physician's referral and patient's medical records to help determine diagnosis and speech therapy treatment required.

11.3.2 Refers clients to Health Resources and Services within own hospital and to higher levels.

11.4 General

11.4.1 Checks the punctuality of the staff attached to his section.

11.4.2 Ensures regular upkeep & maintenance of related electro-medical equipment to ensure their functionality at all the time.

11.4.3 Ensures that responsible staff is regular in supply/replenishment of expendable stores.

11.4.4 Provides technical assistance to the management for purchase of new equipments / instruments needed from time-to-time.

11.4.5 Checks and controls subordinate staff to ensure their performance as per JD's, SOP's & SMP's.

11.4.6 Performs outreach duties to lower facilities as required.

11.4.7 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

Physiotherapist

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Physiotherapist
3.	**Qualification & Experience:**		BSc Physiotherapy
4.	**BPS**	**:**	17/18
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports To**	**:**	MS

10. Job Summary

As In Charge of the Unit is responsible for its smooth functioning. Assesses, plans, organizes, and participates in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury. Generally, physiotherapists provide a variety of physiotherapy services to individuals who have been injured or physically affected by illness to help them to recover or improve function. Evaluates patient's condition and devises a customized physical rehabilitation and treatment plan to enhance strength, flexibility, range of motion, motor control, and reduce any pain, discomfort and swelling which the patient is experiencing.

11. Duties / Responsibilities

11.1 Rehabilitative

11.1.1 Administers physiotherapy involving application of physical agents, using equipment, moist packs, ultraviolet and infrared lamps, and ultrasound machines.

11.1.2 Evaluates, fits, and adjusts prosthetics and orthotic devices and recommends modification to orthotist.

11.1.3 Constructs, maintains and repairs medical supportive devices.

11.1.4 Performs and documents an initial examination, evaluating the data to identify problems and determines a diagnosis prior to intervention.

11.1.5 Evaluates effects of treatment at various stages and adjust treatments to achieve maximum benefit.

11.1.6 Administers manual exercises, massage and/or traction to help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

11.1.7 Instructs patient and family in treatment procedures to be continued at home.

11.1.8 Confers with the patient, medical practitioners and appropriate others to plan, implement and assess the intervention program.

11.1.9 Records physiotherapy done with response / progress in patient's chart or enter information into computer.

11.1.10 Discharges patient from physical therapy when goals or projected outcomes have been attained and provides for appropriate follow-up care or referrals.

11.1.11 Tests and measures patient's strength, motor development, function, sensory perception, functional capacity, respiratory and circulatory efficiency and records data.

11.1.12 Identifies and documents goals, anticipated progress and plans for reevaluation.

11.1.13 Informs the patient when diagnosis reveals findings outside their scope and refers to an appropriate practitioner.

11.1.14 Plans, prepares and carries out individually designed programs of physical therapy to maintain, improve or restore physical functioning, alleviate pain and prevent physical dysfunction in patients.

11.1.15 Conducts initial & refresher training of staff to enable them to start working efficiently / continue efficiently.

11.2 Preventive / Promotive

11.2.1 Provide information to the patient about the proposed intervention, its material risks if any and expected benefits and any reasonable alternatives.

11.2.2 Provides educational information about physiotherapy and physiotherapists, injury prevention, ergonomics and ways to promote physical health.

11.2.3 Educates Clients about available services in the facilities.

11.2.4 Directs group rehabilitation activities.

11.3 Referrals

11.3.1 Study physician's referral and patient's medical records to help determine diagnosis and physical therapy treatment required.

11.3.2 Refers clients to Health Resources and Services within own hospital and to higher levels.

11.4 General

11.4.1 Administrative & Technical in charge of Physiotherapy Unit.

11.4.2 Remains available during working hours for routine/emergency cases & teaching.

11.4.3 Remains on call after working hours.

11.4.4 Ensures attendance of the subordinate staff.

11.4.5 Checks the punctuality of the staff attached to his section.

11.4.6 Controls scheduled functioning of various subordinate staff.

11.4.7 Checks the cleanliness and up keep of the Physiotherapy Unit.

11.4.8 Ensures regular upkeep & maintenance of departmental electro-medical equipment to ensure their functionality at all the time.

11.4.9 Ensures that responsible staff is regular in supply/replenishment of expendable stores.

11.4.10 Guides the management for purchase of new equipments / instruments needed from time-to-time for Physiotherapy Department.

11.4.11 Checks and controls subordinate staff to ensure their performance as per JD's, SOP's & SMP's.

11.4.12 Directs and supervises supportive personnel, assessing their competence, delegating specific tasks to them and establishing channels of communication. Publishes educational information for other Physiotherapists, Doctors, and/or Patients.

11.4.13 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Nursing Superintendent

1. Job Code :

2. Job Title : Nursing Superintendent

3.	**Qualification & Experience**	:	BSc. / Masters in Nursing Management Registered Nurse + Midwife
4.	**BPS**	:	19
5.	**Recruitment**	:	Transfer / Promotion
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	MS

10. Job Summary

Overall in charge of Nursing Services in the Hospital and accomplishes the same through subordinate nurses and other affiliated staff. Also responsible for Nurses Hostels management and oversees work of the hostel warden. Nursing Superintendent has a wide spectrum of Objectives to be achieved under the bigger goal of efficient and optimally delivered Nursing Services to the patients. These Objectives extend from General Administration, Clinical Nursing Administration, Administration of Nursing Hostels, Training and Nursing Resource Management leading to satisfaction of both external (Patients) and internal clients (Doctors & Consultants). Remains in touch with clinicians and other staff, visits patients in the entire hospital regularly & observes closely the nursing care and ensures that patients are being managed in accordance with specialists instructions. Accompanies MS during hospital rounds. Participates in orientation and training of personnel. Directs ordering of drugs, solutions, and equipment if found deficient in the wards, and ensures maintenance of records on narcotics. Investigates and resolves complaints about, or refers unusual problems to superior.

11. Duties / Responsibilities

11.1 Nursing / Administrative

11.1.1 Responsible for the General Administration, discipline, training and working of the Nursing Staff of the Hospital.

11.1.2 Takes Nurses Roll Call through morning Nursing Supervisors.

11.1.3 Inspects and ensures that they are neatly dressed and speaks to them on matters such as discipline, or any other subject as need may be.

11.1.4 Takes detailed report of nursing activities during night by Night Supervisor.

11.1.5 Conducts Hospital rounds with the MS and at her own.

11.1.6 Visits all seriously ill cases.

11.1.7 Checks the Nursing Care and treatment of cases in general, advises Nurses, regarding special care needed for certain cases.

11.1.8 Checks the cleanliness of hospital.

11.1.9 Guides the Nursing Staff regarding equipment, repairs etc., in their wards.

11.1.10 Spot teaching/guiding to Nurses whenever felt necessary.

11.1.11 Resolves enquiries as regards treatment, Nursing Care etc., of patients from House Staff and if they have any complaint or grievances against nurses.

11.1.12 Checks Nurses Messing Account, Checks Menus and discusses with House Keeper regarding diet, Nurses Home servant's complaints etc. Makes surprise round in the Kitchen occasionally.

11.1.13 Receives reports from Day Supervisors regarding Nursing Care, Nursing Staff and any unusual happening.

11.1.14 Meets Nursing Tutors regarding plans for teaching. Assists in making plans and about their execution. Receives report on student's progress.

11.1.15 Deals with matters such as sickness among nurses, complaints regarding food, servants etc., relatives who will come at any time to get leave for nurses in connection with sickness at home, marriages, deaths at all hours even when off duty etc.

11.1.16 Conducts Night Rounds at least once a week, usually after 12 Mid Night to ensure that proper discipline is maintained at night and that the nursing care is not neglected. Frequent night rounds if necessary.

11.1.17 Assigns duties to all the members of the Nursing Staff.

11.1.18 Plans & assigns the duties of various categories and puts them in places, where considered to be of best use in view of their training & experience.

11.1.19 Reviews/ recommends the plans for the maintenance and up keep of nurses hostels etc.

11.1.20 All the Government stock in the Nurses Hostel of hospital are checked by the Nursing Superintendent to ensure their maintenance as per rules.

11.1.21 Record of all menial staff working in the Nurses Hostel is maintained by her.

11.1.22 All the correspondence with parents and relatives of nurses and all the enquiries about them are dealt by her.

11.1.23 All the queries in connection with nursing staff trained in the hospital are dealt by her.

11.1.24 Responsible for the medical examination of staff working under her and maintaining its record.

11.1.25 Maintains a complete record of all trained staff working in the hospital.

11.1.26 All certificates, reference letters etc, are prepared by her before they are submitted to the MS.

11.1.27 Plans the; duties of each one of her student nurses to ensure that they cover all fields of training as prescribed by the Nursing Syllabus set by the Pakistan Nursing Council.

11.1.28 Prepares a comprehensive duty list every month.

11.1.29 Maintains a record of sickness among nurses.

11.1.30 Maintains record of Nurses posted to different sections of the hospital on confidential reports etc.

11.1.31 Recommends Nursing Staff for higher appointments.

11.1.32 Writes and submits quarterly, half-yearly and yearly reports of Nursing Services and Nursing Education in the hospital.

11.1.33 Prepares plans for training of students who come from other hospitals.

11.1.34 Holds conference with supervisors once a month to discuss & resolve problems etc.

11.1.35 Holds conference with ward sisters at least once a month to discuss & resolve their job related problems.

11.1.36 Holds Nurses Mess Committee Meeting once a month.

11.1.37 Checks accounts pertaining to the messing of Nurses, the security fund of the Nurses and also any other authorized private funds of the Nurses Hostels.

11.1.38 Supervises the work of Nursing Supervisors.

11.1.39 Performs CPR as per protocol if required.

11.1.40 Performs any other professional duty assigned by the MS.

12. Signature of the incumbent :

(I have read and accept the job description)

Deputy Nursing Superintendent

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Deputy Nursing Superintendent
3.	**Qualification & Experience**	**:**	BSc/ Masters in Nursing Management Registered Nurse + Midwife
4.	**BPS**	**:**	18
5.	**Recruitment**	**:**	Promotion / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Nursing Superintendent (NS)

10. Job Summary

Performs her duties in complete harmony with NS and remains in picture about all aspects of Nursing Care, Management, Rules / Regulations, SOPs and all new developments so that she can perform the duties of NS in the absence of permanent incumbent.

11. Duties / Responsibilities

11.1 Assists the Nursing Superintendent in accomplishment of her official routines in the Hospital and Nursing Hostels.

11.2 Acts as NS in her absence.

11.3 Performs any other professional duty as assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Nursing Instructor / Tutor

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Nursing Instructor / Tutor
3.	**Qualification & Experience**	**:**	BSc Nursing Education / MSc in Nursing Education Registered Nurse and Midwife
4.	**BPS**	**:**	17/18
5.	**Recruitment**	**:**	Promotion / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	Nursing School / DHQH
9.	**Reports to**	**:**	Principal / Nursing Superintendent

10. Job Summary

Nursing Tutor is responsible for imparting Training to Nursing Students through classroom lectures and by following up them in the wards / departments to ensure their clinical training in different Nursing subjects. Demonstrates and teaches patient care in classroom and in clinical units to nursing students in a lucid and simple but methodical manner as prescribed by the Nursing Council syllabus. Scope of her work is not limited to simply giving instructions. It rather means that she has to train students to become really good professional nurses who can differentiate clearly in the required/deserved /directed Nursing Care as per SOPs and the one being demanded by the patients/relatives at their own and can professionally communicate well to resolve such issues and deliver professional nursing care which is the actual need of the patient and achieves the client satisfaction.

11. Duties / Responsibilities

11.1 Teaching / Training

11.1.1 Teaches the subject of nursing to the 1st, 2nd and 3rd year Student Nurses.

11.1.2 Takes revision classes of the student nurses in the subjects taught by the doctors (medicine, surgery, anatomy, physiology, etc.)

11.1.3 Clinically demonstrates to the Student Nurses on selected cases in the wards as per time table.

11.1.4 Supervises the work of the student nurses in the wards and ensures that they clearly understand their job and do it carefully and systematically.

11.1.5 Pays particular attention to the temperature charts and ensures that they are complete in all respects and that the particulars of the patients including name, age, sex disease, register no., bed no. and date of admission etc. are brought forward on every new page of temperature chart.

11.1.6 Teaches practically the correct technique of intramuscular injections and impresses upon the importance of proper antiseptic techniques.

11.1.7 Ensures that student nurses are well conversant with the ward routines such as preparing and administration of medicines, intake, out put and pulse respiration charts etc. and that they know the use of the ward equipment.

11.1.8 Checks and signs the daily night report of the nurses to confirm that it is properly written. Any omission or mistake will be explained to the nurse concerned for future guidance.

11.1.9 Tries to infuse a high sense of discipline in student nurses and encourages them to spend ethical personal and professional life.

11.1.10 Conducts regular tests, assess the progress, value the answer scripts of students and generally prepare the students to get good results in the board exams.

11.1.11 Accompanies the students to the different hospitals, to academic excursions, primary health centers and urban centers, monitor their conduct and at the same time impart necessary on-field practical training.

11.1.12 Arranges the different laboratories, oversee the library functioning and prepare the institution for all types of inspections and visits by statutory authorities, represent the school in different forums and offices if required.

11.1.13 Takes the responsibility of the students in hostels as a warden if need be and generally induce and inculcate good mannerisms and uprightness in their lifestyle.

11.1.14 During School functions and other celebrations, tutor is expected to conduct the proceedings in a smooth and efficient manner, and also prepare the students to face the audience.

11.1.15 Prepares course materials such as homework assignments, and handouts.

11.1.16 Collaborates with colleagues to address teaching and research issues.

11.1.17 Advises students on academic and vocational curricula, and on career issues.

11.1.18 Selects and obtains materials and supplies such as textbooks and laboratory equipment.

11.2 General

11.2.1 Ensures that responsible staff maintains equipment, and the relevant stock books.

11.2.2 Keeps the proper account of all the expendable items issued to her from the hospital.

11.2.3 Works under the direct supervision and guidance of the Principal Nursing School and takes directions from / coordinates with Nursing Superintendent regarding Clinical Training.

11.2.4 Exhibits exemplary behavior and strives hard to earn a good name to self and the institution.

11.2.5 Keeps abreast the developments in the field of Nursing by reading current literature, talking with colleagues, and participating in professional conferences.

11.2.6 Maintains records of student's attendance, grades, and other relevant information.

11.2.7 Maintains regularly scheduled office hours in order to advise and assist students.

11.2.8 Participates in student recruitment, registration, and placement activities.

11.2.9 Serves on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.

11.3 Performs any other professional duty as assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Head Nurse

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Head Nurse
3.	**Qualification & Experience**	**:**	BSc in Nursing Registered Nurse + Midwife
4.	**BPS**	**:**	17
5.	**Recruitment**	**:**	Promotion / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	NS

10. Job Summary

10.1 Supervises nursing activities in a variety of settings. She prepares work schedules, assigns duties to nursing staff, and ensures that each member of the nursing team is adequately trained for the jobs on which they are employed. At times she nurses the patients herself. Head nurses have a wider scope of duties and are ultimately responsible for the performance of the nurses of their team. This means that they have to ensure optimum overall ward management and that the nurses under them take care of the patients as per nursing protocols and job descriptions, nursing records are correctly maintained, that report is correctly given at each shift change, and that equipment and other supplies are in stock and serviceable.

11. Duties / Responsibilities

11.1 **Administrative**

11.1.1 Confirms that the morning staff is present on time and the nurse to end the shift is in proper uniform to give **OVER**.

11.1.2 Arranges the relief of absentees if any from within the ward staff and informs the morning and evening supervisor accordingly.

11.1.3 Studies and signs evening and night report and submits to supervisor for onward submission to Nursing Superintendent.

11.1.4 Takes a note of all the pertinent facts.

11.1.5 Take over of the patients from bed to bed with the charge nurse handing & taking over.

11.1.6 Hands over to the evening nurse giving a verbal as well as a written report on the condition of each patient and other pertinent matters.

11.1.7 Responsible for general ward management and assignment of duties to other members of the Nursing staff, student nurses and domestic staff.

11.1.8 Ensures a comfortable, orderly, clean and safe environment for patients.

11.1.9 Responsible for supervising the work of nurses, domestic staff and teach them.

11.1.10 Takes round with head of the department & promptly carries out given orders and reports her observations.

11.1.11 Contributes to the educational programme of nurses and auxiliary staff.

11.1.12 Ensures availability of authorized hospital equipment in meeting the requirement of the patients.

11.1.13 Checks that drugs received by Charge Nurse and other items are in accordance with the hospital policy and recorded.

11.1.14 Checks that Charge Nurse follows policy of the hospital in admitting patient to the wards and also while discharging them.

11.1.15 Checks that the charts of patients are completed soon after admission to the ward.

11.1.16 Responsible to check that all the medicines ordered are administered in time by the nurses and charted in specified form.

11.1.17 Checks that expense book / Empty Vial / Narcotics drugs register is being maintained by the Charge Nurse.

11.1.18 Checks that the emergency trays & equipment remains available as per standard list in functional state to deal with life saving situations routine.

11.1.19 Takes Nurses Hostel Servants Roll Call and ensures that they are hygienically clean & clear to work as food handlers.

11.2 Nursing

11.2.1 Responsible for overall nursing care of the patients through nursing staff.

11.2.2 Attends all the serious cases herself ensuring their care as required.

11.2.3 Takes OVER the charge of duty from the night duty nurse on previous shift by going on bed side of each patient as per SOPs / Standard Check List in such a way that no detail about the nursing & welfare of the patient and ward management is left to ensure further management during period of her duty.

11.2.4 Prepares checklist for handing OVER the charge of duty to next shift nurse.

11.2.5 She visits all the patients under her responsibility at least twice.

11.2.6 Performs duty of charge nurse as per her job description in her absence.

11.2.7 Remains aware of patients condition all the time and maintains an accurate and complete record of nursing observations and care etc.

11.3 Performs any other professional duty as assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Charge Nurse

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Charge Nurse
3.	**Qualification & Experience**	**:**	Registered Nurse and Midwife with Pakistan Nursing Council
4.	**BPS**	**:**	16
5.	**Recruitment**	**:**	Promotion / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Nursing Superintendent / In Charge Ward

10. Job Summary

Responsible to provide nursing care to admitted patients as per nursing disciplines and as advised by the doctors/specialists round the clock in shifts. She accomplishes a wide spectrum of professional nursing of the patients, interaction with relatives, ward staff, doctors administration and ward management activities.

11. Duties / Responsibilities

11.1 Nursing

11.1.1 Takes OVER the charge of shift duty from the nurse on previous shift by going on bed side of each patient as per SOPs / Standard Check List in such a way that no detail about the nursing & welfare of the patient and ward management is left to ensure further management during period of her duty.

11.1.2 Prepares Checklist for handing OVER the charge of duty to next shift nurse.

11.1.3 Ensures that the charts of patients are completed soon after admission to the ward.

11.1.4 She visits all the patients under her responsibility at least twice and seriously ill cases on hourly / as advised by the doctors.

11.1.5 Carries out all the treatments prescribed by the doctors during her shift and also those left over by the previous shift.

11.1.6 Sponges the patients as needed.

11.1.7 Accompanies doctors during rounds and accurately records instructions.

11.1.8 Completes the standard Charting of vital signs regularly.

11.1.9 Ensures that sputum, urine, stool samples are correctly, timely collected and labeled.

11.1.10 Labels and sends blood samples taken by her and specialized samples taken by doctors to laboratory as per SOPs.

11.1.11 Prepares and sends patients for radiological investigations.

11.1.12 Takes care of the oro-dental hygiene of admitted patients.

11.1.13 Carries out pre-operative instructions as per standard checklist and also in line with special instructions given by doctors.

11.1.14 Remains aware of patients condition all the time and maintains an accurate and complete record of nursing observations and care etc.

11.2 Curative

11.2.1 Provides basic emergency e.g. newborn resuscitation, warmth (drying and skin-to-skin contact), eye prophylaxis, clean cord care, early and exclusive breast feeding.

11.2.2 Performs CPR as per protocol.

11.3 Preventive / Promotive

11.3.1 Uses aseptic techniques and manages hospital waste as per SOPs.

11.3.2 Answers the patient's queries and provides information in relation to patient's condition, preventive and health promotional aspects.

11.3.3 Advises pregnant women and lactating mothers on their and the children's nutritional needs & Good Nutrition Practices.

