

RESIDENT MEDICAL OFFICER

Qualification MBBS with DMC

Experience 2-4 Years

Job description :

1. You are primarily responsible for the management of all the Emergency Patients.
2. You are responsible to check the Files of all the 'Day-care' and 'short procedures (as Minor cases of OT)' and also that their consent has been taken and their packages have been explained and mentioned on the Billing –Estimate paper with the sign of the Attendant under it.
3. You are responsible for sending the P.I. & M.L.C. report of all the M.L.C. cases in time. You have to retain all the MLC X-Rays in MLX Register. In case MLC is made by other duty doctor in your absence you are supposed to check the details and get them verified the next day.
4. Please make sure the Maintenance of the BD Register. Check it periodically for attendance sign for last ECG at hospital, address etc.
5. You should check the upkeep of all the Emergency instruments, Drugs, Resuscitation Tray and all the Consumables
6. You are responsible for maintaining and upkeeping the Birth and Death Record.
7. You have to manage daily Discharges.
8. You have to check the bio-medical Waste disposal system in casualty.
9. You are responsible for supervising all the Gynae Patients secondarily (in Emergency, if the Duty Doctors are busy).
10. You are primarily responsible for work up of any patient coming in casualty.
11. You are responsible for making arrangements at different wards for shifting of patients.
12. You are responsible for explaining the charges in both cases that of TPA's patients or general patients.
13. Other assignment given by Top Management from time to time.
14. Your behaviour should be polite and cooperative towards your colleagues and patients.
15. You should obey your seniors and are supposed to maintain a high level of Discipline.
16. You should try to be available on call in Emergency.

17. While on duty, you are supposed to wear Uniform and your 'Identity –Card' for identification purpose.
18. A prior notice of one week for leave is required and in case you want to leave the job, a notice of one month is must.
19. You should follow the 'Quality Policy' of the Hospital and try to put your best to attain the 'Objective and Targets' of the Hospital.
20. You should be making arrangements for your substitutes in case of the absence.
 1. Policy implementation, Planning & Control of Quality of services to patient's satisfaction at all level of hospital, Administration, Resource management, Organization growth and profitability and implementation Quality Management System.
 2. Providing adequate resources for the operations of Quality Management System especially for requisite manpower, proper process and test equipment, calibration & training facilities.
 3. Approval of all Quality Management System Documents.
 4. Monitor of training programs for Duty Doctors, associated doctors, consultants, head nurse for upgraded technology.
 5. Control and advise all activities of departmental OPD, IPD, associated / consultant doctors.
 6. Finalizing appropriate statistical techniques vis-à-vis areas of application.
 7. Finalizing & approval of responsibility & authority to all medical staff.
 8. Liasoning with Government / MCI for improving hospital activities.
 9. Approval / change of medical documents.
 10. Initiate action to prevent occurrence of any non-conformity at all level of hospital.
 11. Changing functioning.
 12. Approval for an employee for required training.
 13. Approval / change of hospital contract points under regulatory rules for customer satisfaction.
 14. Fully authorized for taking all decisions related to medical activities.
 15. Follow up hospital protocol norms.
 16. Approval / providing of new medical devices.

17. Approval / providing utilities for the comfort of admitted or OPD patients.