



**VISION 2020 e-resource**

*-for eyecare management worldwide*

**Medical Officer**  
**- Job Description**

**Medical Officer Job Description**

<b>Job Title:</b> Medical Officer – Retina Clinic	<b>Working Hours:</b> 7.30 a.m. – 6.00 p.m.
<b>Location:</b> Retina Clinic	<b>Reports To:</b> Chief – Retina Clinic
<b>Department:</b> Medical	
<b>Prime Job:</b> To Manage the Retina outpatient and surgical workload to ensure patient satisfaction	
<b>Main Responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Managing the outpatient department</li> <li>2. Performing surgeries both paying and free cases</li> <li>3. Management of postoperative cases and discharge rounds</li> <li>4. Attending diabetic retinopathy screening camps</li> <li>5. Teaching &amp; Training</li> <li>6. Undertaking research projects</li> <li>7. Performing and interpreting various investigations in the department</li> </ol>	
<b>Key Task:</b>	
<b>1. Managing the outpatient department</b>	
<ol style="list-style-type: none"> <li>1.1 Ensuring smooth flow of patients and reducing waiting time of patients</li> <li>1.2 Ensuring quality medical care</li> <li>1.3 Ensuring patient satisfaction</li> <li>1.4 Ensuring appropriate investigations are advised and are got done in time</li> <li>1.5 Ensuring adequate personnel both medical and paramedical for the clinic</li> <li>1.6 Ensuring discipline and efficiency among medical and paramedical staff.</li> <li>1.7 Ensuring the required equipments are in proper functional state</li> </ol>	

**2. Performing surgeries in paying and free hospital theatre:**

- 2.1 Selecting OT cases according to waiting time of patients in wards and well in time in preoperative day
- 2.2 Ensuring that charting is finished as early as possible to avoid inconvenience to patients.
- 2.3 Proper discussion of cases with assisting doctor
- 2.4 Proper planning by discussion with other surgeons in posting the order of cases and GA cases
- 2.5 Training of PG, Fellows in various surgical procedures

**3. Management of post - operative cases and discharge rounds:**

- 3.1 Starting postoperative rounds in time
- 3.2 Taking time in explaining to the patients queries
- 3.3 Ensuring proper postoperative instructions are given and followed
- 3.4 Checking whether the instructions are followed or not in evening
- 3.5 Identifying the problem cases and follow them in evening

**4. Managing diabetic retinopathy screening camps**

- 4.1 Taking care of medical and paramedical team as a team leader
- 4.2 Overseeing the arrangements at camp site
- 4.3 Ensuring organized patient flow at camp site

- 4.4 Ensuring proper screening of diabetic patients
- 4.5 Identifying DR cases and referring them to base hospital if required
- 4.6 Maintaining cordial relationship with sponsors and the entire team

**5. Teaching & Training:**

- 5.1 Taking lectures for postgraduates & laser trainees
- 5.2 Clinical teaching in outpatient departments
- 5.3 Taking classes for paramedics
- 5.4 Taking part in continuous medical education programs, seminars and workshops
- 5.5 Active Participation in grand rounds and journal clubs

**6. Undertaking research projects:**

- 6.1 Conducting scientific studies and writing articles for journals
- 6.2 Encouraging Fellow's and Postgraduates in writing papers for journals
- 6.3 Documenting interesting case reports
- 6.4 Video recording novel surgical procedures

**Working Relationship:**

Needs to have good interpersonal and professional relationship with postgraduates, colleagues and paramedical staff.

**Freedom To act:**

- ◆ Freedom to use various investigative modalities as per the requirement of patients
- ◆ Independent decision making as leaders of medical team in camps
- ◆ Freedom to choose areas of research

**Performance Expectations:**

- ◆ **Eye Camps:** As the team leader Taking responsibility for all activities and the overall conduct of the camp
- ◆ **Continuous Professional development:** Engage in active learning process to keep oneself constantly updated by actively participating in teaching, journal clubs, grand rounds, CME, etc.

Approving Authority:

Signature of Receiver: