



MTI - HAYATABAD MEDICAL COMPLEX

Doc. No.

HMC-HRD-F-02

RECORD FORMAT

Version No.

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JOB DESCRIPTION

Date

02-05-2022

JD No.	01-MO ICU
Job Title	Medical Officer ICU
Department	Intensive Care Unit
Reporting To	Head of Department

Job Overview	The Medical Officer (ICU) plays a crucial role in providing high-quality medical care to critically ill patients in the Intensive Care Unit. This position requires proficiency in the management of life-threatening conditions, including but not limited to respiratory failure, cardiac arrest, trauma, sepsis, and multi-organ dysfunction. The Medical Officer will work closely with the ICU team, including intensivists, nurses, and other medical professionals, to ensure optimal care and treatment of patients.
Duties & Responsibilities	<ol style="list-style-type: none">1. Document the physician orders in order sheet and inform the assign nurse and relevant staff2. Document the patient treatment, relevant changes in patient files, inform the assign nurse and relevant staff.3. Enter and maintain electronic orders such as medication orders, lab reports and plan procedures.4. Make the procedure slip and inform assign nurse and unit receptionist.5. Receiving new admission /patients and make sure their required medical treatment.6. Attend the patient complaints/call and asses properly.7. Keep informed patients and their family about patient's regimen, upcoming procedures and progress.8. Reassure patients continue morning and evening rounds with and without consultant.9. Should be available all the time in ward for the patient.10. Complete admission and follow up documentation up to discharge.11. Daily evaluate and report the progress of the patient to the concerned consultant12. Arrange and conduct training for the junior and unit staff.13. Receive, check documents and admit patients.14. Provide proper counseling to the patients and their family.15. To respect patient's rights and act in a professional manners16. To maintain patients confidentiality.17. To respect organizational / institutional rules regulation and polices.18. Any other task assigned by In-charge/SPR/HoD.
Job Requirements / Hiring Criteria	<p>Academic & Professional Qualifications:</p> <ul style="list-style-type: none">• MBBS or equivalent qualification from recognized University or equivalent qualification recognized by PM&DC/PMC.
	<p>Related Experience:</p> <ul style="list-style-type: none">• <i>Preference will be given to candidates with 01 Year post-qualification experience in ICU/ Pulmonology /Anesthesia.</i> <p>Skills/Competencies:</p> <ul style="list-style-type: none">• Diagnosis & Assessment• Treatment & Management• Advanced Procedures• Pharmacology Knowledge



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Working Environment	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
	<ul style="list-style-type: none">Physical Effort:Work in flexible and irregular work scheduleStrength to Transport /positionIdentify /handling of hazardousCommunicates /exchange informationMeasure and Assess riskAbility to analyze and manage critical situationEnergetic 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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