
	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-HRD-F-02
	HUMAN RESOURCE DEPARTMENT	Version No.	00
	JOB DESCRIPTION	Date	27-03-2025

JD No.	02-DERM
Job Title	Associate Professor
Department	Dermatology
Reporting To	Dean

Job Overview	Overall management of the department.
Duties & Responsibilities	<ul style="list-style-type: none"> Development of in-patients, out-patients and emergency patient care program Advising the institution in developing cost effective patient care Coordination of departmental activities Curriculum designing Teaching and guiding under and post graduate students Examination duties Ensuring coordination of duties of all paramedical staff Conducting clinical audit and research Development of SOPs and ward protocols
Job Requirements / Hiring Criteria	Academic & Professional Qualifications: <ul style="list-style-type: none"> As per PMDC rules.
	Related Experience: <ul style="list-style-type: none"> As per PMDC rules.
	Skills/Competencies: <ul style="list-style-type: none"> Teaching under and post graduate students Supervising procedures Liaison and coordination with patients, under and post graduate students, paramedics,
Working Environment	Working Conditions: <ul style="list-style-type: none"> 08:00am to 04:00pm (Monday to Friday) 04:00pm to 08:00pm IBP (Monday to Friday) Emergency service 24/7 as per emergency roster
	Physical Effort: <ul style="list-style-type: none"> Ward rounds Under and post graduate classes OPD duties Emergency on call duties Interdepartmental meetings

	Name	Designation	Date	Signature
Prepared by				
Reviewed by				
Approved by				

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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. Naheed Asghar Associate Professor	Date:
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