

	<b>MTI - HAYATABAD MEDICAL COMPLEX</b>	Doc. No.	HMC-HRD-F-02
	<b>RECORD FORMAT</b>	Version No.	00
	<b>JOB DESCRIPTION</b>	Date	02-05-2022

<b>JD No.</b>	01-ENDO
<b>Job Title</b>	Chairman Endocrinology
<b>Department</b>	Endocrinology
<b>Reporting To</b>	Dean

<b>Job Overview</b>	<ul style="list-style-type: none"> <li>Develop a program of patient care encompassing patient, outpatient and emergency care.</li> <li>Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care.</li> <li>Engage in teaching at all levels using relevant teaching methods, e.g. lectures seminars, tutorial, etc., working as part of the teaching team.</li> </ul>
	<ul style="list-style-type: none"> <li>Help in the development of patient care program encompassing in-Patient, out-Patient and emergency care.</li> <li>Discharging clinical duties in the teaching hospital by conducting ward rounds, OPDs and providing emergency cover.</li> <li>Monitoring and Evaluation of young doctors responsible for patient care. Patient care as per duty roster (Ward rounds, OPDs and on call duties). Advising the institution in developing cost effective patient care.</li> <li>Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care.</li> <li>Engage in teaching at all levels using relevant teaching methods, e.g. lectures seminars, tutorial, etc., working as part of the teaching team.</li> </ul>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Develop and apply appropriate teaching techniques and material, which may be novel or innovative, to create interest, understanding and enthusiasm amongst students.</li> <li>Undertake curriculum design and deliver material across programs of study at various levels, using appropriate teaching, learning support and assessment methods, reviewing and improving as required.</li> <li>Liaise with external partners over all matters relating to the clinically-based elements of teaching.</li> <li>Guiding undergraduate students in their clinical and preclinical work as assigned by the professor.</li> <li>To guide the post graduate students in their clinical work as assigned by Professor.</li> <li>To act as guides, co-guides for clinical dissertation work for postgraduate students.</li> <li>To assist and supervise the postgraduates in their library dissertations, seminars presentations etc., as assigned by the professor.</li> </ul>
<b>Job Requirements / Hiring Criteria</b>	<p><b>Academic &amp; Professional Qualifications:</b></p> <ul style="list-style-type: none"> <li>As per PMDC rules</li> </ul> <p><b>Related Experience:</b></p> <ul style="list-style-type: none"> <li>As per PMDC rules</li> </ul> <p><b>Skills/Competencies:</b></p> <ul style="list-style-type: none"> <li>Managing Diabetes &amp; Endocrine Cases</li> <li>Monitoring &amp; Evaluating CGM, Insulin Pump for Type 1 Patients</li> <li>Undertake curriculum design and deliver material across programs of study at various levels, using appropriate teaching, learning support and assessment methods, reviewing and improving as required.</li> </ul>
<b>Working Environment</b>	<p><b>Working Conditions:</b></p> <ul style="list-style-type: none"> <li>Good</li> <li>Cooperative</li> <li>Professionally Growth &amp; Progress Chances</li> </ul>



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### JOB DESCRIPTION

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#### Physical Effort:

- Work in flexible and irregular work schedule
- Strength to handle hazardous
- Communicates/ Exchange information
- Energetic to perform and solve task

	Name	Designation	Date	Signature
Prepared by	Dr. Tahir Ghaffar	Associate Professor	09-04-2025	
Reviewed by	Dr. Ashfaq Ali	PMO	09-04-2025	
Approved by	Dr. Tahir Ghaffar	Associate Professor	09-04-2025	

#### Acknowledgment:

*I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department*

Employee:

  
Dr. Tahir Ghaffar

Date: 09-04-2025