


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

JD No.	01-TMO
Job Title	Trainee Medical Officer
Department	Concerned Department
Reporting To	Head of Department

Job Overview	A Medical Training Officer develops and implements medical training programs, ensuring that healthcare professionals are equipped with the necessary skills and knowledge to provide effective care.
Duties & Responsibilities	<ol style="list-style-type: none"> 1. To observe hospital timings. 2. To completely follow departmental SOPs. 3. Present for the daily ward round. 4. To document DPR and to review allotted beds. 5. Give presentation of his assigned patients in the morning ward round. 6. To document and carry out all the orders recommended for his/her patients in the morning round. 7. To follow up the tasks assigned in the ward rounds and ensure their completion. 8. To prepare discharge slips & to explain treatment & follow up the discharge patients. 9. Detailed briefing of the ward patients to the relieving trainee medical officer. 10. To remain physically present on the ward premise during his scheduled shift. 11. Supervising house officers. 12. Clerking of patients (arrival reports of patients admitted in emergency). 13. In case HOs are not available then complete work of the newly admitted patients including history taking investigations as per departmental protocol and ensuring their completion. 14. Examination of all patients admitted in emergency in consultation with the JR or on call senior. 15. OPD duties per departmental protocol & duty roster. 16. To refer patients to the senior colleagues if necessary. 17. To discuss patients with senior colleagues if necessary. 18. Preparation of operation theatres list, consenting patients, preparation of patients for surgery or other procedures. 19. To assist senior colleague & consultants in operation theatre. 20. To carry out surgical procedures independently or under supervision according to the guidelines of the supervisory post graduate institution. 21. To carry out complete documentation of operation notes of all major & minor cases in OT. 22. Participate in departmental as well as hospital academic activities. 23. Participation in departmental as well as hospital research work. 24. To communicate effectively with his/her team member. 25. To respect his/her members, patients & their relatives /attendants. 26. To follow departmental protocols while going on leave (casual leave, emergency & sick). 27. To document & inform on call seniors colleague about any unusual circumstances while on duty. 28. To be available in unforeseen circumstances to help his/her team.
Job Requirements / Hiring Criteria	<p>Academic & Professional Qualifications:</p> <ul style="list-style-type: none"> • MBBS or equivalent medical qualifications fully recognized / registered by the PM&DC. • Completion of one year house job. • Permanent registration with PM&DC. • Done FCPS-1 from CPSP, Pakistan. <p>Related Experience:</p> <ul style="list-style-type: none"> •

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Working Environment	Skills/Competencies: <ul style="list-style-type: none"> • Diagnosis & Assessment • Treatment & Management • Advanced Procedures • Pharmacology Knowledge
	Working Conditions: <ul style="list-style-type: none"> • 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 Physical Effort: <ul style="list-style-type: none"> • Work in flexible and irregular work schedule • Strength to Transport /position • Identify /handling of hazardous • Communicates /exchange information • Measure and Assess risk • Ability to analyze and manage critical situation • Energetic to perform and solve task

	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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