

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

JD No.	03-ENDO
Job Title	Assistant Professor
Department	Endocrinology
Reporting To	Dean

Job Overview	Assistant professors are academic professionals who typically teach courses, conduct research, and mentor students in universities or colleges. In addition to preparing and delivering lectures and lessons, their duties and responsibilities also include assessing student performance through exams, assignments, and other forms of testing.
Duties & Responsibilities	<ul style="list-style-type: none"> Help in developing a program of patient care encompassing inpatient, outpatient 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 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. Supervise and coordinate under graduate teaching by lecturers. Taking lecture classes and attends clinics. Monitoring, assessing and marking students work, maintaining accurate records and progress. Demonstrating the various clinical treatment modalities to the students. To schedule and conduct seminars, journal clubs for post graduates. Hands on teaching of complicated or cases of academic interest. To participate in seminars conference at national international level. To conduct clinical and epidemiological research and present papers in conference. To support and guide all students in their curricular and extracurricular and activities. Ensuring patient care and conducting morning/ evening rounds & ensuring proper patient data & its documentation. Participate in the development of SOPs and treatment guidelines & protocols. Assist & coordinate all academic, research & patient care activities in consultation with Assoc. Prof & Professor of the ward. Any other task assigned by Prof. Principal or CE. Examination Duties Promptly carry out the examination duties assigned by the supervisor or the university, which may include.
Job Requirements / Hiring Criteria	<ul style="list-style-type: none"> MBBS/BDS or equivalent medical qualifications fully recognized/registered by the PM&DC. PM&DC recognized level II b and Level III Qualification in respective basic subjects OR Equivalent PM&DC Level II band Level III qualifications in the respective specialty approved for teaching by SRC and recognized / registered by PM&DC. 02 years teaching experience as Lecturer/ Demonstrator /instructor before or after Level-

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Related Experience	II b. No experience is required for Level-III post-graduation who can be appointed directly as Assistant professor.
	<ul style="list-style-type: none"> • Experience of dealing diabetes and Endocrinology
Skills/Competence	<ul style="list-style-type: none"> • Academic, teaching, clinical, and administrative • Clinical Expertise • Communication skills • Team work and collaboration • Time management and organization • Patient centered care • Research and evidence based practice. • Commitment to professional development
Working Environment	<ul style="list-style-type: none"> • Hospital or clinical setting with state-of-the-art medical equipment • Academic medical center with opportunities for interdisciplinary collaboration • Dynamic and fast-paced environment with diverse patient populations • Access to cutting-edge research facilities and resources • Opportunities for professional development and continuing education • Collaborative and supportive team environment with other faculty members and healthcare professionals.
Physical Effort	<ul style="list-style-type: none"> • Work in flexible environment • Communicates/exchange information • Ability to analyze and measure critical situation

	Name	Designation	Date	Signature
Prepared by	Dr. Shaista Kanwal	Assistant Professor	16.04.2025	
Reviewed by	Dr. Ashfaq Ali	PMO	16.04.2025	
Approved by	Dr. Tahir Ghaffar Khattak	Associate Professor	16.04.2025	

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: 16.04.2025
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