



Assam Cancer Care Foundation

3rd Floor, V.K. Trade Centre
Opposite Downtown Hospital, G.S. Road
Guwahati - 781022

(Joint initiative of Govt. of Assam and Tata Trusts)

Positions Available

Dated: 22.11.2019

Assam Cancer Care Foundation (ACCF) invites application for the following positions in Assam.

Designation	Min Qualification	Min Experience	Vacancy	Location	Type of Employment	Reporting To
Palliative Doctor	MBBS/PG in Palliative Care/ Training in Palliative Care.	3 years	1	Diphu	Permanent	Palliative Lead

Roles and Responsibilities:

1. To provide comprehensive medical care and pain management that is aimed at enhancing comfort and quality of life of palliative care patients.
2. To liaison with the primary physician/department referring the patient for palliative care in designing the care plan for each patient and implement the multidisciplinary care approach towards patient care.
3. To coordinate with other specialists/departments for their specialty service and inputs for palliative care patients whenever necessary.
4. To coordinate out-patient department, indoor ward & home-based palliative care activities in coordination with the parent department of the institute (Medical College/District Hospital of station).
5. To provide support and education to the patient and family, including teaching them about the expected course of disease, preventive care, medication use, and self-management and crisis intervention in the home setup.
6. To attend in house training programs as and when planned by the higher authorities for enhancing competency and capacity.
7. To liaison with healthcare providers and institutions as well as pertinent government/ non-government bodies with whom ACCF has professional relationships for referrals and for raising awareness of palliative care.
8. To establish links with new stakeholders to increase enrolment of patients in close coordination with the Medical Director.
9. Impart generalist palliative care training of nurses, social worker, psychologist and other complementary care providers which form the core palliative care team of the Centre.
10. Discuss views in the weekly meetings to prepare various actions plans required to implement, monitor and evaluate palliative care outreach programs of ACCF.
11. To actively participate both as a trainee and resource person in Continued Medical Education, Seminars and other training programs.
12. To prepare financials and budget related to the centre's requirement and ensure its timely submission for smooth functioning of the centre.

Last date for submission of application is: 3rd December 2019

Send your application to hr@accf.in

SI No	Designation	Min Qualification & Experience	Location	Age	Vacancies	Type of Employment	Report To
1	Medical Oncologist	DM/DNB in Medical Oncology from a recognized institute with min. 2 years' experience post qualification. Or MD/DNB in internal medicine with 5 years exp. in medical oncology from a large volume cancer center.	Diphu	Below 45 Years	2	Permanent	Administrative Head of the Unit

Roles and Responsibilities:

- To lead the medical oncology team, consisting of cancer GPs, junior physicians, oncology nurses, general nurses, and the ward team.
- To lead the medical oncology team in initial examination of history and clinical examination and to supervise the writing of the admission note and diagnostic plan, daily progress notes.
- To perform all Bone Marrow Transplants when needed.
- To lead the medical oncology team in initial examination of history and clinical examination and to design chemotherapy treatment plans for cancer patients.
- To ensure conformity of the standards for Patients Right and Education that includes informing/counselling the patient or patient family about the plan of care, day to day progress if needed as a team along with consultation from other services and interacts with other physician's members of the cancer team as needed.

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Last date of submission Nov 30, 2019

SI No	Designation	Min Qualification & Experience	Location	Age	Vacancies	Type of Employment	Report To
1	Radiation Oncologist	MD/DNB in Radiation oncology from a recognized institute with min. 2 years exp. In a large volume cancer center. *Candidate having more experience will be considered appropriately for the higher post	Diphu	Below 45 Years	2	Permanent	Administrative Head of the Unit

Roles and Responsibilities:

- To lead the radiation oncology team and design radiation treatment plans for cancer patients in conjunction with the rest of the radiation therapy team, addresses medical emergencies in the radiation treatment centre and sequel of radiation treatment.
- To initiate activities in the field of radiotherapy aiming at upgrading radiotherapy capabilities and to help improve cancer cure rates in safe clinical practice.

- To develop and implement coordinated research (clinical or implementation) projects related to radiation therapy as applied to cancer treatment, including the evaluation of research contracts, organization of research coordination meetings and the publication of results and organize scientific and advisory meetings to review current knowledge in radiation oncology and plan for future activities within the field.
- To develop SOP for Admission and Discharge of patients seen by members of team.
- Responsible for enforcing monitoring adherence of all members of the team to the medical staff bylaws and rules and regulations, and hospital policies and procedures.

Please send your application to hr@accf.in

Last date of submission Nov 30, 2019

Designation	Min Qualification	Min Experience	Vacancies	Type of Employment	Report To
Radiation Technician	An Associate's or Bachelor's degree in Radiotherapy Technology. A state license and certification to practice	1 year	2	Permanent	Radiation Oncologist

Roles and Responsibilities:

- Completing the patients' intake process, taking patients' histories, and preparing and educating patients about the imaging procedure.
- Reviewing patients' charts and Doctors' notes before the examination, and maintaining patients' records during and after procedures.
- Preparing radiopharmaceuticals for contrast in the diagnostic images.
- Positioning patients and equipment to capture the correct area and produce clear images.
- Monitoring patients and ensuring their safety during imaging procedures.
- Calibrating the equipment to ensure clear, usable images are taken of the correct area, as specified by the Doctor.
- Logging and organizing image results, developing film, assisting with the interpretation of the radiograph results, and consulting with Radiologists to determine if other images need to be taken.
- Ensuring the proper sterilization and storage of the equipment, maintaining radiographic equipment, and reporting any equipment failures.
- Coordinating with the radiology department to schedule and complete radiographic procedures.
- Maintaining up to date knowledge of current radiology practices.