11.3.4 Educates the mothers on accurate methods of preparation and timing of breastfeeding and good weaning practices.

11.4 General

11.4.1 Ensures that consultation calls requested by doctors are recorded & sent to concerned specialists as per call priority.
11.4.2 Ensures that various sample containers remain available in the ward at all times.
11.4.3 Prepares beds and keeps ready for post-op cases.
11.4.4 Ensures that the bed sheets are neat and clean for the patients.
11.4.5 Maintains a list of all ward registers.
11.4.6 Maintains the expense book / Empty Vial drugs register.
11.4.7 Procures supplies and equipment and records appropriately in the registers.
11.4.8 Receives drugs and other items in accordance with the hospital policy and keeps the ledger in order and updated.
11.4.9 Follows policy of the hospital in admitting patient to the wards and also discharging them.
11.4.10 Responsible to ensure that all the medicines ordered are administered in time by the nurses and charted in specified form.
11.4.11 Ensures that Aya / Sanitary Worker has provided bed pans to the patients if required.
11.4.12 Supervises the ward staff in shift, under her.
11.4.13 Any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Radiographer

1.	**Job Code**	:	
2.	**Job Title**	:	Radiographer
3.	**Qualification & Experience**	:	Matric with Diploma in Radiography from PMF
4.	**BPS**	:	6
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	Radiologist

10. Job Summary

Radiographer is in charge of one or more X-Ray units and is responsible for its proper working and maintenance. Radiographer uses X-ray, computerized tomography (CT), angiography, fluoroscopy, ultrasound, magnetic resonance imaging (MRI), and nuclear medicine to produce images of organs and body parts. Assists in the diagnosis of injuries and diseases, and contributes towards establishing treatment plans. Also participates in interventional procedures.

11. Duties / Responsibilities

11.1 Radiography / Technical

11.1.1 Treats the patients politely, answers to their questions patiently and guides them properly.

11.1.2 Uses initiative to prioritize, deliver and time-manage workload effectively and, when required assists senior staff to plan efficient control of work flow patterns within the department.

11.1.3 Assesses patients and interprets clinical requirements to determine appropriate radiographic techniques.

11.1.4 Positions patients safely for examinations and, adapts standard techniques depending on medical/surgical conditions associated with disability, illness or trauma.

11.1.5 Performs a range of radiographic examinations on patients to produce high-quality images.

11.1.6 Deals confidently with difficult situations.

11.1.7 Records imaging identification and patient documentation quickly and accurately and observes protocols to ensure compliance with the Data Protection Rules and Patient's Confidentiality.

11.1.8 Assists radiologist and senior staff in complex radiological examinations.

11.1.9 Stops operating the unit on detection of any abnormality and reports the matter to the Radiologist/Administration. In no case any attempt to locate & rectify the fault is made.

11.1.10 Ensures that the X-Ray films of the patients from wards are sent to the wards as soon as Radiologist has written the report.

11.1.11 Ensures proper cleanliness of the dark rooms.

11.1.12 Thorough washing of the processing tanks at least once a week to ensure proper cleanliness.

11.1.13 Chemicals are not left in the processing tanks after they have deteriorated and lost their potency, and that they are replaced with fresh chemicals promptly.

11.1.14 That a list of cassettes, hangers, and other accessories of the Dark Room is maintained.

11.1.15 Ensures that un-authorized persons do not enter the dark room.

11.2 Preventive

11.2.1 Ensures safe custody of all the accessories of the X-Ray unit of which he is in charge. Keeps the X-Ray rooms locked when not in use. Does not leave the Department unattended during attending a call from indoors and makes a Dresser, Sweeper or Chowkidar to watch the incoming persons, if any.

11.2.2 Understands and observes health and safety precautions/instructions issued by PAEC for self and others protection.

11.2.3 Wears dosimeter during duty.

11.2.4 Ensures that cardiac and respiratory stimulants are at hand, whenever any special investigation with contrast media is being undertaken.

11.3 General

11.3.1 Ensures that the unit is not misused.

11.3.2 Confirms that the unit and the room where it is installed are cleaned at the commencement and the termination of work and additionally if required.

11.3.3 Keeps a check that dry dusting is not done in the rooms where equipment is fitted and on floors. While doors and windows are cleaned with wet dusters or wet cloth.

11.3.4 Ensures that undesirable persons are not allowed to enter X-Ray room. Controls entry of additional persons as attendants as follows:

11.3.5 No attendant or relative of the patient is allowed to enter the X-Ray room along with patient if the patient is male and ambulatory.

11.3.6 One relatives or a female member of hospital staff must accompany the female patient in the X-Ray room, during investigations.

11.3.7 A number of attendants are allowed to help the radiographer in proper, gentle handling and positioning of the bed-ridden patient.

11.3.8 Observes and maintains contact with patients during their waiting, examination and post-examination stay in the department and regulates their

movements in such a way that the patients are not kept waiting unnecessarily and are entertained and disposed off safely as promptly as possible.

11.3.9 That daily account of the X-Ray films expended is kept by making entries in the Stock Book and whenever, film packets are taken out of the stores.

11.3.10 Learns new techniques and technologies as required by professional bodies.

11.3.11 Imparts appropriate training to radiography assistants, students and other staff.

11.3.12 Supervises radiography assistants, students and other staff and ensures their working as per JDs and SOPs.

11.3.13 Writes draft Objective Performance Evaluation Reports of subordinate staff and submits to in charge Radiologist.

11.3.14 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dental Technician

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Dental Technician
3.	**Qualification & Experience**	**:**	FSc Pre-Medical with Diploma as Dental Technician from Punjab Medical Faculty (PMF) One year relevant experience.
4.	**BPS**	**:**	9
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Dental Surgeon In charge

10. Job Summary

10.1 Assists the Dental Surgeon in conduct of his OPD, maintains the Dental Equipment, ensures smooth supply of consumable items by demanding appropriately, timely and keeps the record up to date. Performs procedures independently in the absence of Dental Surgeon as permitted in SOPs. Performs his duties according to the duty roster and SOPs.

11. Duties / Responsibilities

11.1 Curative / Technical

11.1.1 Assists dental surgeon in performing procedures.

11.1.2 Performs various minor and uncomplicated procedures himself under the supervision of dental surgeon.

11.1.3 Conforms to Minimum Service Delivery Standards (MSDS) through Standard Operating Procedures (SOPs) specially on Infection Control & Waste Management and Standardized Medical Protocols (SMP).

11.2 Preventive / Promotive

11.2.1 Sterilizes all the instruments as per SOPs for procedures.

11.2.2 Guides patients for better care of teeth and artificial teeth/crowns.

11.3 General

11.3.1 Maintains stock register of equipment, instruments etc., and keeps OPD register up-to-date.

11.3.2 Prepares annual indent and annual reviews.

11.3.3 Prepares synopsis of work and displays it in the unit prominently.

11.3.4 Ensures that his activities are confined to the knowledge, skill and judgments (competency) within the Protocols.

11.3.5 Reads Standard Operating Procedures (SOPs) and Standardized Medical Protocols related to job and signs at the check sheet as a token of having read the instructions.

11.3.6 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Laboratory Technician

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Laboratory Technician
3.	**Qualification & Experience**	**:**	Matric preferably FSc + Diploma in Lab Tech from PMF or equivalent qualification recognized by PMF One year relevant experience.
4.	**BPS**	**:**	9
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Pathologist

10. Job Summary

Accomplishes duties under the guidance of SMO / SWMO. Draws blood samples, performs laboratory tests available at the facility and provide results to the patients.

11. Duties / Responsibilities

11.1 Technical

11.1.1 Draws / receives samples and Investigation Request Forms from the wards and carefully checks the particulars of the patients on the sample and its requisition.
11.1.2 Performs all tests, available at the facility.
11.1.3 Follows the SOPs to get the accurate results.
11.1.4 Ensures that results of tests requested are provided to the doctors in time.
11.1.5 Prepares and reads slides for TLC/DLC etc. & determines HB%, RBC count, WBC count, bleeding and clotting time, and blood grouping. Conducts urine analysis, blood sugar tests, blood urea tests, stool tests, sputum tests for AFB and blood smears for Malaria.

11.2 General

11.2.1 Ensures that all instruments and equipment are in working order.

11.2.2 Ensures that Chemicals and Reagents are kept in sufficient quantity to meet the laboratory needs.

11.2.3 Maintains the stock register for equipment, instruments, reagents, daily investigation register of blood, urine and stools, fee register and daily expense register.

11.2.4 Ensures delivery of reports to different units / clients.

11.2.5 Supervises duties of Laboratory Assistant.

11.2.6 Maintains orderliness and cleanliness of the allocated unit himself and through relevant staff.

11.2.7 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

Laboratory Technician for Blood Transfusion Services

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Laboratory Technician for Blood Transfusion Services
3.	**Qualification & Experience:**		Matric (FSc) + Diploma in Lab Tech from PMF or equivalent qualification recognized by PMF One year relevant experience.
4.	**BPS**	**:**	9
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Blood Transfusion Officer

10. Job Summary

Responsible to conduct all technical functions of the Blood Transfusion Services under the supervision of Blood Transfusion Officer.

11. Duties / Responsibilities

11.1 Clinical/Technical

11.1.1 Receives blood samples and prescriptions from the A&E, OT, wards and carefully checks the particulars of the patients on the sample and its requisition. Any discrepancy will be brought to the notice of the Blood Transfusion Officer or originator will be contacted. At the time of receipt of the requisition also checks that particulars are legibly written in each case.

11.1.2 Screens the donors and receives only HIV, Hepatitis B & C free blood.

11.1.3 Carries out blood grouping / Cross Matching accurately and consults the Blood Transfusion Officer whenever in doubt.

11.1.4 Labels the samples, blood bottles and the relevant slips with the correct blood group, written in red ink, in block letters, and before issuing any bottle of blood, completely satisfies himself that it is of right group and is being issued for the right patient.

11.1.5 Also writes the accurate time & date at which the fresh blood bag has been prepared / taken out of blood bank and guides the person carrying the blood for its safe and straight carriage to the duty staff Nurse immediately.

11.1.6 Prepares and stores the Pack Cells safely as per SOPs.

11.2 Preventive / Promotive

11.2.1 Ensures use of disposable syringes or properly sterilized instruments if required / as per SOP on Infection Control.

11.2.2 Properly disposes Syringes, needles and other waste as per SOP on WM.

11.2.3 Maintains own working place neat and clean and adopts procedures to repel/eliminate flies, ants and other insects.

11.2.4 Explains the donors that there are no harmful effects on the body of the healthy donor.

11.3 General

11.3.1 Attends the patient/attendant/ward staff politely in a welcoming manner very attentively.

11.3.2 Responsible for the maintenance and up keep of the laboratory equipment and will bring any defect in the notice of the Blood Transfusion Officer immediately.

