

	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-HRD-F-01
	HUMAN RESOURCE DEPARTMENT	Version No.	01
	JOB DESCRIPTION	Date	02-05-2022

JD No.	CH-GM&A-01
Job Title	Chairperson (General Medicine and Allied)
Department	Department of General Medicine and Allied
Reporting To	Dean

Job Overview	<p>The Chairperson (General Medicine and Allied) in a Tertiary Care Hospital holds a leadership position responsible for overseeing and managing the clinical, academic, and research aspects of the Department of General Medicine and Allied. This role requires a distinguished physician with extensive experience in internal medicine, strong leadership skills, and a commitment to advancing patient care, education, and research within the department.</p>
	<p>Leadership and Administration:</p> <ul style="list-style-type: none"> Provide visionary leadership to the Department of General Medicine and Allied, aligning departmental goals with the overall mission and strategic objectives of the hospital. Oversee the day-to-day administrative functions, ensuring efficient and effective clinical operations. Collaborate with other department heads and hospital leadership to enhance interdisciplinary cooperation.
	<p>Clinical Oversight:</p> <ul style="list-style-type: none"> Ensure the delivery of high-quality patient care services within the Department of General Medicine and Allied. Monitor clinical outcomes, patient satisfaction, and compliance with established standards and protocols. Lead initiatives to enhance clinical quality, patient safety, and the patient experience.
	<p>Academic and Research Initiatives:</p> <ul style="list-style-type: none"> Promote a robust academic environment, supporting education and training programs for medical students, residents, and fellows. Facilitate and encourage departmental research activities, collaborating with research institutions and fostering a culture of innovation.
	<p>Faculty and Staff Management:</p> <ul style="list-style-type: none"> Recruit, develop, and retain qualified healthcare professionals, including physicians, residents, nurses, and allied health staff. Conduct regular performance evaluations, provide constructive feedback, and support professional development opportunities.
	<p>Resource Management:</p> <ul style="list-style-type: none"> Optimize the allocation of resources, including staff, equipment, and facilities, to ensure efficient and effective medical services.



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- Manage the departmental budget and contribute to financial planning initiatives.

Quality Improvement Initiatives:

- Spearhead quality improvement initiatives within the Department of General Medicine and Allied, participating in hospital-wide quality improvement programs.
- Monitor and analyze key performance indicators, implementing corrective actions as needed.

Collaboration and Communication:

- Collaborate with other departments to enhance patient care coordination and interdisciplinary communication.
- Foster open communication channels within the department and with hospital leadership.

Academic & Professional Qualifications:

As per PM&DC regulations

Related Experience:

As per PM&DC regulations

Skills/Competencies:

- Management Skills
- Communication Skills

Working Conditions:

- Work in office work environment

Physical Effort:

- Take Part in meetings, conferences.

Job Requirements / Hiring Criteria

Working Environment

	Name	Designation	Date	Signature
Prepared by				
Reviewed by				
Approved by				

Acknowledgment:

I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department

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Employee:

Date:

Legends:

Note: The document is digitally prepared, reviewed and approved by competent authorities as mentioned above and does not require signatures.

MTI-HMHC