Eligible candidates can send in their application to hr@accf.in

Last date for application is November 17, 2019 up to 6:00 P.M. (Indian Standard Time)

Designation	Min Qualification	Min Experience	Vacancies	Type of Employment	Report To
Radiographer	An Associate's or Bachelor's degree in Radiography. A state license	1 year	2	Permanent	Radiation Oncologist

and certification to practice					
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Roles and Responsibilities:

- Evaluate patients' medical condition and history to determine most suitable radiographic technique for diagnosis.
- Liaise with oncologists and physicians to plan treatment for patients
- Offering support and care to patients undergoing treatment.
- Follow up on patients after treatment to track the progress of recovery and ensure patients show no signs of radiation side effect
- Assist oncologists and physicians during complex radiological examinations.
- Ensure compliance with health and safety guidelines to minimize risk of exposure to ionizing radiation
- Correctly position patients prior to X-ray imaging in order to obtain high quality films
- Staying up to date with the latest industry developments and technology
- Being caring and compassionate to patients.

Eligible candidates can send in their application to hr@accf.in

Last date for application is November 17, 2019 up to 6:00 P.M. (Indian Standard Time)

Designation	Min Qualification	Min Experience	Vacancies	Type of Employment	Report To
Radiological Safety Officer	Post M. Sc. Diploma in Radiological Physics (Dip. R. P.)/ Post M. Sc. Diploma in Medical Physics (Dip. M. P.)/ Post Graduate Degree in Medical Physics [M.Sc. (Med.Phys)] Certification RSO certification for medical radiation facilities preferably certified for nuclear medicine facilities from AERB	1 year	1	Permanent	Medical Director

Roles and Responsibilities:

- To be Responsible for all regulatory compliance on Radiation Safety as per AERB guidelines.
- To test, repair and calibrate radiation measurement instruments and other instruments.
- The RSO shall ensure that radiation safety activities are being performed in accordance with approved procedures and regulatory requirements in the daily operation of the licensee's program.

- To be responsible for ensuring that the licensee's radiation safety program is implemented in accordance with approved procedures must have adequate training and experience.
- To conduct all mandatory routine reporting as well as reporting and emergency response to any events.
- To ensure that the provisions of the Atomic Energy (Radiation Protection) Rules, 2004 or modified thereafter, are implemented.
- To establish and maintain an effective radiation protection programme to ensure safety of workers, patients and public.
- Instruct all workers on relevant safety measures.
- To assist the licensee in developing suitable emergency plans to deal with accidents and ensuring appropriate emergency preparedness.
- To provide adequate training in radiation protection and safety methodologies to all workers.
- To implement all radiation surveillance measures.
- To conduct periodic radiation protection surveys to verify compliance with the regulatory requirements.
- To ensure safety of the staff in the Unit with regards to radiation exposure that include wearing of protective shield, TLD badges along with quarterly check and replacement of the badge if needed.
- To carry out personnel monitoring and maintain records thereof.
- To ensure periodic calibration of radiation measuring and associated instruments.
- To submit periodic reports to the competent authority giving details such as safety status of the installation and inventory of sources.
- To ensure timely renewal of Licenses of the Organization with regard to the use of Radiation therapy.

Eligible candidates can send in their application to hr@accf.in

Last date for application is November 17, 2019 up to 6:00 P.M. (Indian Standard Time)

Designation	Min Qualification	Min Experience	Vacancies	Type of Employment	Report To
Chief Financial Officer	CA	15 years	01	Permanent	Chief Executive Officer/Board

Candidates with hospital experience is preferable.

Roles and Responsibilities:

- Develop, establish and maintain financial plans, policies and procedures for the hospital.
- Plan coordinate and implement hospital cost finding system
- Install and supervise the hospitals statistical records on financial accounting system.
- Devise and recommend new or modified accounting systems to provide complete and accurate statistical reporting.
- Prepare and coordinate the hospitals statistical records on financial accounting system.
- Devise and recommend new or modified accounting systems to provide a complete and accurate statistical reporting.
- Prepare and coordinate responses to the internal audit and general audit bureau.
- Oversee the presentation, production and interpretation of monthly and tear-end financial statements including related reports required by the hospital management and/or Ministry of Finance.
- Ensure the safeguarding of all hospital funds and bank guarantees; oversee all banking activities.
- Coordinate with the concerned departments on their periodic physical inventories and costings.
- Establish record maintenance and filing systems.
- Perform other related duties as assigned.

Eligible candidates can send in their application to hr@accf.in

Last date for application is November 15, 2019 up to 6:00 P.M. (Indian Standard Time)