11.3.3 Maintains the registers and other documents of the blood bank.

11.3.4 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Eye Refractionist

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Eye Refractionist
3.	**Qualification & Experience:**		Matric with Diploma/training certificate from a recognized Institution. in the relevant field & 5 years relevant experience. Higher technical qualification will be preferred.
4.	**BPS**	**:**	6
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Ophthalmologist

10. Job Summary

Assists the Ophthalmologist and other technical support personnel to perform Eye Refraction tests necessary for evaluation of patient‘s visual acuity. Responsible to maintain the Eye OPD Facility under the directions of the In Charge Ophthalmologist. Performs preliminary screening examinations for Consultant’s review e.g. visual acuity, ocular motility tests, color vision tests, pharmacological pupil tests, tonometry, tonography and tensilon tonography tests to determine intraocular pressure and pupil testing for size, equality and reaction prior to dilation.

11. Duties / Responsibilities

11.1 Curative / Technical

11.1.1 Attends walk-in patients, emergency patients, telephone calls from patients and referring physicians to determine appropriate consultant / specialist and priority of appointments.

11.1.2 Measures Acuity of Vision, with and without glasses, for distance and near vision; obtains optical and lensometry measurements to determine lens prescription and correction of acuity problems, records findings on patient chart.

11.1.3 Generally examines the cornea, lens and anterior chamber of the eye using a slit lamp and notes variations from normal.

11.1.4 Obtains topographical measurements of the eye to include corneal diameter and curvature, assists the physicians to fit patients with contact lenses and to evaluate lens fit with a bio-microscope, instructs patients on the proper techniques used in caring for, inserting and wearing contact lenses.

11.1.5 Directs the flow of patients examined by Ophthalmologist, obtains medical and personal data for patient charts.

11.2 Preventive / Promotive

11.2.1 Understands and observes health and safety precautions/instructions provided by Original Equipment Manufacturer (OEM) for Self and Patients.

11.2.2 Ensures that equipment is regularly checked for accuracy and any faults are reported.

11.2.3 Calibrates/gets calibrated and maintains all instruments used e.g. bio-microscopes, lensometer, keratometer, tangent screen, slit lamp and tonometers.

11.2.4 Participates in the development of patient care plans.

11.2.5 Ensures that cardiac and respiratory stimulants are available in the Resuscitation Trolley and are at hand during the examination.

11.2.6 Provides literature regarding care, protection of eyes from diseases and guides them how to appreciate a problem and what to do.

11.3 General

11.3.1 Does not leave the Department unattended during attending a call from indoors and makes a Dresser, Sweeper or Chowkidar to watch the incoming persons, if any.

11.3.2 Ensures that Equipment remains protected with dust proof covers when not in use and that dry dusting is not done in the rooms, walls, doors and on floors where equipment is placed.

11.3.3 Ensures that the equipment is not misused/mishandled by unauthorized persons. Also Ensures that undesirable persons are not allowed to enter Examination Room.

11.3.4 Allows one attendant or relative of the patient to enter the examination room along with patient if the patient is male and ambulatory.

11.3.5 One relative or a female member of hospital staff must accompany the female patient in the Examination Room.

11.3.6 Observes and maintains contact with patients during their waiting, examination and post-examination stay in the department and regulates their movements in such a way that the patients are not kept waiting unnecessarily and are entertained and disposed off safely as promptly as possible.

11.3.7 Maintains daily account of the examinations in the register.

11.3.8 Schedules patients for examination, assists in clerical functions.

11.3.9 Charges for services and supplies according to rules.

11.3.10 Provides for the psychological and physical needs of patients during the examination.

11.3.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Ophthalmic Technician

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Ophthalmic Technician
3.	**Qualification & Experience:**		Matric with Diploma/training certificate from a recognized Institution in the relevant field & 5 years relevant experience. Higher technical qualification will be preferred.
4.	**BPS**	**:**	08/09
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Ophthalmologist

10. Job Summary

Assists the Ophthalmologist and other technical support personnel to perform diagnostic tests necessary for evaluation of patient‘s eye problems. Responsible to maintain the Eye OPD Facility under the directions of the Ophthalmologist. Capable to perform preliminary screening examinations for Consultant’s review e.g. central and peripheral visual field tests, ocular motility tests, color vision tests, pharmacological pupil tests, tonometry, tonography and tensilon tonography tests to determine intraocular pressure and pupil testing for size, equality and reaction prior to dilation.

11. Duties / Responsibilities

11.1 Technical/Curative

11.1.1 Measures Acuity of Vision, with and without glasses, for distance and near vision, obtains optical and lensometry measurements to determine lens prescription and correct acuity problems, record findings on patient chart.

11.1.2 Directs the flow of patients examined by Ophthalmologist, obtains medical and personal data for patient charts, checks patients for conditions excluding ocular examination, arranges for laboratory and other tests, ophthalmic photography, outpatient studies and patient admissions and surgery as directed by the Ophthalmologist.

11.1.3 Administers Electro-retinogram, Electro-oculogram tests and specular microscopy examinations to patients.

11.1.4 Sterilizes and sets up instruments for ophthalmic surgical procedures, assist with minor office surgery, laser treatments and operating room surgery as required.

11.1.5 Assists the Ophthalmologist in the preparation of routine microbiological specimens and in various research studies.

11.1.6 Generally examines the cornea, lens and anterior chamber of the eye using a slit lamp and notes variations from normal.

11.1.7 Obtains topographical measurements of the eye to include corneal diameter and curvature, assists the physicians to fit patients with contact lenses and to evaluate lens fit with a bio-microscope, instructs patients on the proper techniques used in caring for, inserting and wearing contact lenses.

11.2 Preventive / Promotive

11.2.1 Understands and observes health and safety precautions/instructions provided by Original Equipment Manufacturer (OEM) for Self and Patients.

11.2.2 Ensures that equipment is regularly checked for accuracy and any faults are reported.

11.2.3 Calibrates/gets calibrated and maintains all instruments used e.g. bio-microscopes, lensometer, keratometer, tangent screen, slit lamp and tonometers.

11.2.4 Participates in the development of patient care plans.

11.2.5 Ensures that cardiac and respiratory stimulants are available in the Resuscitation Trolley and are at hand during the examination.

11.2.6 Provides literature regarding care, protection of eyes from diseases and guides them how to appreciate a problem and what to do.

11.3 General

11.3.1 Does not leave the Department unattended during attending a call from indoors and makes a Dresser, Sweeper or Chowkidar to watch the incoming persons, if any.

11.3.2 Ensures that Equipment remains protected with dust proof covers when not in use and that dry dusting is not done in the rooms, walls, doors and on floors where equipment is placed.

11.3.3 Ensures that the equipment is not misused/mishandled by unauthorized persons. Also Ensures that undesirable persons are not allowed to enter Examination Room.

11.3.4 Allows one attendant or relative of the patient to enter the examination room along with patient if the patient is male and ambulatory.

11.3.5 One relative or a female member of hospital staff must accompany the female patient in the Examination Room.

11.3.6 Observes and maintains contact with patients during their waiting, examination and post-examination stay in the department and regulates their movements in such a way that the patients are not kept waiting unnecessarily and are entertained and disposed off safely as promptly as possible.

11.3.7 Maintains daily account of the examinations in the register.

11.3.8 Schedules patients for examination, assist with clerical functions.

11.3.9 Charges for services and supplies according to rules.

11.3.10 Provides for the psychological and physical needs of patients during the examination.

11.3.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

E.C.G. Technician

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	E.C.G. Technician
3.	**Qualification & Experience**	**:**	FSc Pre Medical with Diploma/Certificate of Training from any recognized institution
4.	**BPS**	**:**	9
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	In Charge Section

10. Job Summary

Conducts ECG of the patients and maintains the ECG Room & Equipment and Records the ECG tracings as advised by the doctors and as per SOPs.

11. Duties / Responsibilities

11.1 Clinical / Technical

11.1.1 Receives the patients and records the particulars in register.

11.1.2 Explains the patient about the procedure and prepares patients for ECG as per SOP.

11.1.3 Takes the required ECG readings.

11.1.4 Labels the ECG lead tracings and the patients particulars if not automatically printed on the tracing before handing over/showing to the specialist/MO.

11.1.5 Complies instructions on Infection Control & Waste Management.

11.2 General

11.2.1 Maintains the ECG room and ensures that machine(s) are in working order.

11.2.2 Maintains the record of ECG done.

11.2.3 Deposits receipts of cash for ECG done in the Accounts Office.

11.2.4 Maintains expense book including maintenance of stores, stocks etc.

11.2.5 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent **:** (I have read and accept the job description)

ETT Technician

1.	**Job Code #**	:	
2.	**Job Title**	:	ETT (Exercise Tolerance Test) Technician
3.	**Qualification & Experience:**		Matric with Diploma/training certificate from a recognized Institution in the relevant field & 5 years relevant experience. Higher technical qualification will be preferred.
4.	**BPS**	:	09
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports To**	:	In Charge Section

10. Job Summary

Performs a variety of complex, specialized, and technical tasks associated with the operation of Exercise Tolerance Test Machine (ETT Machine) including the conduct of test and care of equipment. Assists the Cardiologist in smooth functioning of the unit. Scope of work of ETT Tech is limited to Technical Instructions regarding the equipment and the following Job Description.

11. Duties / Responsibilities

11.1 Technical

11.1.1 Uses initiative to prioritize, deliver and time-manage workload effectively and, when required assists senior staff to plan efficient control of work flow patterns within the department.

11.1.2 The technician checks blood pressure & records it, attaches electrocardiogram electrodes to chest and arms, and performs a resting ECG.

11.1.3 Sets machine's testing mode as directed by the Cardiologist and after explaining the patient, starts the machine i.e. Treadmill/stationary bike as the case may be.

11.1.4 Asks patient to slowly start walking or riding. At 2 or 3 minute intervals, increases the speed and elevation or resistance to make the exercise more strenuous. The technician closely monitors the ECG, Blood Pressure, and symptoms to assess the status of the heart.

11.1.5 Asks the patient to exercise until exhausted or the target heart rate is achieved.

11.1.6 Conducts the test to final limits i.e. till achieving the target heart rate if there are no complaints / complications.

11.1.7 Reports to Cardiologist immediately about any discomfort, dizziness, lightheadedness, pounding in patient's chest, extreme shortness of breath, or other symptoms. THE TEST MAY BE STOPPED EARLY if patient complains of excessive fatigue, pain, shortness of breath, or any symptoms that suggest heart problems, or IF THE TECHNICIAN OBSERVES SIGNIFICANT CHANGES IN THE ECG. After exercising is complete, blood pressure, heart rate, and ECG monitoring continues until levels return to normal.

11.1.8 Treats the patients politely, answers to their questions patiently and guides them properly.

11.1.9 Records test identification and patient documentation quickly and accurately and observes protocols to ensure compliance with the Data Protection Rules and Patient's Confidentiality.

11.1.10 Stops operating the unit on detection of any abnormality in its functioning and reports the matter to the Cardiologist/Administration and calls in the technical support. In no case any attempt to locate & rectify the fault is made.

11.1.11 Ensures that the films of the patients from wards are sent to the wards as soon as Radiologist has written the report.

11.2 Preventive

11.2.1 Ensures safe custody of all the accessories of the unit. Keeps the ETT Room locked when not in use.

11.2.2 Does not leave the Department unattended during attending a call from indoors and makes a Dresser, Sweeper or Chowkidar to watch the incoming persons, if any.

11.2.3 Understands and observes health and safety precautions/instructions issued by the manufacturer of equipment for self and others protection.

11.2.4 Ensures that equipment is regularly checked for accuracy and any faults are reported.

11.2.5 Ensures that First Aid / Emergency Tray & its contents as per Departmental Checklist are at hand.

11.2.6 Ensures compliance of SOPs/Protocols on Infection Control & Waste Management.

11.3 General

11.3.1 Confirms that the unit and the room where it is installed are cleaned at the commencement and the termination of work and additionally if required.

11.3.2 Keeps a check that dry dusting is not done in the rooms and on floors where equipment is fitted. While doors and windows are cleaned with moist dusters or moist cloth.

11.3.3 Ensures that the unit is not misused.

11.3.4 Ensures that undesirable persons are not allowed to enter ETT Room.

11.3.5 No attendant or relative of the patient is allowed to enter the ETT room along with patient if the patient is male and ambulatory.

11.3.6 One relative or a female member of hospital staff must accompany the female patient in the ETT room, during investigations.

11.3.7 Observes and maintains contact with patients during their waiting, examination and post-examination stay in the department and regulates their movements in such a way that the patients are not kept waiting unnecessarily and are entertained and disposed off safely as promptly as possible.

11.3.8 That daily account of the expendables e.g. ECG/ETT recording paper and electrodes is kept by making entries in the Stock Book.

11.3.9 Schedules patients for procedures, assists in clerical functions.

11.3.10 Charges for ETT and expendables according to rules.

11.3.11 Provides for the psychological and physical needs of patients for ETT Scan procedures.

11.3.12 Performs other related duties incidental to the work therein.

11.3.13 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Echo Technician

1.	**Job Code #**	:	
2.	**Job Title**	:	Echo Technician
3.	**Qualification & Experience**	:	Matric with Diploma in Radiography and relevant training
4.	**BPS**	:	9
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	In charge Section

10. Job Summary

Echo cardiographer is responsible for the maintenance of echo machines / echo rooms under the supervision of the In Charge MO. Assists radiologist in performing vascular and echocardiography ultrasound examinations.

11. Duties / Responsibilities

11.1 Technical

11.1.1 Treats the patients politely, answers to their questions patiently and guides them properly.

11.1.2 Uses initiative to prioritize, deliver and time-manage workload effectively and, when required assists senior staff to plan efficient control of work flow patterns within the department.

11.1.3 Positions patients safely for examinations and, adapts standard techniques depending on medical / surgical conditions associated with disability, illness or trauma.

11.1.4 Assists in performance of a range of Echo examinations on patients to produce high-quality images by the in charge.

11.1.5 Deals confidently with difficult situations.

11.1.6 Records imaging identification and patient documentation quickly, accurately and observes protocols to ensure compliance with the Data Protection Rules and Patient's Confidentiality.

11.1.7 Stops operating the unit on detection of any abnormality and reports the matter to the Cardiologist/Radiologist/Administration. In no case any attempt to locate & rectify the fault is made.

11.1.8 Ensures that the reports of the patients from wards are sent to the wards as soon as report has been written.

11.2 Preventive

11.2.1 Ensures safe custody of all the accessories of the unit of which he is in charge. Keeps the rooms locked when not in use.

11.2.2 Does not leave the Department unattended during attending a call from indoors and makes a Dresser, Sweeper or Chowkidar to watch the incoming persons, if any.

11.2.3 Understands and observes health and safety precautions/instructions issued by OEM for self and others protection.

11.2.4 Ensures that equipment is regularly checked for malfunctions and any faults are reported.

11.2.5 Ensures that First Aid / Emergency Tray & its contents as per Departmental Checklist are at hand.

11.2.6 Ensures compliance of SOPs/Protocols on Infection Control & Waste Management.

11.3 General

11.3.1 Ensures that the unit is not misused.

11.3.2 Ensures the privacy of the patient.

11.3.3 Confirms that the unit and the room where it is installed are cleaned at the commencement and the termination of work and additionally if required.

11.3.4 Keeps a check that dry dusting is not done in the rooms where equipment is fitted and on floors. While floors, doors and windows are cleaned with moist cloth.

11.3.5 Observes and maintains contact with patients during their waiting, examination and post-examination stay in the department and regulates their movements in such a way that the patients are not kept waiting unnecessarily and are entertained and disposed off safely as promptly as possible.

11.3.6 That daily account of the disposables e.g. recording paper, elctrodes is kept by making entries in the Stock Book.

11.3.7 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

CT Scan Technician

1.	**Job Code #**	:	
2.	**Job Title**	:	CT Scan Technician
3.	**Qualification & Experience**	:	Matric with Diploma/training certificate from a recognized Institution in the relevant field & 5 years relevant experience. Higher technical qualification will be preferred.
4.	**BPS**	:	09
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	Radiologist

10. Job Summary

Assists the Radiologist in smooth functioning of the Unit. Performs a variety of complex, specialized, and technical tasks associated with the operation of Computerized Tomography Scan (CT Scan) under the supervision of Radiologist. Utilizes CT Scan to produce cross-sectional images of patients' internal organs and tissues for the diagnosis of medical/surgical conditions. Interprets a physician's scanning instructions, administer contrast materials, prepares and operates the CT scan equipment and position the patient to capture the appropriate images.

11. Duties / Responsibilities

11.1 Technical

11.1.1 Uses initiative to prioritize, deliver and time-manage workload effectively and, when required assists senior staff to plan efficient control of work flow patterns within the department.

11.1.2 Assesses patients and interprets clinical requirements to determine appropriate CT Scan strengths.

11.1.3 Positions patients safely for examinations and, adapts standard techniques depending on medical/surgical conditions associated with disability, illness or trauma.

11.1.4 Performs a range of radiographic examinations on patients to produce high-quality images under the supervision of Radiologist.

11.1.5 Deals confidently with difficult situations.

11.1.6 Records imaging identification and patient documentation quickly and accurately and observes protocols to ensure compliance with the Data Protection Rules and Patient's Confidentiality.

11.1.7 Assists radiologist and senior staff in complex radiological examinations.

11.1.8 Stops operating the unit on detection of any abnormality and reports the matter to the Radiologist/Administration. In no case any attempt to locate & rectify the fault is made.

11.1.9 Ensures that the films of the patients from wards are sent to the wards as soon as Radiologist has written the report.

11.1.10 Treats the patients politely, answers to their questions patiently and guides them properly.

11.1.11 While working in the Dark rooms /rooms where auto processors are placed, he ensures:

11.1.11.1 Proper cleanliness of the dark rooms.

11.1.11.2 Proper maintenance of Auto Processor as per Company recommendation.

11.2 Preventive

11.2.1 Ensures safe custody of all the accessories of the unit of which he is in charge. Keeps the CT Scan Rooms locked when not in use.

11.2.2 Does not leave the unit unattended during attending a call from indoors and makes a Dresser, Sweeper or Chowkidar to watch the incoming persons, if any.

11.2.3 Understands and observes health and safety precautions/instructions issued by PAEC for self and others protection.

11.2.4 Ensures that equipment is regularly checked for accuracy and any faults are reported.

11.2.5 Ensures that cardiac and respiratory stimulants are at hand, whenever any special investigation with contrast media is being undertaken.

11.2.6 Wears dosimeter during duty hours.

11.3 General

11.3.1 Ensures that the unit is not misused.

11.3.2 Confirms that the unit and the room where it is installed are cleaned at the commencement and the termination of work and additionally if required.

11.3.3 Keeps a check that dry dusting is not done in the rooms and on floors where equipment is fitted. While doors and windows are cleaned with wet dusters or wet cloth.

11.3.4 No attendant or relative of the patient is allowed to enter the CT Scan Room along with patient if the patient is male and ambulatory.

11.3.5 One relatives or a female member of hospital staff must accompany the female patient in the CT Scan Room, during investigations.

11.3.6 A number of attendants are allowed to help the Technician in proper, gentle handling and positioning of the bed-ridden patient.

11.3.7 Observes and maintains contact with patients during their waiting, examination and post-examination stay in the department and regulates their movements in such a way that the patients are not kept waiting unnecessarily and are entertained and disposed off safely as promptly as possible.

11.3.8 That daily account of the films expended is kept by making entries in the Stock Book and whenever, film packets are taken out of the stores.

11.3.9 Schedules patients for procedures, assists with clerical functions.

11.3.10 Performs complex tasks associated with the operation of CT Scan and related equipment to produce special radiographic images of specific body parts. Positions patients for CT Scan using immobilization and protective equipment as required.

11.3.11 Screens patients for CT Scan safety prior to procedure performance.

11.3.12 Assists radiologist in the performance of procedures. Starts I.V.s, administers contrast media as directed and per protocol.

11.3.13 Evaluate CT Scans for technical quality, collate processed images and sequence of exposure and label appropriately.

11.3.14 Charge CT Scan procedures and supplies according to rules.

11.3.15 Load and operate power injectors for contrast media administration.

11.3.16 Provide for the psychological and physical needs of patients for CT Scan procedures.

11.3.17 Performs other related duties incidental to the work therein.

11.3.18 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dialysis Technician

1.	**Job Code #**	:	
2.	**Job Title**	:	Dialysis Technician
3.	**Qualification & Experience:**		Matric with Diploma/training certificate from a recognized Institution in the relevant field & 5 years relevant experience. Higher technical qualification will be preferred.
4.	**BPS**	:	08/09
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	In charge Section

10. Job Summary

Responsible to maintain the facility under the directions of the In Charge and provide Dialysis Services to patients as directed by the Nephrologist / Physician. Patients needing Dialysis are usually chronically ill and need regular/frequent dialysis. Needs and feelings of such patients are therefore to kept in mind while managing them. Therefore the work of Dialysis Technician is not limited to dialyze the patients by operating/maintaining function of the dialysis machines but to professionally communicate with them to keep their hopes alive.

11. Duties / Responsibilities

11.1 Technical

11.1.1 Prepares patient for and monitor patient during the dialysis treatment.

11.1.2 Accurately collects document, and reports data (i.e. vital signs, weights). Observes the patients and appropriately reports changes in patient's condition to the Staff Nurse/MO.

