
	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-GS&A-01
Job Title	Chairperson (General Surgery and Allied)
Department	Department of General Surgery and Allied
Reporting To	Dean

Job Overview	<p>The Head of Department (General Surgery and Allied) in a Tertiary Care Hospital is a leadership position responsible for overseeing and managing all aspects of the General Surgery and Allied services. This role requires a skilled and experienced surgeon with strong leadership abilities, a commitment to excellence in patient care, and a focus on fostering a collaborative and innovative environment within the department.</p>
Duties & Responsibilities	<p>Leadership and Administration:</p> <ul style="list-style-type: none"> • Provide visionary leadership to the Department of General Surgery 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 Surgery 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>Faculty and Staff Management:</p> <ul style="list-style-type: none"> • Recruit, develop, and retain qualified healthcare professionals, including surgeons, 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 surgical services. • Manage the departmental budget and contribute to financial planning initiatives. <p>Clinical Excellence:</p> <ul style="list-style-type: none"> • Promote a culture of clinical excellence within the department, encouraging continuous improvement in surgical practices. • Facilitate the implementation of evidence-based surgical techniques and ensure


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Job Requirements / Hiring Criteria	<p>compliance with relevant clinical guidelines.</p> <p>Quality Improvement Initiatives:</p> <ul style="list-style-type: none"> Spearhead quality improvement initiatives within the Department of General Surgery and Allied, participating in hospital-wide quality improvement programs. Monitor and analyze key performance indicators, implementing corrective actions as needed. <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> Collaborate with other departments to enhance patient care coordination and interdisciplinary communication. Foster open communication channels within the department and with hospital leadership.
	<p>Academic & Professional Qualifications:</p> <ul style="list-style-type: none"> As per PM&DC regulations
	<p>Related Experience:</p> <ul style="list-style-type: none"> As per PM&DC regulations
	<p>Skills/Competencies:</p> <ul style="list-style-type: none"> Management skills Communication skills
Working Environment	<p>Working Conditions:</p> <ul style="list-style-type: none"> Work in office work environment
	<p>Physical Effort:</p> <ul style="list-style-type: none"> Take part in meetings, conferences

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

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