

Medical Superintendent

1. Job Environment

Position Information:

Department: Family Health Hospital

Reporting Lines:

Report To:
RD

Directly Supervise:
Doctors
Admin Staff

2. Job Objective

The Medical Superintendent is responsible for Family Health Hospital administration, management and provides leadership to ensure that services are delivered as per quality care standard.

3. Functions of the Position

- Responsibility for delivery of quality primary and secondary health care. This includes ensuring clinical practices that guarantee high-quality clinical outcomes; providing supervision and advice on clinical activities, including both outpatient and inpatient services, ward rounds, and surgical interventions; promoting a culture of learning and keeping up up-to-date on diagnostic and treatment practices.
- Ensures favorable staff working environment within approved budget and needs.
- Develop, implement and monitor procedures, policies and performance standards for Family health hospital
- Coordinate and support HR in Medical and Paramedical Recruitment & Training and ensure that adequate Medical / Paramedical / Nursing staffing round the clock
- Represents and manages the relationship and communication between the hospital and district, department, and national health authorities and with local and international donors.
- Ensures that reports tied to donor contracts and/or MOU are completed timely and with a high level of detail and quality to ensure clarity, compliance, and transparency, and professionally presented
- Facilitates the sustainability of hospital operations via the development of public/private partnerships, collaboration with development partners
- Handle patient grievances and complaints
- Monitors stock of equipment's, machinery, medicine, surgical items and contraceptives
- To check the registers and stocks of linen, drugs, dead stock articles, store articles Etc. periodically, and to report any irregularity therein
- Any other task assigned by the supervisor.

4. Desired Profile of Incumbent Person Specification	
i. Education/Qualification:	ii. Work Experience & Traits:
MBBS or MPH(registered with PMDC)	5 years' experience on the same position in social sector around the theme of RH/SRH & Rights