

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

JD No.	02-TR
Job Title	Trainee Registrar
Department	Medical
Reporting To	Head of Department

Job Overview	<p>The Trainee Registrar (TR) is a role that involves working under the supervision of consultants and senior Registrar 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.</p>
Duties & Responsibilities	<ul style="list-style-type: none"> The registrar will report to ward half an hour earlier i.e. 8:00 am daily on working days. He will be responsible to the SR and through him to the HOD and DMS. The registrar has to prepare a monthly activity plan and get it signed from his SR. The duties will be allocated to the registrar by the SR as well as the HOD. Will have a detail round of the ward daily from 8:00 am to 9:30 am. The registrar will also accompany each consultant during their round in the ward. Registrar will ensure thorough cleanliness of the ward. Registrar will be responsible for management of indoor patients carrying out all relevant investigation, arrangement of blood if required and daily follow up etc. The registrar will follow all the pending issues and tasks, departmental and intradepartmental and make sure that they are finished in time. He/ She will ensure proper indenting of all required Medicines and will also ensure its proper dispensing. Registrar will supervise the working of MOs and TMOs of the ward and will keep a check on their discipline and discuss that with the SR. He/ she will prepare Duty Rota of ward MOs and TMOs if asked by the SR or in case there is no S.R in the ward. Responsible for the arrangement and coordination of all the teaching activities of the ward. Will supervise the working of Nursing Staff of the ward and will ensure they are performing duties as per laid down Rules/ Regulation. Registrar will also keep an eye on the discipline of Ward Boys, Receptionist, House Keepers and other staff of the ward and make full use of them. He/she will be in charge of all the medical gadgets and other hospital properties, and will properly maintain it. Will liaison with hospital administration, other wards of the hospital, Admission office, Accounts Office & PRO on the directions of the SR. Registrar will make a quick/short round of ward for looking after serious patient and other general administrative problems in the afternoon at 03:00 pm before leaving HMC.
Job Requirements / Hiring Criteria	<p>Academic & Professional Qualifications:</p> <ol style="list-style-type: none"> MBBS or equivalent Medical qualification from recognized university / registered by the PM&DC/PMC. FCPS Part-II training completed in respective subject. <p>Related Experience:</p> <ul style="list-style-type: none"> The services of selected candidate will be for a period of 01 year further extendable upon



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the approval of the BoG- MTI/HMC for maximum 03 years once in Career.

Skills/Competencies:

- Clinical Expertise
- Decision-Making and Critical Thinking
- Communication Skills
- Teamwork and Collaboration
- Leadership and Teaching
- Time Management and Organization
- Research and Evidence-Based Practice
- Commitment to Professional Development
- Patient-Centered Care
- Resilience and Stress Management

Working Conditions:

- 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:

- 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

Working Environment

	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: