GAJJU KHAN MEDICAL COLLEGE

SWABI

Job Descriptions Version-1



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**JOB TITLE CHIEF EXECUTIVE** (GKMC/BKMC)

**Job type** *Contract for 3 years*

**Selection Criteria:** *By Advertisement*

**Department:** *Department of Health Khyber Pakhtunkhwa*

**Education:** *Master Health Administration or equivalent*

**Experience:** *At least 10 years in Health management, Hospital Administration or equivalent.*

**Accountable to:** *Government of Khyber Pakhtunkhwa through Secretary*

**Responsible for***: Chief Executive Gajju Khan Medical College \ Bacha Khan Medical Complex (GKMC,BKMC)* shall be responsible for general administration and management of the institutions concerned & shall exercise such powers & performs such activities and functions as specified below,

## TASKS:

1. The Chief Executive shall be the Chairman of MC
2. The Chief Executive shall be the custodian of *(GKMC,BKMC)* funds & properties
3. The Chief Executive shall be the Principal Accounting Officer of the institutions concerned & shall be the DDO of the personnel ledger accounts at the treasury
4. Performs the services of managing the institutions with in the highest standards of professional & ethical competence & integrity
5. Ensures provision of health care facilities to the satisfaction of the public
6. Utilize his capabilities to his best to ensure adequate resource building both financial & intellectual for the efficient management of the institution
7. Be accountable for the performance of the institutions
8. The CE shall place the budget before the MC and shall incur expenditure with in the approved budget. He shall be responsible for the efficient & effective use of the total financial resources available
9. The CE shall be responsible to upgrade the health care delivery services constantly, including the equipment, to a level as nearly as possible of international standards
10. The CE shall in the initial 3 months after taking over charge, present a situation analysis report on the performance benchmark status of the institutions to Govt & MC
11. The CE shall be bound to evaluate progress of the institutions on the basis of performance indicators provided to him from time to time by the Govt/ MC and shall take appropriate corrective measures in the light of the reports
12. The CE shall organize & assist external & internal audits both financial & performance related to annual & quarterly basis
13. He shall provide to Govt. information, comments & advice on any specific point as may be asked for
14. He shall perform such other functions & duties as may be assigned to him by MC/ Government.

**JOB TITLE MEDICAL SUPERINTENDENT**

**Job type:** *Regular* **BPS** *20*

**Selection Criteria***: By transfer from health department from Management Cadre*

**Department:** *Department of Health Khyber Pakhtunkhwa*

**Accountable to:** *Chief Executive & through him to MC*

***Responsible for:*** *Clinical staff up to the level of Senior Registrars and all other staff members including BKMC management and Nursing Cadre.*

**Required Experience**: *18 Years in Health administration, Hospital Management or Equivalent*

***Required Education:*** *MBBS; Masters in Health administration and to be a member of health Management Cadre of Khyber Pakhtunkhwa.*

The Medical Superintendent shall be the Secretary of Management Council of Khyber Medical Institute (*(GKMC,BKMC)*)

## Tasks:

1. Report to the Chief Executive on all important matters concerning patients cure
2. Be responsible for all matters relating to hospital management, patient care & shall discharge all duties entrusted to him by the Chief Executive or the MC
3. Plan & promulgate with the approval of the CE/ MC comprehensive patient care & clinical facility programs in the hospital in order to raise & maintain the standard of health delivery
4. Maintain discipline in the hospital including punctuality , conduct & performance
5. Sign & issue experience certificates in respect of SR ,JR , SMOs/MOs, House Officers, Nursing Staff & other paramedical staff of the hospital and certify patient care activities performed by the clinical staff up to the senior registrar level
6. Be responsible for maintaining clinical and administrative data record of the hospital and report to the Chief Executive/ MC on quarterly basis and ensure the compliance of appropriate steps proposed by the chief Executive/ MC
7. Be responsible for maintaining the equipment & machines of the hospital
8. Works within the parameters frame work laid down by the Chief Executive/ MC and shall carry out any other duties that may be assigned to him from time to time by the CE/ MC & shall keep them informed about the performance of his functions
9. Exercises the administrative & financial powers as delegated to him under the rules.

**JOB TITLE PRINCIPAL GKMC**

**Job type** *Regular* **BPS** *20*

**Selection Criteria:** *Transfer from amongst the teaching cadre*

**Department**: *Health department*

**Accountable to:** *Chief Executive (GKMC,BKMC)*

**Required Experience**: *On seniority basis amongst the teaching staff*

**Required Education:** *MBBS*, *FCPS/FRCS/MRCP/Diplomat American Board/Mphil/PhD*

## Tasks:

* 1. Report to the Chief Executive on all important matters concerning students & staff
  2. Shall be the member of MC
  3. Be responsible for all academic matters
  4. Exercise the administrative & financial power as delegated under the rules
  5. Represent Chief Executive / management committee & the college at the university concerned
  6. Discharge all academic duties entrusted to him by the MC
  7. Work within the parameters/frame-work laid down by the Chief Executive / MC , beside carrying out any other duties that may be assigned to him from time to time by the CE/ MC & shall keep the Chief Executive / MC informed of all important matters and issues
  8. Draw up and promulgate the detailed teaching programs for students in accordance with the recommendation of the College Academic Council & Board of Studies of University concerned
  9. Preside over the meeting of the College Academic Council and draw up agenda of the meeting in accordance with the functions assigned to the said Academic Council
  10. Sign & issue academic certificate in respect of students
  11. Be responsible for the compilation of all medical education & research data relating to his institution and report to the MC about the academic performance of the institution at least on quarterly basis and to take appropriate steps to ensure optimum standards of medical education & discipline among the students of the college
  12. Maintain discipline in the college including punctuality, conduct and performance, and take necessary steps on receipt of a complaint or reference from the CE, relating to the member/ staff of the college under intimation to the CE

**JOB TITLE DIRECTOR ACADEMICS**

**Job type**: *Temporary*

**Selection Criteria:** *From among the serving Consultants*

**Department:** *GKMC department of Health.*

**Accountable to:** *Through Chief Executive to Management council and to Dean GKMC*

**Required Experience:** *An Academician with at least 10 years experience in teaching* **Required Education:** *MBBS*, *FCPS/FRCS/MRCP/Diplomat American Board/Mphil/PhD*

## Tasks:

The Director Academics will receive the TMOs monitoring & evaluation proformas forwarded to him by the supervisors. HE/She will be responsible to analyze these proformas and submit a report to the Dean/Principal on quarterly basis

1. He/She will monitor the minimum teaching schedule of each unit
2. He/She will coordinate with the CPSP regional office regarding approval of synopsis & dissertations
3. He/she will monitor the attendance of TMOs in CPCs interactive lectures & PGMI symposia & will submit a report to the Dean/ Principal on quarterly basis
4. He/She will coordinate with supervisors in holding intensive courses at least once a year in each specialty.
5. He/She will hold regular meetings with supervisors at least twice a year to sort out problems in training of Toms
6. He/ She will hold regular meeting along with other Director Academics at least quarterly chaired by the Dean / Principal
7. He/She will arrange meeting with supervisors regarding Toms who are not up to the work
8. He/She will coordinate with supervisors for arranging annual assessment of Toms
9. He/ She will be a member of GKMC inspection team
10. Director Academics(Medicine) shall conduct & coordinate the weekly CPC(Grand Round)

**JOB TITLE PROFESSOR**

**Job type** *Regular* **BPS** *20*

**Selection Criteria** *by promotion on seniority basis amongst the associate professor of the concerned specialty*

**Department:** *Concerned unit*/ *specialty in GKMC/BKMC*

**Accountable to:** *Principal*, *Chief Executive*

**Required Experience**: *17 years experience in the medical*

**Required Education:** *MBBS/BDS, DSC, FCPS/FRCS/MRCP/MPhil/PhD or Fellow ship from a PMDC recognized institute*, *Diplomat American Board (MD)*

## Tasks:

1. Develop a program of patient care encompassing inpatient, outpatient and emergency care.
2. Discharging clinical duties in the teaching hospital by conducting ward rounds, OPDs and providing emergency cover.
3. Monitoring and Evaluation of young doctors responsible for patient care.
4. Patient care per duty roster (Ward rounds, OPDs and on call duties)
5. Advising the institution in developing cost effective patient care.
6. Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care
7. Overall supervision of undergraduates teaching
8. TO undertake undergraduate and postgraduate teaching
9. Scheduling and supervising teaching efforts of associate Professor, Assistant Professors and senior Registrar/Lectures in the department.
10. To chair seminars and club meetings and highlight recent advances and clinical implications.
11. Guide post graduate dissertation work
12. Hands of demonstration of complicated cases of academic interest
13. To conduct clinical & Epidemiological research and present papers in conferences or chairing scientific sessions.
14. To participate in conferences at National or International level.
15. To undertake all the academic and administrative work assigned by the principal/Dean/Chief executive /Secretary/University/PM&DC/HEC or any other regulatory body.
16. Supervision and finalization of internal assessment, compilation of marks and timely dispatch to the university.
17. To support and guide students in their curricular or co-curricular activities.
18. Recording and forwarding the leave applications and other official documents to the principal in case of teaching cadre, SR/JR HO and other staff to MS while in case of TMOs to director academics.
19. To conduct under graduate and post graduate examination. Invigilation of clinical and practical examination evaluation of answer scripts. Setting question papers.
20. To chair committees and participate in college decision-making body i.e. academic council or any forum where asked for.
21. Co-ordinates intra and inter departmental activities.
22. Participating in heads of the departments meetings for scheduling, teaching
23. program, syllabus, continuing medical education or meetings by Director Academics, CHIEF EXECUTIVE or any other
24. Conduct departmental meetings for smooth functioning of the department.
25. To ensure maintenance of departmental decorum, discipline, conduct and
26. Patient service care ensuring morning / evening round by concerned staff
27. To ensure timely availability of necessary input to the department in the form of Equipment, materials, academic or patient care.
28. Maintenance of departmental records documents and accounts.
29. Be a member of committees to inquire adverse events, carry out audits and evaluate performances, thus improving practices.
30. Participate in the development of SOPs and treatment guidelines & protocols.
31. Any other duty assigned to him/her by Principal or CHIEF EXECUTIVE

**JOB TITLE ASSOCIATE PROFESSOR**

**Job type:** *Regular* **BPS** *19*

**Selection Criteria:** *By promotion on seniority basis among the assistant professor in the concerned specialty*

**Department:** *Concerned clinical unit* **Responsible to:** *In charge clinical unit* **Required Experience:** *11 Years*

**Required Education:** *MBBS*, *FCPS/FRCS/MRCP/MPhil/PhD or Fellow ship from a PMDC recognized institute*, *Diplomat American Board (MD)*

## Tasks:

1. Help in the development of patient care program encompassing Inpatient, outpatient and emergency care.
2. Discharging clinical duties in the teaching hospital by conducting ward rounds, OPDs and providing emergency cover.
3. Monitoring and Evaluation of young doctors responsible for patient care.
4. Patient care per duty roster (Ward rounds, OPDs and on call duties)
5. Advising the institution in developing cost effective patient care.
6. Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care.
7. Engage in teaching at all level using relevant teaching methods, e.g. lectures, seminars, tutorial etc., working as part of the teaching team.
8. Develop and apply appropriate teaching techniques and material, which may be novel or innovative, to create interest, understanding and enthusiasm amongst students.
9. Undertake curriculum design and deliver material across programs of study at various levels, using appropriate teaching, learning support and assessment methods, reviewing and improving as required.
10. Liaise with external partners over all matters relating to the clinically-based elements of teaching.
11. Guiding undergraduate students in their clinical and preclinical work as assigned by the professor.
12. To guide the post graduate students in their clinical work as assigned by the students.
13. To act as guides / co guides for clinical dissertation work for postgraduate students.
14. To assist and supervise the postgraduates in their library dissertations, seminars presentation etc., as assigned by the professor.
15. Examination duties:
    1. Promptly carry out the examination duties assigned by the supervisor or the university, which may include.
    2. Invigilation during examination
    3. Assisting the examiners in the examination work as clinical experts
    4. Valuation of answers scripts
    5. Conduct practical examination of undergraduate and postgraduate students setting question papers.
16. To guide and direct subordinate in maintaining cleanliness in the department.
17. Provide first line support for colleagues, referring then to sources of further help if required.
18. Assist the professor in the departmental administrative work which includes:
19. To ensure overall coordination of duties of all Para medical staff in the department.
20. Maintenance of patient record in the departments.
21. Allotment of work to post graduate students.
22. Record of academically important clinical cases.
23. Record of stocks in the department.
24. Patient counseling and departmental public relations.
25. To carry out any other work delegated by the superiors in connection with teaching, examination, administration or patients care.
26. To conduct clinical audit when required
27. Performs the duties of professor in his absence.
28. Any other task assigned by higher authorities
29. Participate in the development of SOPs and treatment guidelines & protocols.
30. Any other duty assigned to him by his/her In-Charge of Clinical Unit, Principal & CE

**JOB TITLE ASSISTANT PROFESSOR**

**Job type** *Regular* **BPS** *18*

**Selection Criteria**: *50% by initial recruitment 50% by promotion on seniority basis from the senior registrar in the concerned specialty*

**Department**: *concerned clinical department*

**Accountable to:** *in charge of clinical unit*

**Required Experience**: *3 Years teaching experience in the specialty*

**Required Education:** *MBBS*, *FCPS/FRCS/MRCP/MPhil/PhD or Fellow ship from a PMDC recognized institute*, *Diplomat American Board (MD)*

## Tasks:

1. Help in developing a program of patient care encompassing inpatient, outpatient and emergency care.
2. Discharging clinical duties in the teaching hospital by conducting ward rounds, OPDs and providing emergency cover.
3. Monitoring and Evaluation of young doctors responsible for patient care.
4. Patient care per duty roster (Ward rounds, OPDs and on call duties)
5. Advising the institution in developing cost effective patient care.
6. Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care.
7. Supervise and coordinate under graduate teaching by lectures.
8. Taking lecture classes and attends clinics.
9. Monitoring, assessing and marking students work, maintaining accurate records and progress.
10. Demonstrating the various clinical treatment modalities to the students.
11. To schedule and conduct seminars, journal clubs for post graduates.
12. Hands on teaching of complicated or cases of academic interest.
13. To participate in seminars conference at national international level.
14. To conduct clinical and epidemiological research and present papers in conference.
15. To support and guide all students in their curricular and extracurricular activities.
16. Ensuring patient care and conducting morning/ evening rounds & ensuring proper patient data & its documentation
17. Participate in the development of SOPs and treatment guidelines & protocols.
18. Assist & coordinate all academic , research & patient care activities in consultation with Assoc. Prof & Professor of the ward
19. Any other task assigned by Prof. Principal or CE
20. Examination Duties
    1. Promptly carry out the examination duties assigned by the supervisor or the university, which may include.
    2. Invigilation during examination
    3. Assisting the examiners in the examination work as clinical experts
    4. Valuation of answers scripts
    5. Conduct practical examination of undergraduate and postgraduate students setting question papers.

**JOB TITLE CHIEF NURSING SUPERINTENDENT**

**Job type:** *Regular* **BPS** *18* **Selection Criteria:** *Posting/Transfer by DGHS* **Department:** *Nursing BKMC*

**Accountable to:** *Medical superintendent, Chief Executive*

**Required Experience:** *11 Years in the field of nursing management*

**Required Education:** *Diploma Midwifery, BSC Nursing, 1 Year Ward Administration Diploma, 1 Year teaching Administration and diploma in nursing*

## Tasks:

1. Chief Nursing Superintendent is directly Accountable to Medical Superintendent of the hospital
2. She is the administrative head of the nursing staff and school of nursing & prepares reports , plans & budgets for the nursing service
3. Delegates to Nursing Superintendent & Assistant Nursing Superintendent specific tasks and responsibilities
4. Prepares & notify duty time table for all subordinate staff & displays it at notice boards
5. Is responsible for the overall nursing & general care of patients
6. Is responsible for planning & delivery of nursing care in accordance with the objectives of hospital and the medical staff requirements & implementing the approved plans
7. Ensures high level of performance, discipline & work ethics by nursing staff & continuously evaluates the efficacy of patients care provided to patients.
8. Develops & monitor rules, plans & procedures relating to nursing services
9. Makes regular visits to all wards, departments and ensures that the premises are clean & tidy, hazardous waste is disposed of properly & the patient care is up to the mark & records are complete & up-to-date
10. Ensures the nursing education & training according to the Pakistan Nursing Council
11. Recommends disciplinary action about any misconduct on the part of any nurse
12. Submits regular reports about nurses who are sick, absent or on leave to MS
13. Prepare day & night lists of admissions, emergency patients , serious patients & death cases & submit s the same to MS & RMO on daily basis
14. Any other duty assigned to her by MS, Chief Executive & MC

**JOB TITLE PRINCIPAL SCHOOL OF NURSING**

**Job type:** *Regular* **BPS** *18* **Selection Criteria:** *Posting by DGHS* **Department:** *Nursing*

**Accountable to:** *Medical superintendent, Chief Executive*

**Required Experience**: *11 Years in the field of nursing management*

**Required Education:** *Diploma Midwifery, BSC Nursing, 1 Year Ward Administration Diploma, 1 Year teaching Administration and diploma in nursing.*

## Tasks:

1. He/she will be Accountable to Medical Superintendent of the hospital
2. He/She will be responsible for overall management of the school
3. She will be responsible to coordinate with the Chief Nursing Superintendent of the hospital as well as with the hospital staff
4. Full time & residential job
5. She will be write annual confidential reports of the staff under her control
6. She will be responsible for preparing the budget for the school & its proper monitoring, utilization & auditing
7. She will be responsible to maintain professional activities
8. She can delegate the responsibility of teaching & the administrative matter to the staff according to the experience whenever necessary
9. She will be responsible to form the various committees as have been defined separately
10. She will be responsible to submit annual reports & reports about the progress/evaluation/ other educational activities to the MS & CE
11. She will check all kind of records including the health records of the students
12. She will be responsible to supervise the theoretical as well as clinical instructions of the instructors
13. She will be responsible to pay regular visit to clinical areas to ensure the proper nursing care being given to the patients by the students
14. She will be required to check the clinical duties of the students according to their requirements & scheduling of theoretical classes
15. She will check the leave records, & sanction the leave according to P>N>C rules
16. It will be the primary responsibility of the Principal to ensure continuation of education of the family & other staff as well as the arrangements of seminars/ workshops for this purpose
17. She will coordinate with other faculties & will arrange part time lectures
18. She will be responsible to upkeep the morals & welfare of the faculty/staff/students with her leadership qualities
19. She is responsible to provide educational resources such as library, laboratory where ever needed
20. She will be responsible to maintain & update the standard of education & latest development
21. Any other duty assigned to her by MS & CE from time to time

**JOB TITLE RESIDENT MEDICAL OFFICER**

**Job type** *Regular* **BPS** *19*

**Selection Criteria** *Posting by Health Department*

**Department** *BKMC*

**Accountable to:** *Medical superintendent,* Chief Executive

**Required Experience**: *11 Years*

**Required Education:** *MBBS, MPH/Master in health administration or hospital management/MBA in management sciences*

## Tasks:

1. Resident Medical Officer is answer able to Medical Superintendent
2. The executive authority below Medical Superintendent rests with RMO
3. When Medical Superintendent is not present, RMO has the authority to sign on all correspondences of ordinary & routine nature
4. Full time residential & non-practicing. RMO resides on hospital premises to confirm his presence round the clock when he is not on leave
5. RMO is responsible for the maintenance , safe custody & proper use of patients medical record
6. RMO is responsible for monitoring bed occupancy, in-patients census, hospital services analysis & compilation of hospital statistics
7. Is responsible for reporting , births & deaths, & reportable diseases to hospital & state health authorities
8. is responsible for issuance of birth / death notification certificates & medical reports
9. is responsible for providing data for infection control, risk management, medical audit, quality assurance & utilization review
10. Acts as medical attendant to Govt. servants according to medical attendants rules
11. RMO is the focal person of “ Hospital Rapid Response Team”
12. Implementation of all orders and policies received through MS & Chief Executive
13. Will follow the guidance in various Govt. rules i.e. Civil servants Act, conduct rules, Financial treasury rules, efficiency & discipline rules etc.
14. Carries out all other duties as may be assigned to him by MS, Chief Executive & management council from time to time

**JOB TITLE DEPUTY MEDICAL SUPERINTENDENT (ADMIN)**

**Job type:** *Regular* **BPS** *19* **Selection Criteria:** *Posting by Health Department* **Department:** *BKMC*

**Accountable to:** *Medical superintendent,* Chief Executive

**Required Experience:** *11Years*

**Required Education:** *MBBS, MPH/Master in health administration or hospital management/MBA in management sciences*

## Tasks:

* 1. DMS(ADM) is Accountable to Medical Superintendent
  2. The administrative authority below Medical Superintendent lies with the DMS (Admn) & is responsible for keeping administrative discipline in the hospital
  3. Full time, residential job. Resides on hospital premises to confirm round the clock when he is not on leave
  4. Administratively control all staff working in the hospital
  5. Supervise & organize the work of staff under his control & ensures high level of performance, discipline & work ethics by all staff
  6. Ensures that duty Rota of all staff working in various sections is prepared & notified in time
  7. Performs regular routine & surprise round of hospital to ensures that
     + Staff is observing official duty timing
     + Staff are performing their duties correctly
     + Staff wears uniform, name tags & caps
     + Security measures
     + Hospital premises is neat & clean round the clock
     + Hospital waste is disposed of properly
  8. Interprets the philosophy, policies & rules and regulations of the hospital to the employees
  9. Informs employees of the activities of the hospital
  10. Maintains horizontal & vertical (360 degree ) good relation ship
  11. Attends to employees grievances
  12. Recommends disciplinary action about miss conduct on part of any subordinate staff
  13. Implementation of all orders & policies received through MS & CE
  14. Will follow the guidance in various Govt. rules, financial treasury rules, efficacy & disciplinary rules etc.
  15. Any other duty assigned to him by MS & CE from time to time

**JOB TITLE DEPUTY MEDICAL SUPERINTENDENT (STORE)**

**Job type:** *Regular* **BPS** *19* **Selection Criteria:** *Posting by Health Department* **Department:** *BKMC*

**Accountable to:** *Medical superintendent,* Chief Executive

**Required Experience**: *11 Years*

**Required Education**: *MBBS, MPH/Master in health administration or hospital management/MBA in management sciences*

## Tasks:

1. Deputy Medical Superintendent ( Store) is Accountable to Medical Superintendent
2. DMS(store) will act as secretary of institutional purchase committee
3. DMS(Store) will be the custodian of hospital moveable property & will ensure that hospital property is protected from theft, pilferages & miss use
4. Full time residential job
5. Will be the I/C of hospital stores & CSSD
6. Administratively control all staff working under his control & will supervise & organize the work of staff & will ensure high level of performance, discipline & work ethics by all staff
7. Ensure that duty Rota of all staff working in various section is prepared & notified in time
8. Will ensure the availability of right materials, at the right time, to the right place & at the least cost
9. Will implement & follow all orders & policies received through MS & CE
10. Will follow the guidance in various Govt. rules e.g. GFR
11. Will be responsible to effectively forecast the requirements of the hospital & will do consultation with the requesting department on their requirements & specification for the equipment & will be responsible to submit need assessment report to the MS in time
12. Will be responsible to put timely demand for management of fund & will get approval of the competent authority
13. Will be responsible to fulfill all the Rules & Regulations as per procurement policy of the institution
14. Will ensure that at time of delivery of supplies or completion of repair work, it is inspected by the inspection committee & end user as per specification given in the supply order
15. Will ensure that necessary documentation is carried out by the concerned store keeper after satisfactory receipt, installation & commissioning of equipment as per report of inspection committee & end user
16. Will be responsible to keep a copy of the service contract & operational manual
17. Will ensure that records of equipment are kept including procurement, equipment failure & defect, maintenance, repair & disposal
18. Will be responsible for the maintenance & repair of equipment & furniture etc.
19. Will be responsible of condemnation of equipment as per laid down criteria
20. Will be responsible for conducting regular equipment audit i.e. a regular & routine check of equipment are carried out in accordance with the operational manual & maintenance contract
21. Will be responsible to maintain a log book of all equipment s
22. Will be responsible to carry out physical verification of inventory at least once a year to compare the actual stock on hand versus the number expected as per record
23. Will ensure that items held in stores is issued through indents to user departments on a periodical basis i.e. once a week or fort nightly or as & when necessary
24. Will be responsible to forward contractor bills when the supply or repair work is declared satisfactory by the inspection committee & end user
25. Will carry out all other duties assigned to him from time to time

