

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-Ljbfrr

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