

Deputy Manager

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Company: Indus Hospital

Location: Lahore

Category: other-general

Minimum 7 years of relevant experience out of which 3 years in managerial capacity

Education Last Date 2/4/2024 12:00:00 AM

Job Description Job Descriptions:

Provide leadership & broad supervision in the assigned departments like Medical officers, Nursing, & Reception.

Organize, direct, control and coordinate medical and health services in relation to the policies set by the governing body of the hospital

Development of staff

Develops administrative staff by providing information, educational opportunities, and coaching.

To maintain inter departmental relationships in order to encourage team work and achieve targets.

Rounds of the hospital to gain firsthand knowledge of work progress and patients care/satisfaction.

Problem solving attitude for various departments to encourage positive attitude of the staff and giving them a sense of ownership of the organization.

Ensure that all hospital non-clinical units are run professionally with well defined scopes, TORs, KPIs etc.

Coordination with other support services for patient care.

Regular audits of hospital areas/functioning to ensure adherence to accepted norms of operations.

Ensuring that all patients/visitors' daily complaints/problems are resolved.

Act as liaisons between governing boards, medical staff, and Unit in charge.

Plan & make proposals as needed for operational initiatives.

To report important and urgent issues to the Senior Management, concerning security and integrity of the organization.

To act as a liaison between the public and Management.

Ensure all hospital matters related to compliance of regulatory requirement are fulfilled.

Act as the “face” of the hospital in a mature, sensible & responsible manner.

Any other task delegated by his/her immediate supervisor and/or as decided by Senior Management.#J-18808-Ljbffr

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