**JOB TITLE DIRECTOR FINANCE**

**Job type:** *Deputation* **BPS** *18*

**Selection Criteria:** *Temporary selection on merit on deputation from audit and accountant general*

***D*epartment:** *(GKMC,BKMC)*

**Accountable to:** *Chief Executive and IMC*

**Required Experience**: *Minimum 10 Years experience in audit and accounts*

**Required Education**: *Masters in Accounts, Financial Management along with respective certified courses and workshops.*

## Tasks:

* 1. The Director Finance is directly Accountable to Chief Executive & through him to the MC
  2. The DF shall be the member of MC
  3. The DF shall be responsible for preparation of financial plans of the institution & its implementation under general supervision & control of the Chief Executive/ MC
  4. Coordinate & supervise all the financial accounting matters of the institutions
  5. Render advice to the Chief Executive on matters concerning financial implications generally & particularly on investment of institution fund, not immediately required, in profitable schemes, with a view to improve financial sustainability of the institution
  6. Coordinate with the principal & Medical Superintendent on financial matters for smooth running of the institutions
  7. Be the Chief Accounts Officer of the institution and shall be responsible to keep all the accounts according to these rules & regulations approved by the MC
  8. Be responsible to watch the proper functioning of Budget & Finance Branch of the institution/ preparation of budget estimates
  9. Be responsible for coordinating & follow up of the external audit of the accounts on regular basis
  10. Prepare the detailed regulation & procedure for the financial management of the institution & get the same to be approved by the MC
  11. Shall carry out any other duty assigned to him from time to time by CE/ MC

**JOB TITLE SENIOR REGISTRAR**

**Job type** *Regular* **BPS** *18*

**Selection Criteria** *Initial recruitment by advertisement* **Department** *Concerned clinical department* **Accountable to:** *head of clinical unit*

**Required Experience:** *3 years teaching experience in the specialty*

**Required Education** *MBBS, FCPS/MRCP/MRCS/or fellow ship from PMDC recognized institute, Diplomat American Board (MD)*

## Tasks:

1. Reports to his/her Head of Clinical Unit and, through him, to the Medical Superintendent.
2. His/her job is full-time, residential & non-practicing. However Volunteer Institutional Private Practice(VIPP) will be allowed with the approval of management council & as per mutually agreed TORs
3. Works under the supervision of Head Of Unit
4. Supervises Registrar, SMOs/MOs, TMOs, House officers, Nurses Staff & other subordinate staff working in the unit
5. Stays on call for emergency cases and critically ill patients and be immediately summoned to the hospital when required.
6. Makes regular detail morning & evening round of the in-patients as well as surprise visits to ensure that work is being carried out in accordance with instructions.
7. Operates on scheduled & emergency cases independently
8. He/She assists the Prof., Assoc. Prof & Asstt. Prof in administering the unit, supervise the performance of subordinate staff, delegates to them activities they are qualified & competent to do in accordance with their clinical privileges.
9. Provides out patients consultation , attends to inter departmental references, and examines in patients at morning & evening and more frequently when warranted
10. He/She independently carries out diagnostic & therapeutic procedures in accordance with his approved clinical privileges
11. Ensures that records of patients treated by his unit are legible, up-date & correctly reflect the patient’s condition and response to treatment
12. Prepares & verifies medical reports, death reports & medico legal reports issued by the unit
13. Co-ordinates the clinical audit, teaching & research activities of the unit
14. Carries out all other duties as may be assigned to him by the head of unit, M.S, Chief Executive & Management Council

**JOB TITLE JUNIOR REGISTRAR**

**Job type** *Regular (on posting for 3 years)* **BPS** *17*

**Selection Criteria** *by advertisement* **Department concerned** *clinical department* **Accountable to:** *head of clinical unit*

**Required Experience**: *Minimum 2 years in periphery service should be Govt employee*

**Required Education** *MBBS/FCPS-1*

## Tasks:

* 1. Accountable to his/her Head of Clinical unit and, through him, to the Medical Superintendent of the hospital
  2. His job is full time, residential & non practicing
  3. Works under the supervision of head of unit
  4. Supervises house officers, nurses & other subordinate staff of the unit
  5. Is responsible to prepare & notify the duty Rota of all the staff working in the unit
  6. Recommends disciplinary action about any miss conduct on part of any subordinate staff
  7. He is generally the senior most doctors on duty in the unit after normal working hours, and so as takes on-the-spot decision on behalf of the unit, but he is expected to keep his superior on call informed, and immediately summons them when warranted.
  8. Examines all in-patients at morning & evening and more often when clinically warranted
  9. Admits patients from OPD and A&E in accordance with the protocols of the unit. Prepares OT list & operates on scheduled & emergency cases. Is responsible for pre- operative & post-operative care of surgical patients
  10. Independently provides routine out patients consultation & attends to routine inter departmental references, but keeps his superior informed of all cases that merit their attention.
  11. Initiates interdepartmental references in consultation with his superiors
  12. Requests for investigations, follows up on results, prescribes medication and assists his superior at diagnostic, & therapeutic procedures
  13. Independently performs diagnostic and treatment procedures which he is authorized to do in accordance with his clinical privileges
  14. Ensures that all equipment, instruments and appliances are properly maintained , repaired, renovated or exchanged
  15. Verifies and countersigns discharge certificates prepared by his juniors
  16. Prepares medical reports & certificates which requires authentication by his superiors
  17. Participates in clinical audit, teaching & research activities of the unit
  18. Carries out all other duties as may be assigned to him by the head of unit, MS , Chief Executive & management council

**JOB TITLE TRAINEE MEDICAL OFFICER**

**Job type** *Regular/Private* **BPS** *17/contract*

**Selection Criteria:** *Medical training provided by CPSP in the concerned specialty*

**Department** *concerned clinical department*

**Accountable to:** *Supervisor*

## Required Experience: *NA*

**Required Education:** *MBBS, FCPS-1/MCPS-1*

## Tasks:

1. To observe hospital timing
2. To completely follow departmental SOPs
3. Present for the daily ward round
4. To document DPR and to review allotted beds
5. Give presentation of his assigned patients in the morning ward round
6. To document and carry out all the orders recommended for his/her patients in the morning round
7. To follow up the task assigned in the ward rounds and ensure their completion
8. To prepare discharge slips & to explain treatment & follow up plan with the discharge patients
9. Detailed briefing of the ward patients to the relieving trainee medical officer
10. To remain physically present on the ward premise during his scheduled shift
11. Supervising house officers
12. Clerking of patients ( arrival reports of patients admitted in emergency)
13. In case HOs are not available then complete work out of the newly admitted patients including history taking , investigations per departmental protocol and ensuring their completion
14. Checking out plan for all patients admitted in emergency in consultation with the JR or 3rd. on call senior
15. Outpatient clinic
16. OPD duties per departmental protocol & duty roster
17. To refer patients to the senior collogues if necessary
18. To discuss patients with senior collogue if necessary
19. Preparation of operation theatres list, consenting patients , preparation of patients for surgery or other procedures
20. To assist senior collogue & consultants in operation theatre
21. To carry out surgical procedures independently or under supervision according to the guidelines of the supervisory post graduate institution
22. To carry out complete documentation of operation notes of all major & minor cases in OT
23. To document complete post operation if necessary
24. Participate in departmental as well as hospital academic activities
25. Participation in departmental as well as hospital research work
26. To remain on duty on public holidays
27. To communicate effectively with his/ her team member
28. To respect his/her members, patients & their relatives /attendants
29. To follow departmental protocols while going on leave(casual leave, emergency & sick leave)
30. To document & inform on call seniors colleague about any un usual circumstances while on duty
31. To be available in UN foreseen circumstances to help his/her team.

**JOB TITLE HOUSE OFFICER**

**Job type** *Fixed*

**Selection Criteria** *initial recruitment for a period of 6 months each in medical and allied subject and surgical and allied subject by interview*

**Department** *concerned clinical department* **Accountable to:** *Registrar & Consultant* **Required Experience**: *NA*

**Required Education:** *MBBS WHO recognized medical college; provisional registration with PMDC*

## Tasks:

* 1. To observe hospital timings
  2. Full time residential work in the hospital
  3. To follow departmental SOPs
  4. To work under the supervision of the competent authority( TMO, /MO, Registrar’s & consultant)
  5. To remain within the premise of the department while on duty
  6. To record DPR of his/her allotted patients in the patients progress chart
  7. To present or assist senior doctors during the morning or evening rounds per departmental protocol
  8. To record tasks in writing , mentioned on the bed side of the patient during morning or evening round
  9. To carry out or to follow him/ her if necessary, or assigned tasks to the concerned staff regarding decisions made during ward meeting/ rounds
  10. To follow all investigations/ consultation calls of his/her allotted patients or to specifically follow all tasks assigned in person by the supervising senior doctor irrespective of the patients identity no in the ward
  11. To be readily available on time in the concerned section of the department .e.g. in the ward, OPDs or operation theatre according to the duty roster of the ward
  12. Clerking of the newly admitted patients in the ward or to clerk a patient who is admitted as an emergency ( according to the protocol of the department )
  13. In patient care( History, clinical examination, filling in of all investigation/ blood transfusion request forms, assistance of other staff members for patient care, interdepartmental communication)
  14. To prepare discharge cards/slips for the patients and to seek guidance from the concerned trainee medical officer/ JR regarding the treatment & follow up plan
  15. Detailed briefing of the ward patients to the relieving HO
  16. CPR, GCS scale, intramuscular injections, establishing IV lines, NG tubes, flatus tubes, urinary catheterization, blood transfusion, peritoneal 7 pleural tap, venous cut down, ECG& clean enema
  17. Full time presence inside the department while on emergency duty, according to the duty roster
  18. Assistance of senior doctors during surgical procedures
  19. Assistance of the senior doctors in the OPD
  20. To prepare OT list
  21. To prepare patients for OT or other invasive or non-invasive procedure
  22. To develop & carry out effective & timely communication with senior collogues in the hour of need (e.g. To discuss patients or to take opinion of the seniors member of the team or when the patient in the judgment of house officer needs to be seen by a senior doctor according to the protocol of the concerned department)
  23. To work in a team as an effective team member
  24. To remain cordial & friendly to other staff members & to develop effective communication skills while working as a HO
  25. To be readily available in unforeseen circumstances ( natural calamities, disasters & terrorism acts)
  26. To fully understand & exercise empathy with the patients & their attendance
  27. To participate in academic activities
  28. HOs will carry out basic surgical procedures like Appendicectomy or Tonsillectomy only under the supervision of a qualified designated person ( a person who has completed his post-graduation & is designated to supervise junior doctors)
  29. To participate in departmental & hospital research work
  30. To carry out the assigned administrative work if any
  31. To fully respect her /his team members ,patients & their attendants
  32. To follow departmental protocols while going on leave( casual leave , emergency leave & sick leave)
  33. To document & inform on call seniors collogue about any un usual circumstances within the department while on duty

**JOB TITLE BLOOD BANK OFFICER**

**Job type** *Regular* **BPS** *19* **Selection Criteria** *Posting by DGHS* **Department** *Blood bank*

**Accountable to:** *Medical Superintendent,* Chief Executive

**Required Experience**: *11 Years*

**Required Education:** *MBBS; DCP*

## Tasks:

1. The blood bank officer will be Accountable to Medical superintendent of the hospital
2. Full time residential job
3. Will be the I/C of Blood Bank
4. Will remain on call for emergencies & mass calamities
5. Carry out special campaigns to enlist donors
6. Will supervise & organize the work of staff & will ensure high level of performance, discipline & work ethics by all staff
7. Ensure that duty Rota of all staff working in Blood Bank is prepared & notified in time
8. Will implement & follow all orders & policies received through MS & CE
9. Will follow guidance in various Govt. rules
10. Will check blood grouping & cross matching & will give report on results
11. Will examine each donor physically & medically before drawing blood
12. Will check quality & quantity of blood stored in refrigerators
13. Will ensure that blood is scrutinized for HCV, HBs Ag, HIV
14. Issues blood to patients on donor/no donor/ replacement basis keeping in mind the condition of the patient & his/her relatives
15. Will be responsible to keep inventory of stock, reagents, sera, chemicals etc. & keeps adequate supplies on hand by replenishment
16. Will be responsible to maintain a record of cash receipts & deposits the receipt with almoner according to the rules
17. Will check entries of blood received & issued in stock register , ensures that all entries are correct
18. Will take care of all equipment, instruments & ensure that they are all in working condition
19. Any other duty assigned to him by MS & CE from time to time

**JOB TITLE CHIEF PHYSIOTHERAPIST**

**Job type** *Regular* **BPS** *17* **Selection Criteria** *By promotion* **Department** P*hysiotherapy*

**Accountable to:** *Medical superintendent, Chief Executive*

**Required Experience**: *3 years*

**Required Education**: *BSc- Physical Education*

## Tasks:

1. Chief physiotherapist will be the I/C of the unit & be Accountable to MS
2. Full time residential job
3. Will supervise & organize the work of staff & will ensure high level of performance , discipline & work ethics by all staff
4. Will ensure that duty Rota of all staff working in the unit is prepared & notified in time
5. Will implement & follow all orders & policies received through MS & CE
6. Will follow guidance in various Govt. rules
7. Will assist in emergencies/ calamities when needed
8. Will plan, supervises & conduct prescribed therapy program for each patient using physical therapy such as exercises, gait & functioning training, utilizing pulleys, weights, steps & inclined surfaces
9. Will educate & instruct patients in the care & use of wheel chairs, braces, canes crutches, prosthetic & orthopedic devices
10. Will visit patients in various wards for progress assessment when consulted by authorized officer of the ward
11. Will evaluate record & reports of patients progress for review by the medical officer, registrar or other consultants
12. Will take care of all equipment, instruments & applications, & ensure that they are all in working condition
13. Will be responsible to maintain a record of cash receipts & deposits the receipt with almoner according to the rules
14. Any other duty assigned to him by MS or CE from time to time

**JOB TITLE CHIEF PHARMACIST**

**Job type** *Regular* **BPS** *19* **Selection Criteria** *by posting DGHS* **Department** *Pharmacy*

**Accountable to:** *Medical Superintendent. Chief Executive*

**Required Experience**: *11 Years*

**Required Education:** *Degree in Pharmacy*

## Tasks:

1. Chief Pharmacist shall be responsible towards his/her duty to the Medical Superintendent of the hospital
2. The Medical stores of the hospital shall be in the total supervision of the pharmacist & he/she shall be responsible for all matters pertaining to the medicine stores
3. He/she shall supervise the working of all those dealing with the pharmaceuticals such as nursing staff, pharmacy technicians etc. & shall be responsible for the maintenance & supply of the medicines to all the services
4. He/she shall be responsible for maintenance of their record & book keeping as an in- charge of the section of the hospital
5. He/ she prepare & submit requirements of drugs & medicines to MS , keeping in view , the budgetary allocation & the need, based on consultation with the consultants & consumption history of the drug & shall monitor utilization report of drugs
6. He/shall ensure that the supplied stocks of medicines are properly labeled as per drugs act, 1976 & all other conditions of the contract are necessarily observed. He she shall also ensure that stocks of drugs are received under warranty on prescribed form containing the Name & Batch number of the drug(s)
7. He/ she shall ensure that the stocks received in the medicine store are properly taken on the ledgers, bin cards & their expense is properly carried out
8. He/she shall conduct periodical physical verification of drugs in the main medicine store / sub stores in the wards of the hospital & shall also supervise proper entries of the delivered drugs at these levels & shall implement an efficient drug distribution system
9. He/shall be responsible for maintenance of approved stocks of narcotics (pethidine, morphine, naloxone etc.) as well as dispensing & maintenance of their perpetual inventory
10. He/she shall be responsible for distribution /dispensing of medicines from available stocks followed by a proper record keeping
11. Pharmacist should work in a close liaison with the registrars & concerned nurse of the ward to ensure that the “Emergency tray” of the ward is fully equipped round the clock with all the first line lifesaving drugs etc.
12. He/she shall be responsible for production of the requisite record etc to the audit party for the purpose of audit, when ever conducted
13. He/shall maintain hospital formulary / approved drug list & recommend addition

/deletion after consultation with different consultants of the hospital

1. He/shall be accept only fresh stocks of medicines however, any drug nearing expiry date shall be replaced at the earliest to avoid any loss to hospital
2. He/she shall be responsible to plan & organize the implementation of the procedures in accordance with the established policies of the hospital in the matter of receiving, storage, distribution of drugs & maintenance of their perpetual inventory
3. He/she shall assist & facilitate a rational & economic drug therapy to the patients in the selection , procurement & distribution of drugs
4. He/she shall ensure that the drugs coming to the medicine store on daily LP basis meet the entire specifications i.e. required brand etc. & after wards these are properly stamped & then entered on the LP book maintained for the piece meal purchase. He/she ensure that batch number, expiry date of such drugs & signature of the receiving authorized person are properly recorded in the LP book
5. He/shall perform coordinate with the administration in the proper implementation of the entry card policy of the Govt. for medical representatives in the hospital
6. He/she shall perform any other duty as & when assigned by the MS & CE of the institution

**JOB TITLE CHARGE NURSE**

**Job type** *Regular* **BPS** *16*

**Selection Criteria** *Initial recruitment by advertisement/ posting by DGHS*

**Department** *Nursing*

**Accountable to:** *Chief Nursing Superintendent, MS.* Chief Executive

**Required Experience:** *After completion of education*

**Required Education:** *Diploma in nursing and Midwifery.*

## Tasks:

1. Charge Nurse is Accountable to Chief Nursing Superintendent & through her to Medical Superintendent
2. She will performed her/his duty as per notified duty Rota or as per instruction of Nursing Supervisor on duty
3. Will take over from nurse relived & ensure that all equipment, apparatus, medicine emergency tray & supplies are complete
4. Will be responsible to bring any un usual occurrence to the notice of Head nurse, Nursing Supervisor and DMS on duty
5. Will ensure that Ward orderly, Dai & sweepers perform their duties efficiently & punctually
6. Assist & cooperate with other staff on duty
7. Will be responsible to read & check reports prepared by relieved nurse & follow instructions about serious patients first
8. Will assist head nurse in her duties & will perform her duties in her absence
9. Will be responsible to maintain patients records up to date i.e. TPR, Treatment & intake

/ output charts

1. Ensure that before the beginning of morning round the patients are clean & neat, bedding is done properly & the ward is clean & tidy
2. Will assist MO/SMOs, Registrar, Senior Registrar & VP/VS of the ward during rounds of the ward & note/ follow instruction about the patients
3. Ensuring enough nursing care for patients i.e. mouth wash, sponging, back rubs, nail cutting & precautions against bed sores
4. Will assist the MO/SMO, JR, SR & VP/VS in different heath facilities available in the institution
5. Will ensure that specimens for investigations are sent straight to the hospital laboratory & receive / attach the resulting reports to the patients charts
6. Will be responsible to call doctor on duty using call register or telephones for emergency patients or distressed patients
7. Will promote health education in the ward by talking on various topics to patients and their relatives
8. Will ensure that patients are taken for examination on time by the ward orderly or Dai

i.e. X-Rays , Lab. Tests, OPD & operation theatre

1. Will carry out pre-operative & post-operative orders in time
2. Will prepare & keeps chart ready for newly admitted patients
3. Be responsible to maintain treatment book, stock register of medicine, linen, admission & discharge register, diet register & abstract register up to date
4. Prepare indents for medicines & linen regularly to avoid shortage
5. Will be responsible to write reports & instruction for ward patients at the end of her duty & hand over to nurse coming on duty in proper order
6. Any other duty assigned to her by Registrar, CNS, MS & CE from time to time

**JOB TITLE HEAD NURSE**

**Job type** *Regular* **BPS** *17* **Selection Criteria** *By promotion/posting by DGH/PSC* **Departmen**t *nursing*

**Accountable to:** *Chief Nursing Superintendent, MS, and Chief Executive*

**Required Experience:** *5 Years*

**Required Education:** *Diploma in nursing and Midwifery, 1 Year Diploma in Ward Administration and Teaching Administration*

## Tasks:

* 1. Head nurse is directly Accountable to Chief Nursing Superintendent & through her to MS & Ward in charge
  2. Will be responsible to supervise the work of nursing staff & auxiliary staff in her jurisdiction & ensure that they perform their duties efficiently & regularly
  3. Will be responsible to maintain strict administration of the staff & brings any neglect on their part to the notice of the registrar of the unit & CNS
  4. Will be responsible to ensure that ward is clean & tidy (i.e. toilets, floors, verandas, furniture, doors, windows, almirahs (Cupboard) & hand wash basins)
  5. Will be responsible to maintain all equipment, instruments & apparatus in good working order
  6. Will be responsible to assign duties nursing staff/ auxiliary staff according to requirements
  7. Be responsible to bring any un usual occurrence in the ward to the attention of the registrar & CNS
  8. Will be responsible to take roll call of the nursing & auxiliary staff regularly
  9. Will be responsible to read & check night & evening reports & delivers them for compliance
  10. Will ensure that drugs are in safe custody & checks their expiry dates regularly
  11. Will be responsible to maintain medicines & linen in sufficient quantity , takes inventory regularly & re orders to prevent shortages
  12. Will perform nursing care of patients & assists nursing staff in their work
  13. Will ensure that patients are receiving proper nursing care & medication regularly
  14. Assists I/C of the ward in rounds of the ward & follows his instructions about nursing care , treatment & other points for the welfare of the patients
  15. Will assist in clinical teaching (bed side) to student nurses & ensure that they are taught nursing procedures appropriate to their stage of training
  16. Will perform any other duty assigned to her by ward in charge, CNS , MS & CE

**JOB TITLE CASUALTY DEPARTMENT IN CHARGE**

**Job type** *Regular* **BPS** *19* **Selection Criteria** *posting by DGHS* **Department** *Accident and Emergency*

**Accountable to:** *Medical Superintendent,* Chief Executive

**Required Experience:** *3 year teaching experience in the specialty*

**Required Education** *MBBS, FCPS, MD or any equivalent qualification*

## Tasks:

GENERAL DUTIES

1. Supervises the work of the staff and assigns their5 routine and emergency duties.
2. Ensure that the staff working in the casualty unit has all the proper skills, working knowledge and competency.
3. Ensures that casualty Operation Theater is kept adequately equipped and properly manned by trained personnel.
4. Develops and maintains an emergency call up system to reach specialists in case of emergencies or mass. Mass calamities and calls in necessary staff.
5. Ensures that vaccines and sera required for day to day use are available in sufficient quantity and kept at proper temperature.
6. Ensure that dressings, splints, stretchers and oxygen cylinders are stocked in sufficient quantities to deal with emergencies or mass calamities.
7. Is authorized to (1) locally purchase emergency and life- saving drugs which are not available in stock, (2) perform free investigations for patients such as X-Ray, E.C.G and laboratory tests and (3) Issue blood on a no-donor basis or replacement basis for seriously ill or injured patients.
8. Supervises flying squads to reach sites of emergencies or mass calamities. Supervises on the spot resuscitation and facilitates transportation.

ADMINISTRATIVE DUTIES

1. Plans development and expansion of the casualty ward
2. Takes care of all equipment, instruments, appliances and medicine; ensures all are in working order and in sufficient supply
3. Maintains a register of attendance of consultants on emergency duty, recording their signature upon arrival and entering the date and time of call, visit and patients seen.
4. Ensures that the Medico legal and post mortem Register and kept in safe custody and that all cases are entered properly. Ensures that such reports are given to the Police when required.
5. Controls ambulances attached to the unit, ensuring that patients are transferred to and from the hospital without delay.
6. Initiates or fills in the relevant column of A.C.R of Medical Officers and Paramedics assigned to his unit.
7. Maintains and checks record of cash receipt and deposit into the main Office/Treasury according to the rules.
8. Acts as a member of the Hospital Management committee.
9. Acts as a member of the Hospital purchasing committee ensure quality

**JOB TITLE CASUALTY MEDICAL OFFICER**

**Job type** *Regular* **BPS** *17*

**Selection Criteria** *initial recruitment for a period of 6 months each in medical and allied subject and surgical and allied subject by interview*

**Department** *Accident and Emergency*

**Accountable to:** *in charge of the unit, MS,* Chief Executive

## Required Experience: *NA*

**Required Education:** *MBBS/MD recognized by PMDC*

## Tasks:

GENERAL DUTIES:

* 1. Deals with all emergency and medico legal cases of surgical or medical nature irrespective of Police station.
  2. Maintains cleanliness of the casualty office, wards and Operation Theater through appropriate staff.
  3. Calls staff in as required (clinical staff, Pathologist, radiologist, Blood Bank officer, Anesthetist etc.) for emergencies or mass calamities. Returns to duty as well for emergencies or mass calamities.
  4. Controls ambulances attached to the casualty Department for transportation of patients to and from the hospital.
  5. Receives incoming telephone call and gives information to appropriate persons.

MEDICAL DUTIES:

* 1. Resuscitates patients and either seeks the advice of a specialist or the unit I/C or admits them for observation in a specific ward according to the nature of their illness.
  2. Conducts medico legal and post mortem examinations.
  3. Acts as a team member of flying squads in emergencies or mass calamities.

ADMINISTRATIVE DUTIES:

* 1. Maintains recodes of medico legal and post mortem examinations and provides information to the police in a timely manner.
  2. To help the in charge casualty in administrative affairs of the department.

**JOB TITLE CLINICAL TECHNICIAN (PHARMACY)**

**Job type** *Regular* **BPS** *9* **Selection Criteria** *Posting by DGHS/initial recruitment* **Department** *Pharmacy BKMC*

**Accountable to:** *Chief clinical technician (Pharmacy)*

## Required Experience: *NA*

**Required Education** *SSC, Diploma from medical faculty*

## Tasks:

* + 1. The Pharmacy Technician is directly Accountable to Chief Dispenser & through him to Registrar, DMS(A) & MS
    2. Will perform his duties according to the duty roster & orders
    3. Will stitch & dress minor injuries, applies POP & give I/D, I/M & I/V therapy as ordered by the consultant & doctor on duty
    4. Will administer regular first aid treatment to emergency cases such as trauma, dog or snack bites, burns and head injury cases
    5. Will provide nursing care to the admitted patient in the unit such as passing of rules tubes, flatus tubes, prevention of bed sores, catheterization, preparation for diagnostic investigations, administering medicines & pre-operative & post-operative care
    6. Will prepare dressing trolleys for consultant round
    7. Will prepare & packs dressing drums to be autoclaved
    8. Will carry out dressings for simple cases
    9. Will accompany consultant or doctor on duty on rounds of the ward & assist him with dressings
    10. Will maintain OPD register, abstract register, daily register , admission register & will submit regular monthly report to RMO
    11. Will submit death report along with clinical record to RMO on daily basis
    12. Will keep in safe custody the medico legal record
    13. Will remain on call if unit is single handed
    14. Will assist & cooperate with other health workers
    15. Will submit report about the condition of building & need for repair
    16. Will be responsible for the maintenance & cleanliness of the equipment
    17. Will obtain contingent items for the unit from the store & will maintain their records
    18. Any other duty assigned to him by Chief Pharmacy Technician, Registrar ,Consultant, DMS(A) & MS

**JOB TITLE CLINICAL TECHNICIAN (SURGERY)**

**Job type** *Regular* **BPS** *9*

**Selection Criteria** *Posting by DGHS/Initial recruitment*

**Department** *OT BKMC*

**Accountable to:** *In charge Operation Theater*

## Required Experience: *NA*

**Required Education** *SSC and Diploma from medical faculty*

## Tasks:

1. The OTA is directly Accountable to I/C OT & through him to DMS (A) & MS
2. Will perform his duties according to the duty roster & orders
3. Will store lifesaving drugs in OT & ensures their prompt availability during an emergency
4. Will be responsible for sterilization of instruments, linen, gowns, caps, masks, gloves, towels etc.
5. Will prepare OT trolleys & ensure that sets of properly sterilized instruments are available to surgeon for each operation
6. Will keep operation theatre ready for any emergency round the clock & follows strict operation schedules on operation days
7. Will assist in preparation of patients for operation
8. Will be responsible for the maintenance & cleanliness of instruments
9. Will conduct complete mop-up of OT when not in use
10. Will keep OT free from contamination & infections
11. Will remain on call if OT is single –handed
12. Will assist & cooperate with other health workers
13. Will maintain records such as minor & major surgery register & stock register of instruments, drugs, anesthetics & heavy equipment
14. Will replenish all consumable surgical drugs/items regularly to prevent shortages
15. Any other duty assigned to him by I/C OT, DMS(A) & MS from time to time

**JOB TITLE CLINICAL TECHNICIAN (ANESTHESIA)**

**Job type** *Regular* **BPS** *9*

**Selection Criteria:** *Posting by DGHS/Initial recruitment*

**Department** : *OT BKMC*

**Accountable to:** *In charge Operation Theater*

## Required Experience: *NA*

**Required Education:** *SSC and Diploma from medical faculty*

## Tasks:

* 1. Will perform his duty as per duty Rota
  2. Will perform the duty as, when & where required beside being alert for any sort of mass emergencies
  3. On arrival for duty, will check all the anesthesia medicine according to the check list.
  4. Will ensure that the oxygen pressure & supply from the central supply line is available & sufficient
  5. Will ensure that stand by oxygen cylinder is available
  6. Will ensure that suction machine is available & in working order
  7. Will ensure the availability of laryngoscope with the different size of blades & that the light is proper
  8. Will ensure the availability of one size small & one size large endotracheal tubes
  9. Will ensure the availability of syringe for the inflation of the cuff of the endotracheal tube
  10. Will ensure the removal of denture/loose teeth of the patient
  11. Will check the expiry of drugs to be used
  12. Will prepare & label drugs
  13. Will ensure the availability of suction tubes / catheters
  14. Will ensure that monitor is available & working properly
  15. Will ensure that separate circuits / laryngoscopes are available for HBs Ag & HCV cases
  16. Will give pre medication to the patient
  17. Will position & scrub patient for local procedure like spinal & epidural
  18. Will give pre—load to patient before spinal anesthesia
  19. Will wash the laryngoscope blade for the next patient
  20. Will collaborate with the OTA for electric supply for monitors & suction machines
  21. Will collaborate with OTA that the table is in order to be put in Trendelenburg & reverse Trendelenburg position
  22. Will maintain anesthesia apparatus record & daily expense register up date
  23. Will provide post anesthesia cover in recovery room
  24. Any other duty assigned to him by registrar , anesthesia consultants , DMS(A) & MS

**JOB TITLE CLINICAL TECHNICIAN (PATHOLOGY)**

**Job type:** *Regular* **BPS** *9*

**Selection Criteria:** *Posting by DGHS/Initial recruitment*

**Department:** *Pathology BKMC* **Accountable to:** *In charge pathology* **Required Experience:** *NA*

**Required Education:** *SSC and Diploma from medical faculty*

## Tasks:

1. The lab. Technician will be directly Accountable to I/C Pathologist & through him to DMS(A) & MS
2. Will perform his duties according to the duty roster & orders
3. Will maintain cleanliness & orderliness of the lab. Personally & through the other staff
4. Will remain on call when the unit is single handed
5. Will assist & cooperate with other health workers
6. Will collect certain specimens personally from patients in wards/ICUs/CCU & ambulant patients in special circumstances
7. Will check specimens received from various units of the hospital and mark them to the concerned lab. Assistants or other staff & keeps records
8. Will perform certain clinical, microscopic, biochemical & bacteriological tests himself such as LFTs, serum cholesterol, uric acid, culture sensitivity, ASO titer, RA factor, Coombs test, Widal , Brucella test, Kahns test , VDRL tests, AG ratio etc. prepares smears, and does embedding & staining of slides for histopathology
9. Will prepare solutions/ reagent/stains for various biochemical & hematological tests
10. Will give completed tests to the pathologists for signature & verification & keeps the records up to date
11. Will maintain stock register of equipment, instruments, reagents & sera. Keeps daily expense register, free register & records of tests up to date
12. Will deposit cash in almoner office or bank & helps prepare bills/ claims for distribution of shares to staff
13. Any other duty assigned to him by I/C pathologist, DMS(A) & MS

**JOB TITLE CLINICAL TECHNICIAN (DIALYSIS)**

**Job type:** *Regular* **BPS** *9*

**Selection Criteria:** *Posting by DGHS/Initial recruitment*

**Department**: *Nephrology BKMC* **Accountable to:** *In charge of the unit* **Required Experience:** *NA*

**Required Education:** *SSC and Diploma from medical faculty*

## Tasks:

A dialysis technician is responsible for performing the actual dialysis treatment & overall care of the patient. Dialysis technician is responsible for making decisions any time the treatment varies from normal parameters or the patient’s condition becomes unstable.

Dialysis Technician will be Accountable to junior registrar & through him to the I/C of the unit & MS

* 1. Will be responsible to assemble necessary supplies
  2. Will be responsible to assemble & prepare the dialysis extracorporeal circuit according to protocol and dialysis prescription
  3. Will verify absence of residual sterilants
  4. Will test monitors and machine function, including alarms, conductivity and temperature. Sets monitors and alarms according to unit and manufacturer protocols
  5. Will obtain & document pre-dialysis vital signs, weight & temperature
  6. Will inspect the patient’s access. Administer local anesthesia, inserts needles & initiates dialysis according to unit protocol & patient prescription
  7. Will document treatment parameters & communicates patient condition & issues to doctors
  8. Will administer anticoagulant according to unit protocol & prescription
  9. Will measure & adjust fluid removal rates according to established protocols & prescription
  10. Will calculate & adjust fluid removal rates according to established protocols & prescription
  11. Will monitor patients & equipment, responds to alarm, & readjusts treatment parameters as defined by established protocols & individual patients
  12. Will do re use as & when advised by consultant
  13. Will change fluid removal rate, and patient position , and administers replacement saline as directed by physician
  14. Will respond appropriately to dialysis related emergencies such as hypertensive episodes, needle displacement or infiltration, clotting episodes, blood leakages, air emboli, etc. initiates cardiopulmonary resuscitation(CPR) in the event of a cardiac arrest
  15. Will discontinue dialysis & established hemostasis following unit protocol. Inspects, cleans, & dresses access according to unit protocol
  16. Will obtain & records post dialysis vital signs, temperature & weight
  17. Will discard dialysis supplies and sanitizes equipment according to manufacturer and unit protocol
  18. Will communicate emotional, medical, psychosocial, and nutritional concerns to the doctor
  19. Will maintain professional conduct, good communication skills and confidentiality in the care of patients. Participates in the multidisciplinary process
  20. Any other duty assign to him by registrar, consultants of the ward & MS

**JOB TITLE CLINICAL TECHNICIAN (CARDIOLOGY)**

**Job type** *Regular* **BPS** *9*

**Selection Criteria** *Posting by DGHS/Initial recruitment*

**Department**: *Cardiology/ECG BKMC* **Accountable to:** *In charge of the unit* **Required Experience:** *NA*

**Required Education** *SSC and Diploma from medical faculty*

## Tasks:

1. The ECG Technician will be responsible to Chief Tech. ECG , Registrar CCU & through him to DMS(A) & MS
2. Will perform his duties according to the duty roster & orders
3. Will be responsible for the proper care, maintenance & cleanliness of the ECG machine & its electrical supply
4. Will assist in the management of the cardiac unit
5. Will assist & cooperate with other staff
6. Will record ECG of patients & performs certain other non—invasive cardiac examinations & tests to obtain data on heart conditions
7. Will perform duties in the ward, ECG room or casualty according to the condition of patient & as desired by the cardiologist, MO or registrar
8. Will maintain stock register for ECG section & maintain proper accounts of cash & receipts books
9. Will determine stock requirements, especially ECG papers & prepare indents in time to avoid shortages
10. Any other duty assigned to him by Chief ECG, Registrar, Consultant, DMS(A) & MS

