



	<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>	<b>01-SPR</b>
<b>Job Title</b>	Specialist Registrar
<b>Department</b>	Medical / Surgical
<b>Reporting To</b>	Head of Department

<b>Job Overview</b>	<p>The Specialist Registrar (SPR) is a senior role that involves working under the supervision of consultants to provide high-quality patient care in a specialized area of medicine. The role includes assessing, diagnosing, and treating patients, managing complex clinical cases, and participating in multidisciplinary team meetings. The SPR will also contribute to the teaching and training of medical officers, assist in research activities, and may be involved in audits and quality improvement initiatives. Strong clinical knowledge, excellent decision-making abilities, and a commitment to professional development are essential for success in this role.</p>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Surgical SPR will lead surgical team. They will directly supervise surgical post graduate of on-call unit. SPR will ensure that roaster is being followed properly by post graduate trainees of on-call unit. Any discrepancies to be reported to registrar of respective unit and in-charge/shift In-charge.</li> <li>He/she will ensure that each acutely ill surgical patient is being thoroughly assessed and managed.</li> <li>He/she will continuously monitor surgical patients in observation chambers of units/departments/wards. Patients of allied surgical specialties shall be catered and liaison with respective unit consultants/PGs to be maintained throughout.</li> <li>SPRs will keep liaison with on duty Medical Officer for smooth running of affairs.</li> <li>SPRs will ensure readiness of surgical team to any mass emergency round the clock. This includes (but not limited to) SPRs availability, cupboard of mass trauma supplies ready-to-use, resuscitation rooms readiness etc.</li> <li>SPRs will observe proper hand/take over with each shift change.</li> <li>SPRs will ensure that no medical legal case of trauma/assault/poisoning is missed and CMO/MLO shall be engaged in time for documentation.</li> <li>SPRs will ensure documentation through proper resuscitation form of acutely ill surgical patients.</li> <li>During duty hours no SPR shall indulge in academic/clinical activities in wards/OT.</li> <li>SPR shall anticipate any violent response from attendants of critical patients for which he/she shall properly counsel attendants beforehand during the process of resuscitation.</li> <li>SPR shall monitor and supervise Surgical PGs prescription to ensure rationality in both indoor and outdoor patients.</li> <li>Administrative responsibilities:</li> <li>SPR shall assist on-duty shift In-charge in any task assigned to them under the rules.</li> </ul>
<b>Job Requirements / Hiring Criteria</b>	<p><b>Academic &amp; Professional Qualifications:</b></p> <ol style="list-style-type: none"> <li>MBBS /BDS or equivalent qualification recognized by PM&amp;DC/PMC and;</li> <li>CPS or equivalent in respective subject; or other equivalent level III qualification in the specialties approved by the SRC &amp; Recognized / Registered by the</li> <li>PM&amp;DC/PMC.</li> </ol> <p><b>Related Experience:</b></p> <ul style="list-style-type: none"> <li>The services of selected candidate will be for a period of 01 year further extendable upon the approval of the BoG- MTI/HMC for maximum 03 years once in Career.</li> </ul>

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<b>Working Environment</b>	<b>Skills/Competencies:</b> <ul style="list-style-type: none"> <li>Clinical Expertise</li> <li>Decision-Making and Critical Thinking</li> <li>Communication Skills</li> <li>Teamwork and Collaboration</li> <li>Leadership and Teaching</li> <li>Time Management and Organization</li> <li>Research and Evidence-Based Practice</li> <li>Commitment to Professional Development</li> <li>Patient-Centered Care</li> <li>Resilience and Stress Management</li> </ul>
	<b>Working Conditions:</b> <ul style="list-style-type: none"> <li>Must have good health and grooming, ability to move intermittently throughout the work day. Must be able to cope with the mental and emotional stress of the position</li> </ul> <b>Physical Effort:</b> <ul style="list-style-type: none"> <li>Work in flexible and irregular work schedule</li> <li>Strength to Transport /position</li> <li>Identify /handling of hazardous</li> <li>Communicates /exchange information</li> <li>Measure and Assess risk</li> <li>Ability to analyze and manage critical situation</li> <li>Energetic to perform and solve task</li> </ul>

	Name	Designation	Date	Signature
Prepared by	Abid Ali	Manager HR	03-10-2023	
Reviewed by	Prof. Dr. Shehzad Akbar Khan	Medical Director	03-10-2023	
Approved by	Prof. Dr. Shehzad Akbar Khan	Medical Director	03-10-2023	

#### Acknowledgment:

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

Employee:	Date:
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