



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Job Description

Position Title:	Medical officer
Function:	Support Function
Reporting to:	Chief Medical Officer
Location:	BITS – Hyderabad Campus
Brief Job Description: <ul style="list-style-type: none">• Catering to the immediate medical requirements of the students, staff and families available in the campus.• Conducting medical examination, consultation, diagnostics, prescription / treatment and follow up advice to the staff and Family members within in the limited hospitalization facilities.• Attending emergency services beyond the normal working hours of the clinic on call.• Issuance of medical certificates in required cases and countersignature of the medical leave applications of staff members based on the merits of individual cases;• Medical check-up of fresh appointees/students whenever requested from respective authorities.• Maintenance of medical records of the students, staff / family members visiting the medical centre;• Dispensing medicines, therapeutics, administering medicines (injection) and maintenance of records of the same;• Assisting in indenting fresh stock of medicines if required through proper approvals• Ensure the storage, ordering and management of essential drugs and vaccines• Coordination with Chief Medical officer for authorized hospitals outside the campus in case of emergencies for further specialized treatment;	
Educational Qualification: <ul style="list-style-type: none">• MBBS Master's Degree preferable• Three to Five years of post-qualification experience in similar role	
Work Experience and Skills required: <ul style="list-style-type: none">• Concern for People, Patients and ability to handle pressure situations• Willing to provide a 24-hour medical service within the hospital on an on-call basis permanently.• Ability to communicate well with patients, staff and colleagues• Well versed with clinical procedures necessary to be conducted as per patient condition	

