

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

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

Job Overview	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.
Duties & Responsibilities	<ol style="list-style-type: none"> 1. All professional and administrative activities within the service including selection, Orientation and continuing education of staff. 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). 3. Assuring that individuals with clinical privileges competently provide service within the scope of privileges granted. 4. Assuring that individuals do not perform clinical functions for which they have not been granted privileges. 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. 6. Recommending appointment and clinical privileges for members of the service and others requesting privileges within the service. 7. Identifying the need for new consultants, and proceeding as per Functions and Powers Regulations.
Job Requirements / Hiring Criteria	As per PM&DC regulations.
Working Environment	<p>Related Experience:</p> <ul style="list-style-type: none"> • At least 08 year of experience of management in an organization or institution. <p>Skills/Competencies:</p> <ul style="list-style-type: none"> • Management Skills • Multitasking • Communication Skills <p>Working Conditions:</p> <ul style="list-style-type: none"> • Work in office work environment

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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: