

## Administrator / Medical Superintendent

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Company: Mian Muhammad Bukhsh Trust

Location: Jhelum

Category: other-general

We are looking for Administrator / Medical Superintendent with 10 years of experience in hospital management (preference will be given to those having postgraduate qualifications in hospital management / public health) Plans, organises, directs, controls and coordinates medical programs and clinical services in the hospital Maintains standards of medical care and provides leadership to ensure that an appropriately skilled medical workforce delivers care as per standards and patient expectations Develop, implement and monitor procedures, policies and performance standards for medical, nursing and technical staff. Job Specification Act as first point of contact for communication, interpretation, and implementation of Clinical Management decisions To take charge of the Hospital from medical services point of view and successfully control & monitor it in terms of planning, designing & developing of medical facilities in the Hospital units Organize clinical Governance structure of the Hospital Facilitate communication, interpretation and implementation of Management decisions regarding Hospital working to Medical, Paramedical and Nursing staff Review the Hospital Medical operations in response to changes in customer demand, identification of scope for improvement Ensure adequate Medical / Paramedical / Nursing staffing round the clock Interact with Medical Officers/ Registrars/Consultants/HOD's of each area and identify various requirements and admin related concerns/issues Update Head Medical Services regarding any issues in the Units and suggest solutions as well Liaise with Marketing to organize various Medical camps and arrange for specialty Doctors, technical staff, and nursing support accordingly Coordinate and support HR in Medical and Paramedical Recruitment & Training Follow up of daily reports from the various departments Provide inventory

management guidelines to the Consultants of the concerned departments and also perform periodic audits Assist in internal audits of the concerned areas and help in implementation of audit reports Identify requisite clinical registration with the Government authorities and ensure compliance with the same Handle patient grievances and complaints Supervise day to day operational and administrative aspects of Hospital working #J-18808-Ljbffr

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