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JOB TITLE	<u>Assistant Professor</u>
Essential Qualification	Graduate in Medicine (MBBS) + Masters in Internal Medicine
Experience	3 years of Senior Residency
Reports to	Head of the Department of Internal Medicine
<u>Key Duties: -</u>	<p>Teaching</p> <ul style="list-style-type: none"> • To Teach and examine undergraduate students. • To assist in the development of learning materials/ course modules, preparing plan/schemes of work and actively contributing to the review of courses in accordance with departmental strategy. • To assist HOD in maintaining records to monitor student progress, achievement and attendance. • To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department. • To provide pastoral care and support to students. • To assist HOD in the supervision and teaching of undergraduate students. • Supervising senior & Junior Resident working in the department including organizing and delegating work, providing training and guidance • Actively contributing to departmental teaching and administration. <p>Research</p> <ul style="list-style-type: none"> • To assist Professor & associate professor in carrying out research activity in the department. • To carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process. • Developing an outline of publications in well recognized peer reviewed outlets • Initiating and developing links with internal contacts such as academics in interdisciplinary departments/institutes/Centre's, external contacts at other educational institutions, employers and professional organizations to actively foster collaboration • Presenting research and giving invited papers at national and international conferences <p>Clinical</p> <ul style="list-style-type: none"> • Responsible for conducting OPD on the assigned day

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	<ul style="list-style-type: none"> • Responsible for taking minimum two ward rounds in a day. • Ensure documentation in patient file should meet standards as prescribe by MCI/ NABH. • Supervise in the maintenance of departmental register e.g OPD register, special clinic register, CME register <p>Any other work assigned by head of the department from time to time.</p>
Key Performance Indicators	<ul style="list-style-type: none"> • Number of paper published in index journals. • Number of IPD & OPD • OPD to IPD conversion rate. • New initiatives taken in the department. • Student satisfaction index • Compliance to antibiotic policy • Bed occupancy rate • Patient Average length of stay

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JOB TITLE	<u>SENIOR RESIDENT</u>
Essential Qualification	MBBS + MD/MS/DNB/Diploma in respective discipline
Experience	0-2 yrs post PG/Diploma/DNB
Reports to	Physician/Clinician
<u>Key Duties: -</u>	<ol style="list-style-type: none"> 1. Responsible for writing a detailed patient history 2. Responsible for physical examination of admitted patients as directed by the physician/clinician 3. Assess all patients and present each patient case during the rounds in a clear manner, showing understanding of the cause of illness, diagnosis, care plan, and treatment outcomes 4. Write an appropriate admission note which includes plan of care and education plan for every patient admitted 5. Initiate discharge planning 6. Oversee total care of the allotted patients, including daily examinations, patient education, writing daily notes, and requesting consultations 7. Ensure that the senior resident is aware of any changes in the status of the patients, including any abnormal findings 8. Ensure that the pre-operative communication and documentation with the patient and his relatives is completed in time 9. Perform minor procedures for which he/she is privileged according to the level of training 10. Supervise the daily clinical management of patients in conjunction with the nurse in charge and under the guidance of the treating physician/clinician 11. Attend all post operative patients on the day of operation and every day following 12. To undertake emergency procedures, including resuscitation as required, and to take the lead as necessary 13. To comply with all hospital policies and procedures, in particular to those relating

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	to health and safety at work
Key Performance Indicators	<ol style="list-style-type: none"> 1. Physical examination of an admitted patient should be completed in the first 30 minutes 2. Admission report must be prepared within six hours of patient admission 3. No. of procedures performed

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JOB TITLE	Deputy Nursing Superintendent
Essential Qualifications	B.Sc. Nursing Preferable: Post Graduate Degree in Nursing
Experience	8-10 years of progressively responsible administrative experience
Reports to	Medical Superintendent
Key Duties: -	<ol style="list-style-type: none"> 1.1. Assist in the development of nursing protocols to ensure compliance with requisite clinical standards. 1.2. Ensure compliance to nursing standards and protocols for patient care 1.3. Ensure compliance to monthly duty rosters 1.4. Ensure implementation of nursing records and maintenance of standardized nursing care in all nursing units 1.5. Participate in nursing research to add value to the organization and the professional body of nursing 1.6. Identify and define quality improvement areas and assist in conducting nursing audits 1.7. Develop, implement cost effective patient care initiatives. 1.8. Represent the department on behalf of Nursing Superintendent on various committees and other activities, where required 1.9. Ensure ongoing training of the nursing staff and review effectiveness of trainings provided 1.10. Identify needs for professional advancement and guide the nursing staff
Key Performance Indicators	<ul style="list-style-type: none"> • Quality of nursing services delivered • Patient satisfaction and resolution/reductions of complaints • Training effectiveness reviews

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JOB TITLE	Unit In charge Nursing
Essential Qualifications	B.Sc. Nursing or GNM Nursing
Experience	5-7 years
Reports to	Assistant Nursing Superintendent
<u>Key Duties: -</u>	<p>1.11. Prepare monthly duty roster & leave plans for the unit and Unit reports</p> <p>1.12. Responsible for orienting new Joiners to the Unit</p> <p>1.13. Conduct morning rounds of the unit. Take a account of any problem and resolve it</p> <p>1.14. Keep the ward stock replenished and ensure all items are accounted for</p> <p>1.15. Ensures upkeep of equipments of respective unit and promptly inform the Bio-Med/ Engineering department for repairs in the equipments</p> <p>1.16. Attend monthly meetings and disseminate information to the rest of the team members.</p> <p>1.17. Should be present at the time of handover and make sure that patient assignments are carried out appropriately</p> <p>1.18. Should inform nosocomial infection and any untoward treatment outcomes to the infection control nurse.</p> <p>1.19. Ensures patient safety at all times from admission till discharge</p> <p>1.20. Be well versed with departmental policies and intervene when not in compliance</p> <p>1.21. Documents all incidents in record for reference for annual evaluations</p> <p>1.22. Discuss with patient / family any issue related to care</p>
Key Performance Indicators	<ul style="list-style-type: none"> • Excellent patient & Attendants relations • Quality of patient care provided in the unit • Unit effectiveness in service delivery • Upkeep of unit equipments

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