



	<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>	06-DEN
<b>Job Title</b>	Professor (Clinical Sciences)
<b>Department</b>	Oral & Maxillofacial
<b>Reporting To</b>	Medical Director

<b>Job Overview</b>	Clinical Faculty of KGMC/MTI-HMC
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop a program of patient care encompassing patient, outpatient and emergency care.</li> <li>• Discharging clinical duties in the teaching hospital by conducting ward rounds, OPDs and providing emergency cover.</li> <li>• Monitoring and Evaluation of young doctors responsible for patient care.</li> <li>• Patient care as per duty roster (Ward rounds, OPDs and on call duties).</li> <li>• Advising the institution in developing cost effective patient care.</li> <li>• Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care.</li> <li>• Overall supervision of undergraduate teaching.</li> <li>• To undertake undergraduate and postgraduate teaching.</li> <li>• Scheduling and supervising teaching efforts of Associate Professor, Assistant Professors and senior Registrar/Lectures in the department.</li> <li>• To chair seminars and club meetings and highlight recent advances and clinical implications.</li> <li>• Guide post graduate dissertation work.</li> <li>• Holds demonstrations of complicated cases of academic interest.</li> <li>• To conduct clinical &amp; Epidemiological research and present papers in conferences or chairing scientific sessions.</li> <li>• To participate in conferences at National or International level.</li> <li>• To undertake all the academic and administrative work assigned by the Principal/Dean/BoG chairman /Secretary/University/PM&amp;DC/HEC or any other regulatory body.</li> <li>• Supervision and finalization of internal assessment, compilation of marks and timely dispatch to the university.</li> <li>• To support and guide students in their curricular or co-curricular activities.</li> <li>• Recording and forwarding the leave applications and other official documents to the principal in case of teaching cadre, JR/MO/HO and other staff to MD while in case of TMOs to director academics.</li> <li>• To conduct under graduate and post graduate examination. Invigilation of clinical and practical examination, evaluation of answer scripts and setting question papers.</li> <li>• To chair committees and participate in college decision-making body i.e. academic council or any forum where asked for.</li> <li>• Co-ordinates intra and inter departmental activities.</li> <li>• Participating in Heads of the Departments meetings for scheduling, teaching program, syllabus, continuing medical education or meetings by Director Academics, MD/HD or any other.</li> <li>• Conduct departmental meetings for smooth functioning of the department.</li> <li>• To ensure maintenance of departmental decorum, discipline, conduct and patient service</li> </ul>

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<b>Job Requirements / Hiring Criteria</b>	<p>care ensuring morning / evening round by concerned staff.</p> <ul style="list-style-type: none"> <li>To ensure timely availability of necessary input to the department in the form of equipment, materials, academic or patient care.</li> <li>Maintenance of departmental records documents and accounts.</li> <li>Be a member of committees to inquire adverse events, carry out audits and evaluate performances, thus improving practices/system.</li> <li>Participate in the development of SOPs and treatment guidelines &amp; protocols.</li> <li>Any other duty assigned to him/her by Principal or MD/HD.</li> </ul>
	<p><b>Academic &amp; Professional Qualifications:</b></p> <ul style="list-style-type: none"> <li>As per PM&amp;DC guidelines.</li> </ul>
	<p><b>Related Experience:</b></p> <ul style="list-style-type: none"> <li>10 years</li> </ul>
	<p><b>Skills/Competencies:</b></p> <ul style="list-style-type: none"> <li>Require exceptional skills and competencies, including mastery of complex surgical procedures, outstanding teaching and mentoring abilities, strong research and publication skills, and effective leadership and communication skills.</li> </ul>
<b>Working Environment</b>	<p><b>Working Conditions:</b></p> <ul style="list-style-type: none"> <li>work in a fast-paced, dynamic environment, including hospitals, clinics, and academic institutions, with exposure to infectious diseases, chemicals, and radiation, requiring long hours, high levels of concentration, and adherence to strict safety protocols.</li> </ul>
	<p><b>Physical Effort:</b></p> <ul style="list-style-type: none"> <li>Require moderate to high physical effort, involving standing for long periods, manual dexterity for surgical procedures, and potential exposure to radiation and infectious diseases, with occasional lifting and bending.</li> </ul>

	Name	Designation	Date	Signature
Prepared by	Dr. Yasir Rehman	Asst Prof	07/04/2024	
Reviewed by	Dr. Zahid Qayyum	Assoc Prof	07/04/2025	
Approved by	Dr. Shehzad Akbar	Prof/MD	07/04/2025	

#### 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:
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