**JOB TITLE CLINICAL TECHNICIAN (RADIOLOGY)**

**Job type** *Regular* **BPS** *9*

**Selection Criteria** *Posting by DGHS/Initial recruitment*

**Department** *Radiology BKMC* **Accountable to:** *In charge of the unit* **Required Experience:** *NA*

**Required Education** *SSC and Diploma from medical faculty*

## Tasks:

The radiographer will perform the following duties & any other duties assigned to him by the Radiologist or I/C of the unit to whom he is directly responsible

* 1. Will perform his duties according to the duty roster & orders
  2. Will maintain cleanliness & orderliness of the unit through other health workers
  3. Will ensure that film is used before expiry date & keeps stock rotated so that oldest film is used first
  4. Will maintain x ray plant in perfect functioning condition. Clean & greases it & watches for problems
  5. Will keep medico legal X-Rays film under lock & key & properly cared for
  6. Will remain on call during off duty hours if unit is single handed
  7. Will assist & cooperate with other health workers
  8. Will operate X-Ray machine as required by radiologist/ MO I/C & provide X Rays therapy to patients under the supervision of the radiologist
  9. Will adjust X-Ray machine to correct setting for each exposure. Positions & instruct patients & determines proper voltage & power supply required
  10. Will arrange & adjust restrain & supportive devices ( e.g. Sand bags, binders, angle boards) to obtain the desired position of patients
  11. Will adjust leads sheets to protect other parts of patients body from exposure to X rays
  12. Will place exposed films & patients identification slip in to wall safe for processing by dark room attendant
  13. Will wear protective clothing & all other safety precautions in performance of his duty
  14. Will prepare & administer Barium Sulphate drinks to patients according to standard procedures required
  15. Will give I/V injection of dye for special X-Rays under the supervision of the doctor on duty
  16. Will put the developed films before radiologist for opinion & record the opinion on film cover
  17. Will maintain stock register of films, equipment & machinery. Will keep film expense register , free register & daily attendance register up to date
  18. Will maintain record of all receipts/ cash & their disbursement
  19. Will collect used films & developing/fixing solutions for disposal or auction by competent authority

**JOB TITLE BLOOD BANK TECHNICIAN**

**Job type** *Regular* **BPS** *9*

**Selection Criteria:** *Posting by DGHS/Initial recruitment*

**Department:** *Blood Bank BKMC* **Accountable to:** *In charge of the unit* **Required Experience:** *NA*

**Required Education:** *SSC and Diploma from medical faculty*

## Tasks:

1. the blood bank technician will directly be Accountable to BBO & through him to DMS(A) & MS
2. Will perform his duties according to the duty roster & orders
3. Will maintain cleanliness & orderliness of the unit himself & through other workers
4. Will visit organized groups & institutions for generating voluntary donors & collecting donated blood
5. Will perform duties in emergencies or calamities in areas away from normal place of duty when necessary
6. Will remain on call if the blood bank is single handed
7. Will assist & cooperate with other health workers
8. Will ensure that
   * Refrigerators are in good working order & blood kept is with in required range
   * Blood stored is fresh & any expired bag is removed with the permission of BBO
   * Sera, ACD bags, stationary, cotton, spirits, equipment & instruments are kept in sufficient quantity & meet the requirements of the blood bank. Will indent fresh supply regularly to prevent shortages
9. Will take blood sample from patients & donors ; will check their blood groups & will do cross matching
10. Will ensure safe blood transfusion by carrying out screening for HCV, Hbs Ag & HIV
11. Will collect blood from donors after they have been declared fit by BBO & records necessary entries on ACD bags (like certificate of screening, collection date, bag number & blood group etc.)
12. Will transfuse the blood to patients in wards & operation theatre under special circumstances & is responsible for errors in blood grouping or cross matching
13. Will maintain stock register, cash & receipt register, donor & recipient register & other records up to date
14. Will deposit cash in the almoner office or bank & submit bills/ claims for distribution of shares to staff
15. Any other duty assigned to him by BBO, DMS(A) & MS

**JOB TITLE PHYSIOTHERAPY ASSISTANT**

**Job type** *Regular* **BPS** *9*

**Selection Criteria** *Posting by DGHS/Initial recruitment*

**Department** *Physiotherapy BKMC* **Accountable to:** *In charge of the unit* **Required Experience:** *NA*

**Required Education** *SSC and Diploma from medical faculty*

## Tasks:

1. The physiotherapy assistant will be responsible to Chief Physiotherapist & through him to DMS(A) & MS
2. Will perform his duties according to duty roster & orders
3. Will maintain orderliness & cleanliness of the unit by himself& through other health workers
4. Will remain on call if the unit is single—handed
5. Will assist & coordinate with other health worker
6. Will assist Physiotherapist in planning & conducting various physical programmes for individual patients
7. Will conduct physical measures such as exercises, massage & heat, water, light & electricity treatments under the supervision of the Physiotherapist
8. Will direct & help patients with active & passive exercises under the supervision of the Physiotherapist
9. Will operate pulley & weight, ultraviolet light, infrared lamp & low voltage generators ETC
10. Will maintain stock register of equipment machinery & instruments & ensure that all are in working order
11. Will keep a record of patients receiving physiotherapy
12. Any other duty assigned to him by Chief Physiotherapist, DMS(A) & MS

**JOB TITLE DARK ROOM ASSISTANT**

**Job type** *Regular* **BPS** *9*

**Selection Criteria** *Posting by DGHS/Initial recruitment*

**Department**: *Radiology BKMC* **Accountable to:** *In charge of the unit* **Required Experience:** *NA*

**Required Education:** *SSC and Diploma from medical faculty*

## Tasks:

The Dark room assistant will perform the following duties and any other duties assigned to him by the Radiologist or I/C of the unit to whom he is directly responsible

1. Dark room assistant is Accountable to MS
2. Will perform his duties according to the duty roster & orders
3. Will develop X rays films to produce radiographs using either automatic machine or manually, using standard solutions & water bath
4. Will perform related duties such as reloading films & plate holders
5. Will hand over developed films to radiographer when dry
6. Will assist in day to day functions of the radiology department
7. Will remain on call when unit is single handed
8. Will assist & cooperate with other health workers
9. Will maintain daily expense record & stock records of films & chemicals
10. Will replenishes dark room supplies
11. Will clean cassettes & screen
12. Will maintain & clean the processors
13. Will store used developers, fixers & films for sale or auction

**JOB TITLE PROTOCOL AND LIAISON OFFICER**

**Job type***: On deputation* **BPS** *9* **Selection Criteria:** *deputation/Transfer* **Department:** *BKMC*

**Accountable to:** *Chief Executive*

**Required Experience:** *10 Years experience at similar position*

**Required Education:** *Graduation*

## Tasks:

* 1. Full time residential job
  2. Will be responsible to leverage the Chief Executive time by performing administrative duties related to the scope of responsibilities. Schedules appointments, prepares correspondence, screen calls & visitors, arranges conference calls, coordinates travel arrangements, process expense report, coordinate catering requests, compiles agendas
  3. Responsible for coordinating both internal & external meetings; maintaining calendars; filling & organizing critical documents
  4. Manages Information flow; coordinates appropriate materials for meetings appointments, & presentations. Brings to the Chief Executive attention only those relevant issues and/ or require immediate attention
  5. Compiles, creates, & maintains various reports, databases, & charts using computer skills & written organization skills
  6. Works collaboratively to ensure that seamless back-up support is provided to Chief Executive
  7. Will be responsible to maintain meeting records
  8. Any other duty assigned to him by CE from time to time

**JOB TITLE ACCOUNT OFFICER**

**Job type** *Deputation (for 3 Years)* **BPS** *17*

**Selection Criteria:** *Deputation by AG office*

**Department** *Accounts*

**Accountable to:** *DF, Medical superintendent, Chief Executive*

## Tasks:

1. **Examination of budget estimates**

He will examine the following budget estimates for submitting to FD accurately, completely & timely according to calendar of budget

Original budget Revised budget Supplementary budget Surrender of savings RE-Appropriation Receipt estimates

## Checking of claims

He will ensure that the following claims are prepared according to prescribed rules & regulations

AC bills TA bill

Medical reimbursement claims Utility bills

POL bills

Repair of transport bills Procurement bills of physical assets Pay roll & deduction there from

GP fund ledger cards GP fund advances Pension papers

## Examination of accounting records

He will ensure that accurate & complete following accounting record is maintained Cash book

Contingent register

Appropriation register Stock register

Log book of vehicles Movement register of vehicle

Expenditure statement

Reconciliation statement of receipt & expenditure Timely dispatch of all returns to prescribed authorities Calendar of reports registers

File of vouchers/sanctions

## Facilitation of audit officer

He will extend full help & coordination with the audit officer or internal audit officer in connection with settlement of audit observations & discharge their duties efficiently

## Realization of receipts

He will scrutinize all the accounting records relating to receipts & its reconciliation.

**JOB TITLE AUDIT OFFICER**

**Job type** *Deputation*

**Selection Criteria** *Deputation by AG office*

**Department** A*ccounts (BKMC, GKMC)*

**Accountable to:** *Medical Superintendent,* Chief Executive*, and DF*

## Tasks:

1. Will ensure that proper system of procurement of goods, works & services is implemented particularly in the following areas;
   * Tenders are invited describing full specification of items to be procured
   * Principle methods of procurement notified by the Govt. of NWFP are followed in letter & spirit
   * Suppliers/ contractors are pre-qualified or post qualified
   * Proper system of accepting & evaluating of bids is in vague
   * The items to be purchased are actually required
   * The items procured are supported by relevant demand bill, tender inquiry, comparative statements & inspection reports
   * Sanction of the competent authority has been obtained
   * Budget is available object wise through original budget, or revised budget or supplementary budget
   * Deduction of income tax, general sale tax at prescribed rates are made
   * The items procured are entered in stock registers
   * The contract agreement is valid There is no provision of ambiguity in the agreement
   * Proper system of inventory & its safe custody is in vogue
   * Annual physical verification is conducted as per GFR & treasury rules
   * Steps are taken for disposal of unserviceable, short or damaged items & waive of sanction is obtained
   * Stores are properly classified

## Appointment & Promotion

* + Will ensure that the prescribed criteria of appointment, promotion & transfer are followed

## Financial Adviser

* + He will give advice on finance as & when deemed necessary by the DDO, MS, DF & CE

## Internal Audit

* + He will conduct internal audit of the hospital at the closure of every financial year & bring any irregularity in the notice of head of the institution

## Pursuance of external audit report

* + He will be facilitate the hospital management in settling the audit observations raised as a result of external audit

## Pre-audit of bills

* + AC, TA, Medical reimbursement bill, utility, POL, repair of transport, fund ledger cards, GP fund advance & pension papers

1. Any other duty assigned to him by DDO, DF, MS & CE

**JOB TITLE ALMONER**

**Job type** *Regular* **BPS** *9*

**Selection Criteria:** I*nitial recruitment by advertisement*

**Department** *Accounts*

**Accountable to:** *Account officer*, *DMS Admin*, *DF*, *MS and* Chief Executive

**Required Experience:** *3-5 Years experience in accounts*

## Required Education: *B-Com*

**Tasks:**

1. The work of almoner seat shall be supervised by the account officer of the hospital
2. He will maintain cash book of the receipt/ income of the hospital & will close it on monthly basis duly attested by the Account Officer
3. He will check the computerized record of all revenue generating sections with his record
4. He will prepare daily income/receipt report of the hospital. A pro-forma of daily cash return will be submitted to MS & DF on daily basis duly verified by the account officer of BKMC
5. He will deposit the amount in fund account on daily basis
6. He will report to the account officer the name of the registration assistant who failed to deposit the receipt on daily basis
7. He will reconcile the deposit with the bank on monthly basis
8. He will prepare the share bills as per formula already circulated by the Directorate of Finance
9. He will receive the relevant record from the units with respect to the expenditure from 3% unit share completed on all respect
10. He will be responsible to maintain the record & to produce as & when asked
11. He will produce indemnity bond of appropriate amount that in case of any shortage or embezzlement of amount , he will be liable to pay the same to the institution in case such incidence occurred due to his negligence
12. He will also perform any other duty assigned to him by AO, DF, MS & CE

