

	<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>	11-ENDO
<b>Job Title</b>	Junior Clinical Technician (JCT)
<b>Department</b>	Endocrinology
<b>Reporting To</b>	Chairman

<b>Job Overview</b>	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.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• To perform his duties according to the duty roster &amp; senior's orders.</li> <li>• To maintain cleanliness &amp; orderliness of the unit through other health workers.</li> <li>• Maintaining protective clothing &amp; take all other safety precautions in performance of duty.</li> <li>• Maintain stock register, equipment &amp; machinery, will keep expense register, free register &amp; daily attendance register up to date.</li> <li>• To perform dressing of Diabetic foot in the ward.</li> <li>• To perform outpatient duties.</li> <li>• To perform admission in the unit</li> </ul>
<b>Job Requirements / Hiring Criteria / Related Experience</b>	<ul style="list-style-type: none"> <li>• 2nd Class Secondary School Certificate from recognized Board.</li> <li>• Diploma in Concern specialty from KPK Medical Faculty or its equivalents in relevant field.</li> <li>• OR</li> <li>• BS/B.Sc. in the respective Field/Technology.</li> </ul>
<b>Skills &amp; competencies</b>	<ul style="list-style-type: none"> <li>• Managing dressing in Diabetes Unit</li> </ul>
<b>Working Environment</b>	<ul style="list-style-type: none"> <li>• Good</li> <li>• Construct Growth</li> </ul>
<b>Physical Effort</b>	<ul style="list-style-type: none"> <li>• To perform dressing according to duty roster</li> </ul>

	Name	Designation	Date	Signature
<b>Prepared by</b>	Dr. Ashfaq Ali	PMO	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*

<b>Employee:</b>    Taj Alam	Date: 16.04.2025
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