11.1.3 Recognizes and acts according SOPs to signs and symptoms of the onset of complications of dialysis if any and discontinues treatment as per policy if patient's body shows severe reaction and calls Consultant/Medical Officer Dialysis for Help.

11.1.4 Treats the patients politely, answers to their questions patiently and guides them properly.

11.1.5 Uses initiative to prioritize, deliver and time-manage workload effectively and, when required, assists senior staff to plan efficient control of work flow patterns within the department.

11.1.6 Positions patients safely for dialysis and, adapts standard techniques depending on medical/surgical conditions associated with disability, illness or trauma.

11.1.7 Deals confidently with difficult situations.

11.1.8 Records identification and patient documentation quickly and accurately and observes protocols to ensure compliance with the Data Protection Rules and Patient's Confidentiality.

11.1.9 Stops operating the unit on detection of any abnormality and reports the matter to the Nephrologist / Administration. In no case any attempt to locate & rectify the fault is made.

11.2 Preventive

11.2.1 Ensures safe custody of all the accessories of the dialysis unit/s of which he is in charge. Keeps the Dialysis Rooms locked when not in use.

11.2.2 Understands and observes health and safety precautions/instructions provided by manufacturer for Self and Patients.

11.2.3 Ensures that equipment is regularly checked for accuracy and any faults are reported.

11.2.4 Participates in the development of patient care plans.

11.2.5 Ensures that cardiac and respiratory stimulants are available in the resuscitation trolley and are at hand during the dialysis.

11.3 General

11.3.1 Does not leave the Department unattended during attending a call from indoors and makes a Dresser, Sweeper or Chowkidar to watch the incoming persons, if any.

11.3.2 Ensures that the equipment is not misused/mishandled.

11.3.3 Ensures that the Dialysis Machines and the room where it is installed are regularly cleaned as ICUs are cleaned.

11.3.4 Ensures regular/periodical maintenance of water treatment plant.

11.3.5 Ensures that dry dusting is not done in the rooms, walls, doors and on floors where equipment is placed.

11.3.6 One attendant or relative of the patient may be allowed to enter the Dialysis room along with patient if the patient is male and ambulatory.

11.3.7 One relatives or a female member of hospital staff must accompany the female patient in the Dialysis room, during dialysis.

11.3.8 A number of attendants are allowed to help the Technician in proper, gentle handling and positioning of the bed-ridden patient.

11.3.9 Observes and maintains contact with patients during their waiting, examination and post-examination stay in the department and regulates their movements in such a way that the patients are not kept waiting unnecessarily and are entertained and disposed off safely as promptly as possible.

11.3.10 Keeps daily account of the Dialysis.

11.3.11 Schedules patients for procedures, assist in clerical functions.

11.3.12 Checks patient's documents regarding HIV status prior to dialysis and dialyzes any patient suffering from HIV on the separate machine kept for such patients.

11.3.13 Charge for services and supplies according to rules.

11.3.14 Provides for the psychological and physical needs of patients during the Dialysis.

11.3.15 Performs other related duties incidental to the work therein.

11.3.16 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dispenser

1.	**Job Code #**	:	
2.	**Job Title**	:	Dispenser
3.	**Qualification & Experience**	:	Matric with Science and Recognized Certificate in Dispensing
4.	**BPS**	:	6
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	In Charge Stores

10. Job Summary

Provides services both in out-patient as well as in-patient departments. Responsible for issuing medicines to the patients according to the prescription using standard pharmacological procedures, guide patients about the use of dispensed drugs. Prepares mixtures, lotions, suspensions, ointments, powders liniments etc.

11. Duties / Responsibilities

11.1 Dispensing of medicines

Dispenses the prescribed drugs and medicines to the patients according to the prescription and furnishes sufficient information to the patient on use of the dispensed drugs.

11.2 Preventive / Promotive

11.2.1 Ensure sterilization of instruments as per SOP.

11.2.2 Proper disposal of syringes, needles, sharps and other wastes as per SOP on HCWM.

11.2.3 Maintains working place neat and clean.

11.2.4 Describes use and care of medicines to ensure proper utilization & reduce their loss.

11.3 General

11.3.1 Regularly maintains all registers as per rules.

11.3.2 Maintains the medicines and other store items as per SOPs.

11.3.3 Performs any other professional duty as assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

Operation Theatre Assistant

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Operation Theatre Assistant
3.	**Qualification & Experience:**		Matric with Diploma/training certificate from a recognized Institution in the relevant field & 5 years relevant experience. Higher technical qualification will be preferred.
4.	**BPS**	**:**	06
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Surgeon In Charge

10. Job Summary

The job of OTA is maintenance of theater, preparation, sterilization and provision of OT instruments for surgical procedures, maintenance of OT equipment. Assistance to surgeon, anesthetist and OT nurse during surgical procedures and maintenance of OT records is also included in his job.

11. Duties / Responsibilities

11.1 Clinical/ Technical

11.1.1 Maintains the instruments / equipment in the allocated operation theatre in full working order.

11.1.2 Makes sure that the sterilizers, etc. are always in a serviceable condition and in case of any defect, immediately reports the matter to the in charge of the theatre for remedial actions. markers,

11.1.3 Undertakes all the sterilization work in the theatre and ensures that all the instruments, trays, bottles, etc. are thoroughly cleaned and sterilized.

11.1.4 Keeps the markers in the packs being sterilized to confirm sterilization of the items kept in the centre of the packs.

11.1.5 Prepares the trolleys for various operations and ensures that all the instruments likely to be needed for the particular operation are available on the trolleys as per check list.

11.1.6 Prepares patients for operation.

11.1.7 Guides the ward attendants in INWARD & OUTWARD movement of the patients making sure that outer trolley does not come into the theater and the trolley from inside the theatre does not go out i.e. the patient is shifted over to the outer trolley over the barrier line.

11.1.8 Renders necessary help in the operation as required by the doctors including anesthetists or the nurse.

11.1.9 Maintains expense book / Empty Vial / Narcotics Register of articles related to operation theatre.

11.1.10 Maintains account of theatre charges (if any) and deposits it in the accounts office.

11.1.11 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dental Assistant

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Dental Assistant
3.	**Qualification & Experience:**		Matric with Diploma/training certificate from a recognized Institution in the relevant field & 5 years relevant experience. Higher technical qualification will be preferred.
4.	**BPS**	**:**	06
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Dental Surgeon In Charge

10. Job Summary

Works under the supervision and guidance of the Dental Surgeon In charge and assists in providing the Dental Care smoothly. Maintains the Dental Surgery equipment and supplies in an aseptic environment. Having direct access to equipment/facilities and the patient, needs to have a great degree of self discipline and does not cross the limits of patient handling in provision of Dental Care. A well trained, disciplined, Dental Assistant is expected to earn a good name for the institution and for himself by not only in assisting in running the Dental Surgery smoothly but also by providing Dental Care him/herself strictly as per SOPs.

11. Duties / Responsibilities

11.1 Technical/Curative

11.1.1 Maintains the instruments / equipment in the allocated Dental Surgery in full working order.

11.1.2 Makes sure that the sterilizers, etc. are always in a serviceable condition and in case of any defect, immediately reports the matter to the in charge Dental Surgeon for remedial actions.

11.1.3 Undertakes all the sterilization work in the Surgery and ensures that all the instruments, trays, plates, spatulas, bottles, glasses etc. are thoroughly cleaned and sterilized.

11.1.4 Keeps the markers in the packs being sterilized to confirm sterilization of the items kept in the centre of the packs.

11.1.5 Prepares the dental chair/trolleys for various procedures and ensures that all the instruments likely to be needed for the particular operation are available on the trays as per check list.

11.1.6 Assists/helps in INWARD & OUTWARD movement of the patients.

11.1.7 Prepares patients for dental surgery.

11.1.8 Renders necessary help in the operation as required by the Surgeons.

11.1.9 Performs instrument counts in an accurate manner.

11.1.10 Assumes responsibility for self and ensures that the policies, procedures and safety practices of the Dental Surgery and Hospital are upheld/reinforced.

11.1.11 Anticipates the needs of the Dental Surgeon specially during the surgery and responds quickly.

11.1.12 Performs other duties and responsibilities as required.

11.2 Preventive

11.2.1 Controls entry of unauthorized personnel into Surgery.

11.2.2 Allows entry into Surgery of only authorized/permitted and properly dressed entrants.

11.2.3 Ensures availability of caps & masks for use of surgeons.

11.2.4 Strictly observes SOPs/Policies on infection control and waste management.

11.2.5 Educates the clients on principles of good oral dental hygiene and guides them how to achieve/maintain it.

11.3 General

11.3.1 Maintains Expense Book, Register of Articles related to Dental Surgery

11.3.2 Maintains account of Dental Surgery charges (if any) and deposits it in the accounts office.

11.3.3 Takes calls and rotational shifts as required under the direction of In Charge.

11.3.4 Performs any other professional duties assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Laboratory Assistant

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Laboratory Assistant
3.	**Qualification & Experience**	**:**	Matric + Diploma for Lab. Assistant by PMF
4.	**BPS**	**:**	5
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Incharge Laboratory

10. Job Summary

Performs relevant Technical and Maintenance functions of the laboratory according to the duty roster, resources available and needs of the facility and the clientele.

11. Duties / Responsibilities

11.1 Clinical/Technical

11.1.1 Receives samples and Investigation Request Forms from the wards/clients and carefully checks the particulars of the patients on the sample and its requisition. Reports any discrepancy to the Laboratory In Charge.

11.1.2 Ensures that entries in register/s are made correctly and regularly as soon as sample is received.

11.1.3 Labels the samples taken himself, and the relevant chits correctly, written in red ink, in block letters.

11.1.4 Follows the test protocols to get the results accurately.

11.1.5 Ensures that entries in different registers are made correctly and regularly after conducting various tests.

11.1.6 Ensures delivery of reports to different units / clients.

11.1.7 Assists the Laboratory Technician in maintaining the stock register for equipment, instruments, reagents, daily investigation register of blood, urine and stools, fee register and daily expense register.

11.1.8 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dresser

1.	**Job Code #**	:	
2.	**Job Title**	:	Dresser
3.	**Qualification & Experience**	:	Matric with Science + Diploma in Dispenser or Pharmacy Assistant Course from PMF or equivalent. Minimum one year experience, after qualification as Dispenser.
4.	**BPS**	:	6
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	In Charge Section

10. Job Summary

Provides services both in out-patient as well as in-patient departments as Dresser. Maintains all the required items for dressing of the patients and applies dressings to the patients. Accomplishes duties according to the guidance of Doctors / Specialists / SOPs.

