



	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-HRD-F-02
	HUMAN RESOURCE DEPARTMENT	Version No.	00
	JOB DESCRIPTION	Date	02-05-2022

JD No.	02-DEN
Job Title	Associate Professor (Clinical Sciences)
Department	Oral & Maxillofacial
Reporting To	Medical Director

Job Overview	The Associate Professor's responsibilities include teaching a number of classes and seminars, attending conferences, conducting research, and supervising students. You should be able to collaborate with colleagues, advice teaching assistants, and tackle several administrative tasks.
Duties & Responsibilities	<ul style="list-style-type: none"> Help in the development of patient care program encompassing in-Patient, out-Patient and emergency care. Discharging clinical duties in the teaching hospital by conducting ward rounds, OPDs and providing emergency cover. 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. Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care. Engage in teaching at all levels using relevant teaching methods, e.g. lectures, seminars, tutorial, etc, working as part of the teaching team. Develop and apply appropriate teaching techniques and material, which may be novel or innovative, to create interest, understanding and enthusiasm amongst students. 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. Liaise with external partners over all matters relating to the clinically-based elements of teaching. Guiding undergraduate students in their clinical and preclinical work as assigned by the professor. To guide the post graduate students in their clinical work as assigned by Professor. To act as guides, co-guides for clinical dissertation work for postgraduate students. To assist and supervise the postgraduates in their library dissertations, seminars presentations etc, as assigned by the professor.
Job Requirements / Hiring Criteria	Academic & Professional Qualifications: As per PM&DC guidelines.
	Related Experience: 10 years
	Skills/Competencies: <ul style="list-style-type: none"> Associate Professors of Oral and Maxillofacial Surgery require advanced skills and competencies, including expertise in surgical procedures, patient assessment, and treatment planning, as well as strong teaching, communication, and leadership abilities.
Working Environment	<ul style="list-style-type: none"> Associate Professors of Oral and Maxillofacial Surgery work in a dynamic, clinical environment, including hospitals, dental schools, and clinics, with exposure to infectious diseases, chemicals, and radiation, requiring strict adherence to safety protocols.

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	Name	Designation	Date	Signature
Prepared by	Dr. Yasir Rehman	Asst Prof	07/04/2024	
Reviewed by	Dr. Zahid Qayyum	Assoc Prof	07/04/2025	
Approved by	Dr. Shehzad Akbar	Prof/MD	07/04/2025	

Acknowledgment:

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

Employee:	Date:
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