**JOB TITLE SOFTWARE PROGRAMMER**

**Job type** *Fixed*

**Selection Criteria** by advertisement

**Department** *IT BKMC*

**Accountable to:** *In charge IT*, *Chief Executive*

**Required Experience**: *3 Years relevant experience*

**Required Education**: *BCS, BIT preferably masters in computer science from recognized university*

## Tasks:

1. He/She will be responsible for overall technical management of IT section of the hospital
2. Will do regular detail round of the hospital as well as surprise visit to ensure that work is being carried out in accordance with instructions
3. Will remain on call for emergency situation round the clock & will inform I/C IT, MS & CE accordingly
4. Will be responsible to code, test & trouble shoot programs utilizing the appropriate hardware, database, & programming technology.
5. Will refine data & format final product
6. Will maintain & modify programs; make approved changes by amending flow charts, develop detailed programming logic, & coding changes
7. Will test & develop programming modifications
8. Will write new program code using prescribed specifications
9. Will evaluate simple interrelationships between programs such as whether a contemplated change in one part of a program would cause unwanted results in a related part.
10. Will analyze performance of programs & will take action to correct deficiencies based on consultation with users and approval of supervisors
11. Will confer with users to gain understanding of needed changes or modifications of existing programs. Resolve questions of program intent, data input, output requirements, and inclusion of internal checks & controls
12. Will write & maintain programming documentation
13. Will analyze NT client/ server and micro- computer based software solutions compatibility hospital requirements
14. Will maintain confidentiality with information being processed, stored or accessed.
15. Will document programming problems & resolutions for future reference.
16. Will assist personal of other departments as a computer resource
17. Will provide on-the-job training to new department staff members.
18. Will provide computer orientation to other hospital staff.
19. Will perform other duties as assigned to him by I/C section, MS & CE

**JOB TITLE MAINTENANCE ENGINEER**

**Job type** *Regular* **BPS** *17*

**Selection Criteria:** *Initial recruitment by advertisement*

**Department:** M*aintenance BKMC*

**Accountable to:** *medical superintendent,* Chief Executive

**Required Experience**: *Minimum 3 Years*

**Required Education**: *BE Civil from recognized Govt institution*

## Tasks:

* 1. ME is Accountable to Medical Superintendent
  2. Will work under the control of DMS(P&D)
  3. Full time & residential job
  4. Will prepare & notify the duty time table of all staff
  5. Will do regular detail round of the hospital as well as surprise visit to ensure that work is being carried out in accordance with instructions
  6. Will remain on call for emergency situation round the clock & will inform DMS(P&D), MS & CE accordingly
  7. To prepare detail cost estimate/PC-1/drawings etc. of all maintenance /new works
  8. Supervision of all maintenance/ new works (civil, electrical. mechanical)
  9. Documentation , preparing of contractors bills, reconciliation /cross checking & timely submission of utility bills, record entries in MBs (through Sub Engineer) and accounting
  10. All other correspondences with Provincial Departments through MS & Chief Executive of the hospital
  11. Supervision, Controlling of staff working in ME section (civil, electrical & mechanical)
  12. Implementation of all orders and policies received through MS & Chief Executive
  13. Will follow the guidance in various Govt. rules i.e. Civil servants Act, conduct rules, financial treasury rules, efficiency & discipline rules etc.
  14. Any other duty assigned to him by MS & CE from time to time

**JOB TITLE SUB-ENGINEER**

**Job type** *Regular* **BPS** *11*

**Selection Criteria**: *initial recruitment by advertisement*

**Department** C*oncerned maintenance*

**Accountable to:** *ME, medical superintendent,* Chief Executive

**Required Experience**: *5 Years*

## Required Education *DAE*

**Tasks:**

1. Sub Engineer is Accountable to Medical Superintendent
2. Will work under the control of DMS(P&D)
3. Full time & residential job
4. Will supervise the staff duties in all three shifts as per notified duty roster
5. Will do regular detail round of the hospital as well as surprise visit to ensure that work is being carried out in accordance with instructions
6. Will remain on call for emergency situation round the clock & will inform ME/Engineers, DMS(P&D), MS & CE accordingly
7. Will supervise on going works (electrical/electronic, mechanical & civil) & will be responsible for quality & quantity control
8. Will prepare cost estimates of new work
9. Will be responsible for measurement of work done & recording entries & maintaining the measurement book
10. Will be responsible for preparation/submission of technical sanction estimates
11. Will be responsible for maintaining of stock & T&P register
12. Will be responsible for maintaining of log books of different machineries
13. Will be responsible for submission of monthly /quarterly reports of works under his charge
14. Will be responsible for attending complaints & looking after the major/ minor repairs of works under his jurisdiction
15. Will carry out all other works assigned to him by ME, Engineers, DMS(P&D), MS & CE from time to time

**JOB TITLE ELECTRONICS ENGINEER**

**Job type** *Regular* **BPS** *17*

**Selection Criteria**: *initial recruitment by advertisement* **Department** *maintenance of electro medical equipment* **Accountable to:** *Deputy Medical Superintendent (P&D), DMS store* **Required Experience**: *Minimum of 3 year at similar position* **Required Education** *BE Electronics*

## Tasks:

GENERAL DUTIES:

1. Supervises the work of technicians & Electro Medical Staff and assign them routine & special duties.
2. To look after all the Electro Medical Equipment of the hospital.
3. To plan the maintenance of faulty equipment.

TECHNICAL DUTIES:

1. To carry out as well as supervise maintenance of equipment.
2. To search market for availability of expertise & parts required for maintenance & efficient operation of equipment.

ADMINISTRATIVE DUTIES:

1. To plan development & expansion of the electro-medical department.
2. To keep record of maintenance of equipment
3. To liaison with stores, P & D and other departments in issues related to Electro Medical Equipment.
4. To act as a member of committee where appointed by the authorities.

OBJECTIVES & RESPONSIBILITIES:

1. To reduce the maintenance cost of Electro Medical equipment.
2. To increase reliability of operation of equipment by routine inspection & checking.
3. To improve the technical skills of self & staff by getting practical trainings & practice.

**JOB TITLE CONSULTANT AC PLANT**

**Job type** *Fixed*

**Selection Criteria** *initial recruitment by advertisement*

**Department** *AC Plant*

**Accountable to:** *Medical Superintendent, CE*

**Required Experience**: *Designing/ Maintenance of industrial HAVC System, Chillers, Boilers, AHUS, Air Compressors, Vacuum system, Power system, Generators, 5-10 years experience in large industrial units.*

**Required Education**: *BSc Electrical Engineering/ Mechanical Engineering*

## Tasks:

1. Rehabilitation & maintenance of the Air conditioning plant
2. To identify the work to be done for efficient operation of the AC plant & report to the competent authority for approval/ necessary action
3. To provide cost estimate for works to be done on AC plant
4. To supervise & check the works being done on AC plant
5. To plan & prepare preventive maintenance schedule for AC plant
6. Any other duty assigned to him by DMS(P&D), MS & CE
7. Facilitate the ME BKMC in carrying out works of electrical & mechanical nature when required either by the competent authority or the maintenance department
8. To provide help in working on electro-medical equipment when required either by the competent authority or the electro medical section
9. To provide cost estimate of electrical & mechanical works
10. To prepare reports for rehabilitation, maintenance & improvement of electrical & mechanical system of the hospital
11. To plan & prepare preventive maintenance schedule for electrical & mechanical systems

## Objectives;

1. To reduce maintenance cost of the AC plant
2. To work for reduction of maintenance cost of electrical & mechanicals of the hospital
3. To plan for reduction of utility bills in collaboration with the administration of BKMC
4. To improve technical skills of the maintenance staff by training

**JOB TITLE MAINTENANCE SUPERVISOR**

**Job type** *Regular* **BPS** *11*

**Selection Criteria** *by promotion* **Department** *Maintenance BKMC* **Accountable to:** *ME*

**Required Experience**: *By promotion on the basis of seniority/fitness from among the Electrician/Plumber/Generator Operator*

**Required Education**: *Electrician/Plumber/Generator Operator (by promotion)*

## Tasks:

**Administrative Duties;**

* 1. To supervise shifts
  2. To prepare duty roster
  3. Attendance of staff of the maintenance section
  4. Leave record of staff
  5. Arrangements of required material through proper channel
  6. Deal matters related to stores such as inspection of materials & parts, issue, stock register checking
  7. Rounds with administrative officers
  8. Routine inspection of equipment to increase reliability of operation
  9. Any other duty assigned to him by ME , DMS(P&D) & MS

## Technical Duties

To supervise & look after maintenance & routine operation of

* 1. Sub station
  2. Electric works
  3. Stand by power generator
  4. Sanitary works
  5. Plumbing works
  6. Carpenter shop & wood works
  7. Masonry works
  8. tube wells
  9. Lifts
  10. Fire Fighting equipment

## Objectives

* 1. To reduce electric breakdowns
  2. To work for reduction of maintenance cost
  3. To work for reduction of utility bills
  4. To improve technical skills of the maintenance staff by training.

**JOB TITLE TELEPHONE SUPERVISOR**

**Job type:** *Regular* **BPS** *11*

**Selection Criteria** *by promotion*

**Department:** *Telephone Exchange BKMC*

**Accountable to:** *ME, Medical Superintend, Chief Executive*

**Required Experience:** *By promotion on the basis of seniority/fitness from among telephone operators having 5 years experience*

## Required Education: *SSC*

**Tasks:**

**Administrative Duties;**

1. To supervise shifts
2. To prepare duty roster
3. Attendance of staff telephone exchange
4. Leave record of staff
5. Record of staff
6. Arrangements of required material through proper channel
7. Issue required items/ parts from the stores
8. Rounds with administrative officers
9. Routine inspection of equipment to increase reliability of operation
10. Any other duty assigned to him by ME , DMS(P&D) & MS

## Technical Duties;

1. To supervise & look after maintenance & routine operation of
2. The telephone exchange
3. The telephone network
4. To carry out installation of new lines & sets
5. To bring matters related to telephone exchange into notice of the administration for timely remedy
6. Any other duty assigned by the competent authority

## Objectives;

1. To reduce number of line breakdowns
2. To work for reduction of maintenance cost
3. To improve technical skills of the maintenance staff by training.

**JOB TITLE SECURITY OFFICER**

**Job type** *Fixed*

**Selection Criteria** *Initial recruitment by advertisement retired from armed forces or by transfer from police depart not below the rank of DSP*

**Department** *Security BKMC / GKMC*

**Accountable to:** *Medical superintendent.* Chief Executive **Required Experience** *23 years Ex-service man (officer level)* **Required Education**: *Graduate (with relevant courses)*

## Tasks:

* 1. Security officer is responsible to MS on all security matters of Khyber Teaching Hospital.
  2. He will provide security cover to Khyber Teaching Hospital with the help of security staff i.e. supervisors, Chokidars, Heads and Police and National Police Foundation security Guards.
  3. He will ensure that all chowkidars, Police staff attached with Khyber Teaching Hospital and National Police Foundation. Security Guards are performing duty as per duty roasters.
  4. He will check the security staff with regular intervals personally, with help of Supervisors & Chowkidar Heads.
  5. He will check all the (BKMC/GKMC) Staff vehicles are displaying Stickers or otherwise will submit report about vehicles without stickers and unauthorized Car Parking to CE/MS.
  6. He will ensure that the duty roaster of chowkidars is made one day prior to Sunday and Public holidays.
  7. He will submit weekly duty roaster of supervisors, chowkidars, and Heads and CCTV Cameras operations each Sunday.
  8. He will ensure that CCTV Cameras operators are managing the system and monitoring the activities of the Hospital.
  9. He will keep the MS current about the investigation or inquiry if deputed.
  10. He will obtain all OK report from supervisor (BKMC), National Police Foundation, Supervisors and In charge Police.
  11. He will inform the in charge police, supervisors (BKMC) about the detail for carrying out investigation if required.
  12. In case of emergency/bomb blast he will act as per instruction already issued.
  13. He will verify the attendance of NPF Security Guards by the end of the month for the purpose lf pay.
  14. He will check the daily report register submitted by Supervisors (BKMC).
  15. He will submit incident/occurrence report to MS if any.
  16. He will control the leave of supervisors (BKMC), Police In charge, Chokidars Heads and chokidars.
  17. He will provide security cover during Juma Prayer through Supervisors, Chokidar head, Police and (NPF) Security Guards.
  18. He will ensure that all the corridors are clear from visitors and attendants.
  19. In case of any query or issue he will sought the advice of CE/MS.
  20. He will ensure through security staff that no Medical Representative visit the OPDs before 1200 hrs.