11. Duties / Responsibilities

11.1 Dresser / Technical:

11.1.1 Applies dressings to the patients as advised / as considered appropriate as per protocols to control the bleeding and promote healing.

11.1.2 He is responsible for the efficient dressing of the patients.

11.1.3 Prepares and keeps the dressing trolley in order and ready for emergency.

11.1.4 Prepares the dressing drums for autoclaving at the central autoclave unit.

11.1.5 Carries out dressing of the patients with simple injuries and assists in or carries out dressing of serious injuries under the guidance of medical attendant/officer.

11.1.6 Indents linen/dressing material required for dressing and maintains the ledgers/stock accordingly.

11.1.7 Performs the duties in accordance with the duty roster and follows the SOPs.

11.1.8 Deals with basic surgical emergency as per SOPs.

11.1.9 Regularly maintains all the relevant registers.

11.2 Preventive / Promotive

11.2.1 Ensures proper sterilization of instruments and dressing material as per SOP on Infection Control.

11.2.2 Ensures proper disposal of syringes, needles and other waste as per SOP on WM.

11.2.3 Use and care of the dressing to ensure proper utilization & reduce their loss.

11.2.4 Provides guidance regarding hygienic practices.

11.2.5 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Operation Theatre Attendant

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Operation Theatre Attendant
3.	**Qualification & Experience**	**:**	Matric
4.	**BPS**	**:**	3
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	In Charge OT

10. Job Summary

Assists the senior staff in handling the patients, equipment and supplies in the theatre.

11. Duties / Responsibilities

11.1 General

11.1.1 Works under the supervision and guidance of the Sister / Staff Nurse In charge of the Theatre.

11.1.2 Undertakes all the work in the theatre and thoroughly cleans all used instruments, trays, bottles, etc. before sterilization.

11.1.3 Helps in packing instruments as per standards for various surgeries under the supervision of OT Assistant.

11.1.4 Counts, gets recorded and carries the Instrument Packs to CSSD for sterilization and hands over to CSSD staff duly recorded.

11.1.5 Brings in sterilized instruments from CSSD after counting the packs and hands over to OT Assistant/In Charge Nurse.

11.1.6 Brings in the linen and other supplies from outside.

11.1.7 Receives the patient from pre op ward and carries into the theatre for operation.

11.1.8 Transfers the patient from stretcher to OT table with the help of other OT Attendants/OT Assistants and vice versa after operation.

11.1.9 Performs any other professional duties assigned by the in charge.

12. Signature of the incumbent **:** (I have read and accept the job description)

Lady Health Visitor

1.	**Job Code #**	**:**	
2.	**Job Title**	**:**	Lady Health Visitor
3.	**Qualification & Experience**	**:**	Two years Diploma in LHV Course registered with PNC
4.	**BPS**	**:**	9
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**		
8.	**Jurisdiction**	**:**	Notified Catchment Area
9.	**Reports to**	**:**	Gynecologist

10. Job Summary

Promotes Community Health by working with individuals and families for the welfare of mother and children through static and out-reach domiciliary MCH services. Provides antenatal, natal, postnatal care and family planning services to the mothers. Her job also extends to the care of infants and pre-school children including EPI, ARI, Nutrition, growth monitoring, and health education for awareness and motivation.

11. Duties / Responsibilities

11.1 Preventive / Promotive

11.1.1 Provides Ante Natal Care:-

11.1.1.1 By trying to keep herself aware of every expectant mother in her catchment area and visit mothers if required.

11.1.1.2 By advising mothers on preparation for delivery, choice of a skilled attendant at delivery and signs/symptoms of the onset of labor.

11.1.1.3 By detecting complications during pregnancy, especially danger signs of pregnancy and to arrange their timely referral if required.

11.1.1.4 By ensuring 2 doses of TT immunization to every expectant mother.

11.1.1.5 Maintaining adequate health record of expectant mothers according to the standing instructions.

11.1.1.6 Advises pregnant and lactating mothers on their and the children's nutritional needs.

11.1.1.7 Assesses nutritional status of pregnant women and lactating mothers through hemoglobin estimation and other anthropometric measures (weight, growth etc).

11.1.1.8 Advises micronutrients Iron, Iodine, Vitamin A, Folic acid and Vitamin D if required.

11.1.1.9 Educates the mothers on accurate methods of preparation and timing of breastfeeding and good weaning practices.

11.1.1.10 Distributes the food supplements from WFP among eligible mothers.

11.1.2 Provides Post Natal Care:-

11.1.2.1 By visiting at least once to each mother with first postnatal week in case of reported complicated delivery and within first month for the remainder.

11.1.2.2 Arranges immediate referral in the event of any post-natal complication.

11.1.2.3 Advises the mothers on the care of their health and that of the infant.

11.1.2.4 Advises mothers on optimum birth spacing.

11.1.2.5 Provides advice to mothers in the post natal period for enabling them to resume normal daily routines at the earliest.

11.1.3 Care of the Infant:-

11.1.3.1 Advises LHWs, TBAs and Midwives on infant care during field visits of the catchment area.

11.1.3.2 Ensures the entry in birth register of all births in the catchment area and assesses each infant for growth and umbilical cord condition at the post natal visit.

11.1.3.3 Supervises the health of infant and nursing mother by making visits on monthly basis.

11.1.3.4 Monitors nutrition, growth & identifies any deviation from normal health standard and arranges the referrals of the clients coming to the health facility.

11.1.3.5 Makes efforts that all infants are vaccinated against six communicable diseases under EPI programme, promote use of ORS in diarrhoeal diseases and advice on ARI management.

11.1.3.6 Maintains health record of all the infants visiting the health facility as per standing instructions to have regular follow-up .

11.1.4 Care of the Pre-school Child:-

11.1.4.1 Advises LHWs, TBAs and Midwives on child care during field visits of the catchment area.

11.1.4.2 Monitors the weight of the children up to the age of 3 years and fills up MCH Card of the clients coming to the health facility.

11.1.5 Creates awareness & demand for;

11.1.5.1 Immunization

11.1.5.2 Prenatal, Natal and Postnatal care

11.1.5.3 Hygienic / sanitation Practices

11.1.5.4 Prevention of STIs/RTIs, AIDS, Hepatitis etc.

11.1.5.5 Development / adaptation of healthy life style behaviors e.g. healthy nutritional habits, exercise etc.

11.1.6 Advises mothers on family planning as one of the prime duties. She carries out this by conducting sessions with them in the facility and individually.

11.1.7 Advises appropriate family planning methods and provides non surgical FP Services.

11.1.8 Maintains a record of family planning clients on a prescribed family planning register.

11.2 Curative

11.2.1 Provides Basic Emergency Obstetric & Neonatal Care (EmONC) as under;

11.2.1.1 Manually removes placenta & retained products.

11.2.1.2 Ensures availability of oxytocic drugs, parentral antibiotics and anticonvulsants.

11.2.1.3 Basic newborn resuscitation, warmth (drying and skin-to-skin contact), eye prophylaxis, clean cord care, early and exclusive breast feeding.

11.2.2 Refers patients to Gynecologist DHQH for management.

11.3 Training of Dais, TBAs.

11.3.1 Conducts initial and refresher training of Dais, TBAs if asked / arranged by the District Health Department.

11.3.2 Maintains training records.

11.4 Reports and Returns

11.4.1 Maintains the following registers;

11.4.1.1 Mother health register

11.4.1.2 Child health register

11.4.1.3 Birth register

11.4.1.4 Vaccination register of the EPI Static Centre in the absence of the Vaccinator.

11.4.1.5 Completes the MCH portion of the monthly DHIS / HMIS report.

11.5 General

11.5.1 Maintains record of all activities / stocks and reports as per SOPs.

11.5.2 Coordinates with vaccinator in management of vaccine store at the health facility.

11.5.3 Supervises the sub-ordinate personnel.

11.5.4 Creates an informal system of interaction and communication with TBAs.

11.5.5 Supervises the conduct of at least one confinement each year for each trained Dai and TBA and additional confinements wherever required.

11.5.6 Maintains register of Dais, TBAs working in the area.

11.5.7 Displays list of names and addresses of trained Dais, TBAs and LHWs in the health facility.

11.5.8 Keeps record of her field visits in the area.

11.5.9 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent : (I have read and accept the job description)

Mid Wife

1.	**Job Code #**	:	
2.	**Job Title**	:	Mid Wife
3.	**Qualification & Experience**	:	One year Diploma in Midwifery registered with PNC
4.	**BPS**	:	5
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	Notified Catchment area
9.	**Reports to**	:	LHV

10. Job Summary

Performs maternity and child welfare work in her area under the supervision of the LHV. Strives towards a goal of conducting 80% of the confinements in her area. She performs duties at DHQH for two days, four days outreach domiciliary Midwifery services and care of the new born. Assists and cooperates with other health workers especially LHV, LHW in their work at the centre and during home visits.

11. Duties / Responsibilities

11.1 Preventive

11.1.1 Makes efforts to contact all expectant mothers in her area and persuades them to come to the centre for examination, advice and assistance by the LHV or Lady Doctor.

11.1.2 Visits antenatal, post-natal cases and newborn babies at home regularly with the LHV.

11.1.3 Brings any prenatal, post-natal or newborn abnormalities to the notice of the LHV and arranges for medical aid.

11.1.4 Helps the pregnant mothers in preparation of delivery at home.

11.1.5 Reports cases of infection or contagious diseases to WMO or LHV.

11.1.6 Makes efforts that all babies born in her area have been immunized and explains the importance of immunization to the people in her area.

11.1.7 Participates in Health Education and family planning services. Guides Parents on EPI, ORT, child spacing, breast feeding, weaning, balanced diet etc.

11.2 Curative

11.2.1 Limited to very simple remedies like painkillers (Paracetamol, Disprin) or First Aid like stopping the bleeding by compression/bandaging and fracture splinting.

11.2.2 Receives / Indents kits, medicines and keeps their record.

11.2.3 Guides patients to seek advice from her senior level if required.

11.2.4 Helps / guides mothers in Post Natal period to return to normal life specially the mother of first child.

11.2.5 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Homoeopathic Doctor

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Homoeopathic Doctor
3.	**Qualification & Experience**	**:**	DHMS from a recognized Institution + Registered with Pakistan Homeopathic Council
4.	**BPS**	**:**	15
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	In charge DHQH

10. Job Summary

Responsible for standard Homeopathic Services in the health facility. Being in charge of the Homeopathic Section ensures smooth functioning by himself & through staff & colleagues. Conducts the Homeopathy OPD on daily basis.

