

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

<b>JD No.</b>	08-ENDO
<b>Job Title</b>	Trainee Registrar
<b>Department</b>	Endocrinology
<b>Reporting To</b>	Chairman Endocrinology

<b>Job Overview</b>	A Trainee Registrar is an entry-level position where individuals gain practical experience and training in managing student records, academic processes, and registrar office functions. They assist experienced registrars in various tasks, learning essential skills like maintaining student databases, generating transcripts, and ensuring compliance with academic policies.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>The registrar will report to ward half an hour earlier daily on working days.</li> <li>He will be responsible to the SR and through him to the HOD and DMS.</li> <li>The registrar has to prepare a monthly activity plan and get it signed from his SR.</li> <li>The duties will be allocated to the registrar by the SR as well as the HOD.</li> <li>Will have a detail round of the ward daily from 8:00 am to 9:30 am.</li> <li>The registrar will also accompany each consultant during their round in the ward.</li> <li>Registrar will ensure thorough cleanliness of the ward.</li> <li>Registrar will be responsible for management of indoor patients carrying out all relevant investigation, arrangement of blood if required and daily follow up etc.</li> <li>The registrar will follow all the pending issues and tasks, departmental and intradepartmental and make sure that they are finished in time.</li> <li>He/ She will ensure proper indenting of all required Medicines and will also ensure its proper dispensing.</li> <li>Registrar will supervise the working of MOs and TMOs of the ward and will keep a check on their discipline and discuss that with the SR.</li> <li>He/ she will prepare Duty Rota of ward MOs and TMOs if asked by the SR or in case there is no S.R in the ward.</li> <li>Responsible for the arrangement and coordination of all the teaching activities of the ward.</li> <li>Will supervise the working of Nursing Staff of the ward and will ensure they are performing duties as per laid down Rules/ Regulation.</li> <li>Registrar will also keep an eye on the discipline of Ward Boys, Receptionist, House Keepers and other staff of the ward and make full use of them.</li> <li>He/she will be in charge of all the medical gadgets and other hospital properties, and will properly maintain it.</li> <li>Will liaison with hospital administration, other wards of the hospital, Admission office, Accounts Office &amp; PRO on the directions of the SR.</li> <li>Registrar will make a quick/short round of ward for looking after serious patient and other general administrative problems in the afternoon before leaving HMC.</li> </ul>
<b>Job Requirements / Hiring Criteria</b>	<ul style="list-style-type: none"> <li>MBBS /BDS or equivalent from recognized University or equivalent qualification recognized by PM&amp;DC/PMC</li> <li>FCPS Part-II training completed</li> </ul>
<b>Related Experience</b>	<ul style="list-style-type: none"> <li>FCPS Part-II training completed.</li> </ul>



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### JOB DESCRIPTION

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#### Skills

- Clinical skills
- Administrative skills

#### Working Environment

- Good
- Construct Growth and progressive

#### Physical Effort

- Good Communicates/ Exchange information
- Energetic to perform and solve task

	Name	Designation	Date	Signature
Prepared by	Dr. Khanzeb Khan	Trainee Registrar	16.04.2025	
Reviewed by	Dr. Ashfaq Ali	PMO	16.04.2025	
Approved by	Dr. Tahir Ghaffar	Chairman	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:



Dr. Khanzeb Khan

Date: 16.04.2025