

**MTI - HAYATABAD MEDICAL COMPLEX**

Doc. No.

HMC-HRD-F-02

RECORD FORMAT

Version No.

00

JOB DESCRIPTION

Date

02-05-2022

JD No.	10-ENDO
Job Title	Junior Clinical Technician (JCT)
Department	Endocrinology
Reporting To	Chairman Endocrinology

Job Overview	A Junior Clinical Technician's role involves supporting clinical operations by performing a variety of tasks to ensure accurate and timely patient care. This may include assisting with patient preparation, maintaining medical equipment, and performing basic laboratory tests. They are responsible for ensuring the safety and cleanliness of the clinical environment.
Duties & Responsibilities	<ul style="list-style-type: none">• To perform his duties according to the duty roster & senior's orders.• To maintain cleanliness & orderliness of the unit through other health workers.• Maintaining protective clothing & take all other safety precautions in performance of duty.• Maintain stock register, equipment & machinery, will keep expense register, free register & daily attendance register up to date.• To perform dressing of Diabetic foot in the ward.• To perform outpatient duties.• To perform admission in the unit
Job Requirements / Hiring Criteria / Related Experience	<ul style="list-style-type: none">• 2nd Class Secondary School Certificate from recognized Board.• Diploma in Concern specialty from KPK Medical Faculty or its equivalents in relevant field.• OR• BS/B.Sc. in the respective Field/Technology.
Skills & competencies	<ul style="list-style-type: none">• Managing dressing in Diabetes Unit
Working Environment	<ul style="list-style-type: none">• Good• Construct Growth
Physical Effort	<ul style="list-style-type: none">• To perform dressing according to duty roster

	Name	Designation	Date	Signature
Prepared by	Mr. Jamil Ali	JCT	16.04.2025	

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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:



Jamil Ali

Date: 16.04.2025