11. Duties / Responsibilities

11.1 Curative / Clinical

11.1.1 Conducts Homeopathy OPD daily.

11.1.2 Takes detailed case history and uses homeopathic remedies to treat a range of medical conditions.

11.1.3 Explains the patients about the use and untoward effects if any of prescribed medicine.

11.1.4 Monitors and evaluates patient progress.

11.1.5 Responds to patient queries and problems, either face to face or over the phone.

11.1.6 Advises on lifestyle issues, such as diet, exercise and mental health.

11.1.7 Refers the patient to other health practitioners, as considered appropriate.

11.1.8 Maintains clinical notes and records for each patient as per SOPs.

11.1.9 Complies service deliverance as per homeopathic SOPs and protocols.

11.2 Preventive / Promotive

11.2.1 Ensures compliance of SOP's particularly on Infection Control and Waste Management with special reference to Vaccination.

11.2.2 Ensures that instruments/equipment being used in examinations etc. is clean / sterilized as per SOPs.

11.2.3 Provides educational information about Common diseases and ways to promote physical health according to Homeopathic disciplines.

11.2.4 Enables / helps clients in adaptation of healthy life style behaviors.

11.3 General

11.3.1 Administrative & Technical in charge of Homeopathy Section and checks the performance of subordinate staff according to JDs, SOPs.

11.3.2 Assign duties and checks punctuality of the staff attached to his section.

11.3.3 Ensures proper recording of purchi fee and OPD register, on regular basis.

11.3.4 Checks the cleanliness and up keep of the Section.

11.3.5 Ensures that responsible staff is regular in supply/replenishment of medicines & stores.

11.3.6 Performs outreach duties to lower facilities as required.

11.3.7 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Homeopathic Dispenser

1.	**Job Code #**	:	
2.	**Job Title**	:	Homeopathic Dispenser
3.	**Qualification & Experience**	:	Diploma in DHMS registered with Pakistan Homeopathic Council
4.	**BPS**	:	6
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	Homoeopathic Doctor

10. Job Summary

Assists Homeopathic Doctor in performance of duties and is responsible to maintain Homeopathic Medical Store in the DHQH. Dispenses homeopathic medicines and maintains record.

11. Duties / Responsibilities

11.1 Dispensing / Curative

11.1.1 Dispenses the prescribed medicines to the patients according to the prescription and furnishes sufficient information to the patient on use of the dispensed drugs.

11.1.2 Administers treatment to the patients with minor diseases, in the absence of Homeopathy Doctor and in case of serious illness refers to the next referral health unit.

11.2 Store Keeper

11.2.1 Maintains the homeopathic medicine store properly and shelves the drugs as required and, in a manner, that their maximum labeled life is maintained.

11.2.2 Ensures safe custody of medicines and adopts measure to prevent pilferage & theft, keeps the medicine stock up to date and the current stock position depicted on appropriately displayed bin cards.

11.2.3 Keeps the stock register up-dated and is responsible to inform, well in time, the in-charge of the health unit about the stock position of drugs, in order to arrange replenishments and to avoid expiry.

11.2.4 Prepares the annual or contingent/emergency indents for supply of drugs and equipment etc.

11.2.5 Receives / collects the deliveries of stock items from the main stores.

11.2.6 Prepares & submits statistical reports about the services rendered by the section under the guidance of Homoeopathic Doctor.

11.2.7 Reports to the Homeopathy Doctor/SMO on any special need/mishandling of drugs.

11.3 Preventive / Promotive

11.3.1 Advises the clients for appropriate vaccination and good hygienic and nutritional practices.

11.3.2 Complies instructions on Infection Control and Waste Management with special reference to Vaccination.

11.3.3 Creation of awareness & demand for services available in the facilities in general and in particular about homeopathy section by informing the clients/guiding them.

11.3.4 Educates the clients about healthy life style.

11.4 General

11.4.1 Performs the duties in accordance with the duty roster and follows the SOPs / SMPs.

11.4.2 Does not leave the premises of his work station during working hours without permission.

11.4.3 At the direction of the facility in-charge, takes care of homeopathic section.

11.4.4 Maintain working place neat and clean.

11.4.5 Complies service deliverance in accordance with relevant SOPs and protocols.

11.4.6 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Hakeem

1.	**Job Code**	**:**	
2.	**Job Title**	**:**	Hakeem / Tabib
3.	**Qualification & Experience :**		Fazl-e-Tibb-o-Jirahat from registered institution and registered with Pakistan Tibbia Council.
4.	**BPS**	**:**	14
5.	**Recruitment**	**:**	Initial / Transfer
6.	**Position Type**	**:**	Full Time
7.	**Dress Code**	**:**	
8.	**Jurisdiction**	**:**	DHQH
9.	**Reports to**	**:**	Incharge DHQH

10. Job Summary

Responsible for standard Tibbi Services in the health facility. Being in charge of the Tibbi Section, ensures its smooth functioning. Conducts TIBBI OPD on daily basis and treats acute & chronic cases.

11. Duties / Responsibilities

11.1 Curative/Clinical

11.1.1 Conducts Tibbi OPD daily.

11.1.2 Takes detailed case history and uses Tibbi/Unani remedies to treat a range of medical conditions.

11.1.3 Explains the patients about the use and untoward effects if any of prescribed medicines.

11.1.4 Monitors and evaluates patient progress.

11.1.5 Responds to patient queries and problems, either face to face or over the phone.

11.1.6 Advises on lifestyle issues, such as diet, exercise and mental health.

11.1.7 Refers the patient to other health practitioners, as considered appropriate.

11.1.8 Maintains clinical notes and records for each patient as per SOPs.

11.1.9 Complies service deliverance as per Tibbi SOPs and protocols.

11.2 Preventive / Promotive

11.2.1 Ensures that instruments being used in examinations etc are properly sterilized.

11.2.2 Explains disease prevention according to principles of Tibb.

11.2.3 Enables clients to adopt healthy life style behaviors.

11.3 General

11.3.1 Administrative & Technical in charge of Tibbi Section and checks the performance of subordinate staff according to JDs, SOPs.

11.3.2 Assign duties and checks punctuality of the staff attached to his section.

11.3.3 Checks the cleanliness and up keep of the Section.

11.3.4 Ensures that responsible staff is regular in supply/replenishment/record of medicines & stores.

11.3.5 Ensures proper recording of purchi fee and OPD register, on regular basis.

11.3.6 Checks and supervises subordinate staff to ensure their performance as per JD's.

11.3.7 Submits report about the activities of the section to the facility in-charge.

11.3.8 Performs outreach duties to lower facilities as required.

11.3.9 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dawasaz

1.	**Job Code**	:	
2.	**Job Title**	:	Dawasaz
3.	**Qualification & Experience**	:	Matric with Science + Diploma / Certificate of Training from a recognized Institution/Shafa Khana.
4.	**BPS**	:	5
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	Hakeem

10. Job Summary

Assists Hakeem in activities relating to promotion of Community Health by discipline of Hikmat/Tibb. Responsible to maintain Mattab, Tibbi Store, make and dispense tibbi formulations as per instruction of Hakeem.

11. Duties / Responsibilities

11.1 Curative

11.1.1 Prepares the dosage of medicines as prescribed and dispenses the drugs / medicines accordingly and furnishes sufficient information to the patient on their use.

11.1.2 Administers already prescribed treatment to the patients when permitted.

11.1.3 In the absence of Hakeem and in case of serious illness refers to the next referral health unit.

11.2 Store Keeper Dawa Khana / General Store

11.2.1 Maintains the Tibbi medicine store properly and shelves the items as required and, in a manner, that their maximum life / efficacy is maintained.

11.2.2 Ensures safe custody of medicines and adopts measure to prevent pilferage & theft, keeps the medicine stock up to date and the current stock position depicted on appropriately displayed bin cards.

11.2.3 Keeps the stock register up-dated and informs, well in time, the in charge of the health unit about the stock position of medicines, in order to arrange replenishments.

11.3 Preventive / Promotive

11.3.1 Proper disposal of waste as per SOP on WM.

11.3.2 Maintains working place neat and clean.

11.3.3 Creation of awareness & demand for services available in the facilities in general and in particular about Tibbi Section by informing the clients/guiding them.

11.3.4 Good hygienic practices.

11.3.5 Adherence to the laid down standards in Tibb.

11.4 General

11.4.1 Does not leave the premises of his work station during working hours without permission.

11.4.2 Maintains working place neat and clean.

11.4.3 Complies service deliverance in accordance with relevant SOPs and protocols.

11.4.4 Supervises the work of Dawakoob.

11.4.5 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Dawakoob

1.	**Job Code**	:	
2.	**Job Title**	:	Dawakoob
3.	**Qualification & Experience**	:	Middle School Certificate + 2 years experience in a registered Shafakhana
4.	**BPS**	:	4
5.	**Recruitment**	:	Initial / Transfer
6.	**Position Type**	:	Full Time
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	Hakeem

10. Job Summary

Assists Dawasaz in activities relating to maintenance of Mattab, Tibbi Dawa Khana and in the preparation/dispensing of medicines.

11. Duties / Responsibilities

11.1 Prepares/ dispenses medicines according to prescription/ instruction.

11.2 Keeps the Tibbi Dawa Khana / Store clean and ensures that it is free from dust and Junk.

11.3 Assists the in charge in the official duties of receiving and recording the store items.

11.4 Assists the in charge in the security of store items.

11.5 Performs any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)

Computer Operator

1.	**Job Code #**	:	
2.	**Job Title**	:	Computer Operator
3.	**Qualification & Experience**	:	ICS or equivalent from recognized Institution. At least three years relevant experience.
4.	**BPS**	:	12
5.	**Recruitment**	:	Initial Recruitment / Transfer
6.	**Position Type**	:	Regular / Contract
7.	**Dress Code**	:	
8.	**Jurisdiction**	:	DHQH
9.	**Reports to**	:	In charge

10. Job Summary

Performs all computer related activities assigned to him and ensures efficient, economical utilization and routine maintenance of data processing and related equipment under his use. Responsible for collection and installation of standard/authorized computer programs of utility on the computer/s.

Mainly works in office. Manages computer hardware/software CDs etc. May be asked to go and collect / disburse information to other offices or prepare / show a presentation.

11. Duties / Responsibilities

11.1 Utilizes DHIS software to record and store patient / client data.

11.2 Types official letters as per instructions of the In charge.

11.3 Maintains official files and records.

11.4 Prepares reports/ presentations according to the requirement.

11.5 Responsible for routine maintenance of computers and related equipment.

11.6 Ensures that no mishandling of the Computers & related equipment occurs.

11.7 Any other professional duty assigned by the in charge.

12. Signature of the incumbent :

(I have read and accept the job description)