**JOB TITLE SECURITY SUPERVISOR**

**Job type** *Fixed*

**Selection Criteria:** *Initial recruitment by advertisement*

**Department:** *Security BKMC*

**Accountable to:** *Security Officer*

**Required Experience:** E*x-service man (JCO)*

## Required Education: *SSC*

**Tasks:**

1. Security supervisor is responsible to security officer on security matters of (BKMC).
2. He will work under the direct supervision of the security officer.
3. He will submit all OK report to Security Officer in the morning by 0900 Hrs. and at night by 1200 hrs.
4. He will mark the attendance of all chokidars in attendance register and ensure their availability on place of duty.
5. He will ensure that security guards (NPF) are present as per duty roaster
6. He will submit leave applications of chokidars to security officer for recommendation/approved.
7. He will put up the daily report register to security officer.
8. He will make duty roaster of chokidars and with the assistance of chokidar Heads for Sunday and Public holiday.
9. He will make duty roaster of Supervisors, Chokidar, Chokidar Heads and CCTV Cameras operators on Saturday for the coming week.
10. He will carry out investigation if deputed by the security officer
11. He will visit the car parks to check whether the Hospital Staff vehicles are displaying the respective car park sticker or not.
12. He will check the staff vehicles for unauthorized car parking,
13. He will submit report of hospital staff vehicles for unauthorized car parking and vehicles parked without stickers and will furnish report for onward submission to CE/MS.
14. Shift supervisor will ensure that all the corridors in front of wards are clear from attendants through security staff.
15. He will also clear the area in front of causality main entrance gate to security car park.
16. He will make close lesion with NPF Supervisors, Police In charge and chokidar Heads for maintaining of law and order.
17. He will also ensure that chokidars who leave performed duty on Sunday or Public holidays must get day off.
18. In case of any incident he will immediately report to the security officer and concerned staff on duty in the Hospital.
19. He will ensure that security cover is provided during Juma Prayer.
20. He will keep a close watch on hawkers, pick pockets and vagabonds.
21. he will try to safeguard pilferages of valuable from the hospital
22. He will ensure through security guard (NPF) of chokidars that employee will use the basement gate for entry and exit except authorized vehicles and persons.
23. He will check that all the security lights are in wording condition or not. In case of any fault he will forward a written complaint to concern for its rectification.
24. In case of an incident/occurrence he will submit the report to the security officer

**JOB TITLE IN CHARGE POLICE**

**Selection Criteria:** *An ASI level officer on deputation from police department*

**Department:** *Security*

**Accountable to:** *Security Officer*

## Tasks:

1. Incharge police is responsible to security officer on all security matters of BKMC, Peshawar.
2. He will submit duty roaster daily by 08.30 hrs positively, which include the following:-
3. The duty roster in case of Public holidays i.e. Eid, Muharram etc will be submitted 02 days in advance to Security Officer for onward submission to the MS concerned.
4. The duty roaster must include all OK report regarding police staff and equipment if held.
5. The duty roaster must include persons on leave and place of duty.
6. Since the police is a law enforcing agency, it is therefore police incharge with the assistance of police, Chokidars and security guards of NPF will ensure following:-
7. Clearance of main gate from taxis, hawkers and rahri walas (street hawkers/venders).
8. Assist the chokidars in clearance of area in front of casualty car park.
9. The police persons performing the duty will look for any suspicious persons pocket pickers and vagabonds.
10. Any arrest taking place as per sub Para 1 a(c) above, the police in charge will immediately report to the Security Officer.
11. The police in charge will carry out investigation if deputed in case of any unusual happening and will keep the Security Officer current about the situation.
12. After completion of investigation he will submit investigation report to Security Officer for onward submission MS/CE.
13. In case of bomb blast /emergency he will act as per instructions already issued.
14. The leave of the in charge police will be routed through Security Officer for recommendation and for further approval of MS.
15. He will be in close liaison with supervisors on duty in the absence of Security Officer.
16. police after 14.00 hrs.
17. He will deploy the police force as per instructions of Security Officer.
18. In case of dignitaries and foreigners visiting the hospital in charge police will provide security cover on the instructions of Security Officer.

**JOB TITLE CHOKIDAR HEAD**

**Job type** *Regular* **BPS** *1* **Selection Criteria** *Initial recruitment by advertisement* **Department** *security*

**Accountable to:** *Security Supervisors, MS,* and *Chief Executive* **Required Experience**: *Senior amongst the existing chokidars* **Required Education**: *Preferably literate*

## Tasks:

* 1. He will work under the supervision of supervisor (BKMC).
  2. Both chokidar‘s Head will ensure smooth changeover of shift.
  3. He will be in close contact with the shift supervisor for maintenance of discipline and other Security matters
  4. He will check all the chokidars, National Police Foundation security Guard with regular intervals at their place of duty.
  5. He will not send any chokidar on leave without prior permission of the security supervisor.
  6. He will forward absentee report if any chokidar for NPF Security Guard in found absent.
  7. He will be responsible for the security of Hospital in the absence of Supervisor (BKMC).
  8. He will make a duty roaster of chokidars for Sunday or any gazzetted holidays.
  9. He will keep the Security officer and Security Supervisor informed about any unusual happening in the hospital.
  10. He will ensure that all the galleries are cleared from rush of visitors and attendants.
  11. He will clear the area in front of main gate from taxi and pheri wallas ( cart venders) and area in front of causality and road from causality main entrance to causality car park
  12. He will ensure that the Hospital is cleared from hawkers
  13. He will keep close watch on pocket pickers and vagabonds.
  14. He will visit the car park for checking whether the vehicles are parked as per respective parking stickers or otherwise.

**JOB TITLE SUPERVISOR NATIONAL POLICE FOUNDATION**

**Selection Criteria:** *Hired by private security firm*

**Department:** *Security BKMC*

**Accountable to:** *Security Officer*

## Tasks:

1. He is responsible for the security of all five entrances and exits.
2. He will ensure that authorized vehicles are entered in car park 1 and 2.
3. He will clear rush in front of main gate from taxis and rahri wallas (cart venders).
4. He will keep a vigilant watch and monitor attendant and visitors entering the Hospital.
5. In order to provide security during Juma Prayer, he will detail security Guards at main entrance of mosque for search of persons entering in the mosque.
6. He will ensure that visitors and attendants entering in the hospital are proper searched.
7. He will submit duty roaster of the security guards to security officer by 08.30 hrs positively.
8. He will ensure smooth changeover of shift of the security guards.
9. He will brief the security supervisor while handing over the shift charge.
10. He will submit daily attendant to the security officer.
11. He will ensure that no post is left vacant. In case of absentee he will arrange relief immediately.
12. He deploys the security guards as per instruction of the security officer.
13. In case of emergency / bomb blast he will act as per instruction already issued.

**JOB TITLE CHOKIDAR (WATCHMAN)**

**Job type** R*egular* **BPS** *1* **Selection Criteria** *initial recruitment* **Department** *security BKMC/GKMC*

**Accountable to:** *Security Supervisors*

## Required Experience: *NA*

**Required Education** *Preferably literate*

## Tasks:

1. He will work under the direct supervision of the supervisor (BKMC/GKMC).
2. If he is detailed to per performed duty at Hospital coordinator or patrolling than he will ensure that the corridors are clear from rush.
3. He will keep a visitant watch to monitor visitors, patients and their attendants in order to avoid any miss happening.
4. If the chokidar is detailed on Main Gate he will ensure that the vehicle entering in the hospital is displaying a proper car park sticker.
5. At main Gate he will work with National Police Foundation (NPF).
6. While performing duty at car park he will ensure following:-
7. The vehicle entering the car park is displaying the respective car park sticker.
8. He will enter the vehicle registration No in the register and token number.
9. He carries out check of vehicles parked in car park in order to avoid theft/stealing.
10. He will allow the vehicle to leave the car park after receiving the car token back.
11. He will immediately report to the security officer/ security supervisor in case the car token is lost.
12. He will not allow the Medical representatives in OPD’s before 1200.00 hrs.
13. While performing duty at basement he will ensure that basement is not used except by unauthorized person or vehicles.
14. He will not allow carriage of any item from hospital after 1400.00 hrs.
15. While performing duty at causality car park he will make efforts not to allow any vehicle for parking on the road.
16. In case of any unusual happening he will immediately report the security officer / security supervisor.

**JOB TITLE CCTV CAMERAS OPERATORS**

**Job type:** *regular* **BPS** *12*

**Selection Criteria:** *Initial recruitment by advertisement*

**Department:** *Security BKMC/GKMC*

**Accountable to:** *Security Officer*

**Required Experience:** *2 Years Experience in CCTV camera operator, Cabling, networking and connecting through DVR*

**Required Education:** *DAE in Electrical/ Electronics*

## Tasks:

* 1. On resuming the duty he will check that the CCTV system is functioning well or otherwise.
  2. He will check each camera for its proper functioning
  3. On detection of fault he will try to rectify the fault or he will ask CCTV Camera technician for its rectification.
  4. He will check that all cameras are properly fixed or otherwise.
  5. He is responsible for cleanliness and maintenance of CCTV system equipment.
  6. He will be managing the CCTV System room and will not leave the room without prior permission of security officer and supervisor (BKMC).
  7. Trouble shooting, Cabling, networking and connection trough DVR.
  8. He will carry out cleanliness of all the cameras for insight.
  9. He will monitor the activities in the hospital through CCTV system and will inform the security officer immediately without delay security supervisor in case of any unusual happening.
  10. He will periodically check the recording system to ensure the nonstop recording and he will maintain at least one month record.

**JOB TITLE WARD ORDERLIS/ WARD AAYA (KHALA)**

**Job type** *Regular* **BPS** *2* **Selection Criteria** *initial recruitment by advertisement* **Department** *BKMC*

**Accountable to:** *DMS (ADMIN)/Head Ward orderly*

## Required Experience: *NA*

**Required Education**: *Preferably literate*

## Major Tasks:

1. The ward orderly is directly Accountable to Head Ward orderly & through him to Head nurse, registrar of the unit & DMS(A)
2. Will perform duties according to duty roster & orders
3. Will wear prescribed uniform when on duty
4. Will maintain cleanliness in the place of work i.e. dusting & washing of windows, glass panes, ventilators, dusting almirahs(cupboard), & wash basins etc.
5. Will clean & brushes medicines containers, dressing tables, dispensing tables, cotton buckets etc.
6. Will assist nursing staff in general nursing cares of ward patients
7. Will assist nursing staff in responding to patients calls & will provide comfort & welfare as needed
8. Will serve & collect food trays & helps with the feeding of patients requiring such care
9. Will transport patient in wheel chair or trolleys or assist them with walking to X Rays, lab, wards, OPD, OT or other diagnostic & therapeutic sections
10. Will take specimens for clinical tests & collects reports
11. Will deal with those visitors not respecting visiting hours & if needed will call security staff for help
12. Will carry messages to & from staff on call
13. Will assist & cooperate with other health workers
14. Any other duty assigned to him by Head W/O , Registrar , Head nurse, DMS(A) & MS

**JOB TITLE NAIB QASID**

**Job type** *Regular* **BPS** *1* **Selection Criteria** *initial recruitment by advertisement* **Department**: *BKMC*

**Accountable to:** *DMS Admin/Head Ward Orderly*

## Required Experience: *NA*

**Required Education**: *Preferably literate*

## Major Tasks:

1. The Naib Qasid will be Accountable to Head Ward Orderly & through him to section in charge & DMS(A)
2. Will perform his duties according to the duty roster & orders
3. Will wear prescribed uniform when on duty
4. Will arrive in the office 15 minutes before duty schedule & leaves office15 minutes after duty schedule each working day
5. Will maintain cleanliness of the office & takes care of stationary, ink, pens etc
6. Will remain in the office through out office hours except when out on official duty.
7. Will make numerical entries of visitors or patients for interviews, consultation or examinations
8. Will go to the post office and accounts office in connection with mails & bill paying etc.
9. Will assist & co operate with other health workers
10. Any other duty assigned to him by Head W/O , I/C of the section & DMS(A)