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

<b>JD No.</b>	CH-M-02
<b>Job Title</b>	Chairperson
<b>Department</b>	Department of Medicine
<b>Reporting To</b>	Dean

<b>Job Overview</b>	The Chairperson in a Tertiary Care Hospital holds a leadership role overseeing a specific department's strategic and operational aspects. This position requires a dynamic individual with proven expertise in healthcare administration, strong leadership capabilities, and a commitment to fostering excellence in patient care, education, and research.
<b>Duties &amp; Responsibilities</b>	<ol style="list-style-type: none"> <li>1. All professional and administrative activities within the service including selection, Orientation and continuing education of staff.</li> <li>2. Monitoring and evaluating the quality of care provided in the service. This includes access, efficiency, effectiveness and appropriateness of care and treatment of patients served by the service. (Note: This monitoring and evaluation must include relevant elements such as surgical case review, drug usage evaluation, medical record review, blood/transfusion usage review, risk management, infection control, utilization review as reported by committees tasked with these functions and / or direct evaluation of the Department Head).</li> <li>3. Assuring that individuals with clinical privileges competently provide service within the scope of privileges granted.</li> <li>4. Assuring that individuals do not perform clinical functions for which they have not been granted privileges.</li> <li>5. Recommending to the Medical Staff the criteria for clinical privileges in the service after development and approval of such criteria by the service members.</li> <li>6. Recommending appointment and clinical privileges for members of the service and others requesting privileges within the service.</li> <li>7. Identifying the need for new consultants, and proceeding as per Functions and Powers Regulations.</li> </ol>
<b>Job Requirements / Hiring Criteria</b>	As per PM&DC regulations.
<b>Working Environment</b>	<b>Related Experience:</b> <ul style="list-style-type: none"> <li>At least 08 year of experience of management in an organization or institution.</li> </ul>
	<b>Skills/Competencies:</b> <ul style="list-style-type: none"> <li>Management Skills</li> <li>Multitasking</li> <li>Communication Skills</li> </ul>
	<b>Working Conditions:</b> <ul style="list-style-type: none"> <li>Work in office work environment</li> </ul>

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### Physical Effort:

- Frequent visits to affiliated institutes of MTI-HMC.
- Take part in conferences, meetings, interviews.

	Name	Designation	Date	Signature
Prepared by				
Reviewed by				
Approved by				

### 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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