TERMS OF REFERENCES FOR CONTRACTUAL POSITIONS

HOSPITAL ADMINISTRATOR

SUMMARY OF JOB:

To provide technical and administrative support in Civil Hospitals

QUALIFICATION:

MBBS with one year Diploma in Hospital Administration or Science Graduate with Post Graduation in Hospital Administration. Preference will be given to MBBS candidates. Pass in subject of Punjabi upto Matric Standard.

EXPERIENCE:

Desirable 3 years of experience in Health Sector

AGE:

18-45 years.

SPECIFIC DUTIES AND RESPONSIBILITIES WILL INCLUDE:

1. Assist Medical Superintendent/SMO Incharge of the hospital in following areas;
2. Coordinating the activities relating to the quality assurance programme in the hospital and NABH accreditation process.
3. Assessing and establishing lab quality, imaging quality, record maintenance, infection control, disaster management, hospital infection control, disaster management, hospital infection control, ambulance services and fire safety.
4. Disciplinary grievance handling, patient handling relating issues, biomedical wast management, radiation safety.
5. Manpower and training related issues.
6. Upkeep of infrastructure, equipment, legal documents.
7. Organization of mock drills (fire code, blue red alerts, emergency preparedness and management etc.)
8. Coordinating the internal quality audit issues.
10. Hospital management information systems.
11. Preparation of various reports.
12 Upkeep of sanitation of hospital and landscaping.
13 Commercial activities (contracting out of sanitation, security, shop, PCOs and other contracts).
14 Maintenance of provision of round the clock electricity, water supply and cleanliness in the hospital premises.
15 Preparation of duty rosters and provision of alternative arrangements of staff in case of leaves of staff or extra ordinary emergency.
16 To report to the higher authorities about surplus/ shortage of staff.
17 Any other duties assigned by the MS/SMO/ Incharge/Mission Director.

KNOWLEDGE & SKILLS REQUIRED:

- Good technical knowledge in hospital administration
- Working knowledge of computer (MS Office)
- Report writing skills
- Coordination and networking skills
- Ability to work as a team

SALARY:
Maximum consolidated salary upto Rs. 20,000/- per month

Vacancy:

<table>
<thead>
<tr>
<th>NO. OF VACANCIES</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Amritsar, Gurdaspur, Hoshiarpur, Mansa &amp; Sangrur</td>
<td>SC-3, BC-1, ESM-1</td>
</tr>
</tbody>
</table>