

Director Medical Services

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Company: Rehman Medical Institute

Location: Peshawar

Category: other-general

Director Medical Services

Rehman Medical Institute, Pakistan1. To be fully responsible for all 'functional' medical departments and their administration, with an emphasis on planning, implementation, coordination and evaluation of medical, nursing and allied services

2. To verbally report to the CEO on the state of hospital services with daily activity reports and weekly operational management reports
3. To be able to maintain and develop a cordial and professional working relationship with the visiting consultants and assist the CEO in decision making related to the management of their practice in the hospital
4. To ensure a smooth integration of all medical resources - medical personnel, medicine, equipment and consumables etc. in an efficient and effective manner, and assisting the CEO in overall medical staff planning and evaluation
5. To ensure fulfillment of the workplace training/orientation needs and motivational requirements of all the medical staff that is related to smooth execution of their duty at RMI
6. To establish and promote a productive working relationship between various categories and levels of medical staff and departments
7. To be responsible for developing the institutional structures for planning and organizing post-graduate medical training, house-job training, paramedical and nursing staff training at RMI on professional and international medical standards
8. To report to the Chairman on the performance and progress of the hospital medical services at the end of every month

9. To be responsible for reviewing, regulating and evaluating medical operations, procedures and activities (to ensure compliance with government regulations and relevant RMI policies)
10. To carry out periodic monitoring and evaluation - daily basis hospital rounds and surprise inspections, weekly meetings with the concerned head of the departments, and instructions and follow up
11. To design efficient protocols, rules and procedures in the medical services for implementation through friction free coordination and liaison with other departments
12. To design and supervise the marketing programs of RMI medical services under the guidance of the CEO and their execution; coordinating with Finance (for costing of medical services), procurement (medical purchases) and Public Relations departments (to develop individual and corporate clientage for RMI)
13. To project the best image of RMI in the medical community, the government, media and the international development sector through collaborative initiatives under the guidance of the CEO and other related duties and responsibilities assigned by the Chairman/CEO with regard to what is expected of the Director of Medical Services in a private sector hospital.
14. To be able to maintain ethical medical practice and that patients' documentation is completed and secured for patient's record and that the confidentiality is ensured

The DMS shall report directly to the CEO, and as a member of the management committee shall also report to the Chairman when required

Job Specification
Education:
 MBBS, preferably with a Masters degree in hospital/public health management or related discipline from a recognized university

Experience:

Minimum 8 years experience of hospital management or administration in the government, private, or the non-government sector

Skills:

1. Strong communication, negotiation and interpersonal skills required for the position
2. Should be a team player, and well-versed with the concepts of group dynamics
3. Should be a good listener and capable to work under stress in a challenging environment
4. Participative leadership/management thinking and ability to resolve workplace conflicts
5. To be able to take initiatives and manage his/her department independently

Information Technology and Services - Peshawar, Pakistan

About Us Located at the gateway of Khyber, Rehman Medical Institute has revolutionized

the concept of medical care in the NWF-P. For the first time ever, the people of this area have access to healthcare facilities of international standards. The founder, P#J-18808-Ljbfrr

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