

Assam Cancer Care Foundation

Advertisement Format **(To be filled by the user department)**

Details of Position to be Advertised

Designation	Min Qualification	Min Experience	Vacancy	Type of Employment	Report To
Lead-Medical Planning	MBBS preferably with MHA and certification in Quality Management	5 years	1	Permanent	Head-Operations

Roles and Responsibilities:

- Ensure formulation of SOP s and set up of the medical centres as per the SOPs.
- Work in close collaboration with Heads of Clinical Departments, Nursing and other clinical services to ensure delivery of world class oncology services.
- Ensure that the statutory and regulatory requirements of the hospital are met.
- Work closely with the heads clinical and ancillary service, diagnostic and treatment facilities, and prepare protocols for efficient patient care.
- Design and develop procedures for good nursing and supportive care to patients.
- Develop, implement, monitor and update as necessary the hospital operation's mission, goals, objectives, policies and procedures and other official documents.
- Assign work, establish priorities, monitor performance and submit periodical clear and concise administrative and financial reports for all assigned services/functions.
- Ensure that all transaction processed through all assigned services/functions are authentic and in accordance with hospital policies, procedures and government regulations.
- Monitor and evaluate the efficiency and effectiveness of service delivery process, assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities of improvement.
- Maintain collaborative and effective relationships with other key management personnel
- Participate and chair various committee and task forces as applicable.
- Advice the senior management regarding all matters relating the hospitals operations.
- Direct and perform analysis and evaluate on all aspects of the services provided by hospital operations and recommend modifications or changes to policies and procedures as required.

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- Develop plan and procedures to govern all aspects of the hospital's operation in accordance with the established management policies.
- Use QA/QI techniques to maintain and continuously improve the quality of care and hospital safety.
- Use checklists and protocols to increase quality and consistency of work and reduce errors.
- Working with legal counsel to ensure that all contracts relating to product procurement containing all details of the negotiation.