

**MTI - HAYATABAD MEDICAL COMPLEX**

Doc. No.

HMC-HRD-F-02

HUMAN RESOURCE DEPARTMENT

Version No.

00

JOB DESCRIPTION

Date

02-05-2022

JD No.	06-DEN
Job Title	Professor (Clinical Sciences)
Department	Oral & Maxillofacial
Reporting To	Medical Director

Job Overview	Clinical Faculty of KGMC/MTI-HMC
	<ul style="list-style-type: none">• Develop a program of patient care encompassing patient, 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 as 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.• Overall supervision of undergraduate teaching.• To undertake undergraduate and postgraduate teaching.• Scheduling and supervising teaching efforts of Associate Professor, Assistant Professors and senior Registrar/Lectures in the department.• To chair seminars and club meetings and highlight recent advances and clinical implications.• Guide post graduate dissertation work.• Holds demonstrations of complicated cases of academic interest.• To conduct clinical & Epidemiological research and present papers in conferences or chairing scientific sessions.• To participate in conferences at National or International level.• To undertake all the academic and administrative work assigned by the Principal/Dean/BoG chairman /Secretary/University/PM&DC/HEC or any other regulatory body.• Supervision and finalization of internal assessment, compilation of marks and timely dispatch to the university.• To support and guide students in their curricular or co-curricular activities.• 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.• To conduct under graduate and post graduate examination. Invigilation of clinical and practical examination, evaluation of answer scripts and setting question papers.• To chair committees and participate in college decision-making body i.e. academic council or any forum where asked for.• Co-ordinates intra and inter departmental activities.• 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.• Conduct departmental meetings for smooth functioning of the department.• To ensure maintenance of departmental decorum, discipline, conduct and patient service
Duties & Responsibilities	

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Job Requirements / Hiring Criteria	<p>care ensuring morning / evening round by concerned staff.</p> <ul style="list-style-type: none"> • To ensure timely availability of necessary input to the department in the form of equipment, materials, academic or patient care. • Maintenance of departmental records documents and accounts. • Be a member of committees to inquire adverse events, carry out audits and evaluate performances, thus improving practices/system. • Participate in the development of SOPs and treatment guidelines & protocols. • Any other duty assigned to him/her by Principal or MD/HD.
	<p>Academic & Professional Qualifications:</p> <ul style="list-style-type: none"> • As per PM&DC guidelines. <p>Related Experience:</p> <ul style="list-style-type: none"> • 10 years <p>Skills/Competencies:</p> <ul style="list-style-type: none"> • 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.
Working Environment	<p>Working Conditions:</p> <ul style="list-style-type: none"> • 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. <p>Physical Effort:</p> <ul style="list-style-type: none"> • 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.

	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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