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


JD No.	02-HO
Job Title	House Officer
Department	Concerned Department
Reporting To	Head of Department

Job Overview	House officer are expected to approach patients in the following manner: obtaining histories, physical examinations which are equivalent to a final year medical student level.
Duties & Responsibilities	<ul style="list-style-type: none"> The HO is directly answerable to Professor in charge of the unit & through him to MD. To observe hospital timings. Full time residential work in the hospital. To follow departmental SOPs. To work under the supervision of the competent authority (TMO, /MO, Registrar, SR& consultant). To remain within the premise of the department while on duty. To record DPR of his/her allotted patients in the patients progress chart. To present or assist senior doctors during the morning or evening rounds per departmental protocol. To record tasks in writing, mentioned on the bed side of the patient during morning or evening round. To carry out or to follow up assigned tasks regarding decisions made during ward meeting/rounds. To be readily available on time in the concerned section of the department .e.g. in the ward, OPDs or operation theatre according to the duty roster of the ward. Clerking of the newly admitted patients in the ward (according to the protocol of the department). In patient care(History, clinical examination, filling in of all investigation/ blood transfusion request forms, assistance of other staff members for patient care, interdepartmental communication) To prepare discharge cards/slips for the patients and to seek guidance from the concerned trainee medical officer/ JR regarding the treatment & follow up plan. Detailed briefing of the ward patients to the relieving HO Carry out procedures like CPR, intramuscular injections, establishing IV lines, NG tubes, flatus tubes, urinary catheterization, blood transfusion, peritoneal pleural tap, venous cut down, ECG, Enema etc. Full time presence inside the department while on emergency duty, according to the duty roster. Assistance of senior doctors during surgical procedures. Assistance of the senior doctors in the OPD. To prepare OT list. To prepare patients for OT or other invasive or non-invasive procedure. To develop & carry out effective & timely communication with senior colleagues in the hour of need (eg. To discuss patients or to take opinion of the senior member of the team or when the patient in the judgment of house officer needs to be seen by a senior doctor according to the protocol of the concerned department). To work in a team as an effective team member. To remain cordial & friendly to other staff members & to develop effective communication skills while working as a HO. To be readily available in unforeseen circumstances (natural calamities, disasters & terrorism acts). To fully understand & exercise empathy with the patients & their attendance. To participate in academic activities. HOs will carry out basic surgical procedures like appendectomy or tonsillectomy only
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Job Requirements / Hiring Criteria	<p>under the supervision of a qualified designated person (a person who has completed his post-graduation& is designated to supervise junior doctors).</p> <ul style="list-style-type: none"> To participate in departmental & hospital research work. To carry out the assigned administrative work if any. To fully respect her /his team members, patients& their attendants. To follow departmental protocols while going on leave (casual leave, emergency leave & sick leave). To document & inform on call seniors colleague about any un usual circumstances within the department while on duty.
	<p>Academic & Professional Qualifications:</p> <ul style="list-style-type: none"> MBBS with PMDC registration MBBS/MD abroad (after passing 03 steps examination from PM&DC).
	<p>Related Experience:</p>
	<p>Skills/Competencies:</p> <ul style="list-style-type: none"> Diagnosis & Assessment Time Management Advanced Procedures learning capabilities Pharmacology Knowledge
Working Environment	<p>Working Conditions:</p> <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
	<p>Physical Effort:</p> <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	

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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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MTI-HMC