

	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-HRD-F-02
	HUMAN RESOURCE DEPARTMENT	Version No.	00
	JOB DESCRIPTION	Date	02-05-2022

JD No.	01-CRD
Job Title	Manager Cath Lab
Department	Cardiology
Reporting To	Hospital Director & Medical Director

Job Overview	<p>To manage, supervise, and coordinate all operations of the Cardiac Catheterization Laboratory (Cath Lab) to ensure safe, efficient, and high-quality diagnostic and interventional cardiac procedures. The Manager Cath Lab oversees staff, equipment, workflow, patient safety, and compliance with clinical and accreditation standards.</p>
	<p>1. Cath Lab Operations Oversight</p> <ul style="list-style-type: none"> Manage daily operations of Cath Lab procedures including angiography, angioplasty, pacemaker insertion, and other interventional procedures. Ensure seamless case flow, timely scheduling, and patient preparation. Coordinate with cardiologists, anesthetists, nurses, and technicians for procedure readiness.
	<p>2. Staff Supervision & Training</p> <ul style="list-style-type: none"> Lead and supervise Cath Lab staff including nurses, technologists, and support personnel. Prepare duty rosters and allocate tasks during procedures. Conduct training on protocols, radiation safety, equipment use, and emergency response.
	<p>3. Equipment & Technology Management</p> <ul style="list-style-type: none"> Oversee proper functioning of Cath Lab equipment such as fluoroscopy units, hemodynamic monitors, injectors, crash carts, and imaging systems. Ensure preventive and corrective maintenance in coordination with Biomedical Engineering. Maintain availability of consumables, catheters, stents, and emergency supplies.
	<p>4. Quality Assurance & Patient Safety</p> <ul style="list-style-type: none"> Implement and monitor quality indicators such as door-to-balloon time, complication rates, and infection control protocols. Ensure compliance with JCIA/ISO standards and hospital policies. Monitor radiation safety practices and ensure staff exposure is within permitted limits.
	<p>5. Administrative & Documentation Responsibilities</p> <ul style="list-style-type: none"> Maintain accurate documentation of all procedures, logs, and inventory. Ensure proper maintenance of patient records, consent forms, and clinical reports. Prepare monthly performance reports, incident reports, and audits.
	<p>6. Inventory, Budgeting & Supply Chain Management</p> <ul style="list-style-type: none"> Manage inventory of devices, contrast media, catheters, stents, wires, and disposables.



- Coordinate procurement with suppliers and negotiate pricing where needed.
- Assist in annual budgeting for Cath Lab equipment and supplies.

7. Coordination & Communication

- Serve as primary point of contact between clinicians, nursing, administration, and vendors.
- Resolve workflow challenges and ensure smooth multidisciplinary coordination.
- Participate in emergency cardiac care planning and drills.

Academic & Professional Qualifications:

- Bachelor's degree in Cardiac Technology / Biomedical Technology / Nursing / or related healthcare field.
- Preferably a Master's in Healthcare Management or related specialization.

Related Experience:

- 5–7 years of Cath Lab experience with at least 2 years in a supervisory or managerial role.

Skills/Competencies:

- Strong knowledge of Cath Lab procedures, technology, and equipment.
- Leadership and decision-making skills. Crisis and emergency management abilities.
- Excellent communication and coordination skills. Strong understanding of radiation safety and infection control.
- Ability to manage inventory, budgeting, and vendor communication.
- Problem-solving and team-building capabilities

Working Conditions:

- High-pressure, fast-paced environment inside the Cath Lab.
- Frequent exposure to radiation (within safety protocols and PPE requirements).
- Interaction with critically ill cardiac patients and emergency cases.
- Extended standing periods during long procedures.
- Occasional on-call duties for emergency angioplasty or cardiac interventions.
- Need to coordinate with multiple clinical departments simultaneously.

Job Requirements / Hiring Criteria**Working Environment****Physical Effort:**

- Prolonged standing during interventional procedures (1–4 hours or more).
- Physical movement across Cath Lab, control room, and inventory areas.
- Wearing heavy radiation lead aprons for extended durations.
- Frequent use of computers, monitors, and imaging systems.
- Handling sterile instruments and consumables with precision.

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	Name	Designation	Date	Signature
Prepared by	Mr. Abid Ali	Manager HR	03-10-2023	
Reviewed by	Prof. Dr. Shehzad Akbar Khan	Medical Director	03-10-2023	
Approved by	Prof. Dr. Shehzad Akbar Khan	Medical Director	03-10-2023	

Acknowledgment:

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

Employee:

Date: