

JOD DESCRIPTION: Chief MEDICAL OFFICER

Summary: A **Resident Medical Officer** who takes care of the patients and guests at the Centre with utmost care, compassion and knowledge of the subject. He implies the latest methods of diagnosis and treatment of diseases.

Name of the position	Chief Medical Officer
No. of position	One (1)
Division / Unit	Medical Centre
Reports to	Dean Administration
Salary & other benefits	Level 13, (Entry Pay Rs 123,100 Pay) Other benefits such as D.A., NPA as per Institutional rates, CPF @ 12% on Pay & All Other Allowances, Gratuity, Pension under EPS 1995, Group Insurance, Reimbursement @ 90% of Medical Expenses, LTC, Reimbursement of Children's School Fees up to class XII, Leave etc. will be admissible as per institute norms.
Qualification, Experience & Skills	MBBS candidates with minimum 8-15 years of clinical experience. <ul style="list-style-type: none">• Excellent Communication and listening skills, patience, critical thinking ability, pleasing and empathetic attitude.• Should be able to inspire trust and confidence in patients.• Preference will be given to candidates who have adequate exposure in similar environment.

DUTIES AND RESPONSIBILITIES OF CHIEF MEDICAL OFFICER •

The Chief Medical Officer is the officer of the Board in charge of its Medical Department and shall report to the Dean Administration or any other authority deputed by him.

- Handling emergency **medical** situations along with other Medical officers and ensuring safety and security of patients/guests on a 24X7 basis.
- Responsible for ensuring the smooth delivery of patient care to the employees and their families and develop highest evidence based clinical and professional standards. Also responsible for proper maintenance of electronic health records.
- To establish and maintain teamwork and co-operation within the team and be the overall incharge of the Medical Centre
- To keep abreast of new developments, skills, technology, and current literature in order to initiate and respond to changes in the work environment
- Responsible for preparing the Budget Estimates of the Department along with Faculty Incharge – community Welfare every year.
- Conduct periodical progress and participate in the review meetings of the Medical Department.
- Responsible for conducting training programmes and recommending/sponsoring officers/employees of the Department for various training programmes.
- Sanction of leave for other Medical officers and Nursing staff in consultation with the Faculty Incharge Community Welfare.
- Conversant with all the relevant acts, rules and regulations and government orders that may be in force from time to time and their implementation by the Medical centre team.

