

## JOB DESCRIPTION

**JOB TITLE:** Unit Head

**DATE:** January 2000

**DEPARTMENT:** Clinical Services

**REPORTS TO:** Chief Medical Officer

### **1. JOB PURPOSE:**

(A single sentence statement which explains what the role has been set out to accomplish.)

- To enhance the quality and efficiency of service of the unit through the effective management and carrying out all the clinical activities as per the procedures.
- Ensure that the Post-Graduates posted to the Units get adequate clinical training

### **2. DIMENSIONS OF RESPONSIBILITIES.**

(Facts and figures associated with the role to indicate the scope of the responsibilities e.g no. of staff, size of budget, no. of enquiries etc.)

The number of patients per day is likely to be 150 – 200 and 2 to 4 PG students are likely to be posted in the units

### **3. RESPONSIBILITIES:**

(For key areas the job holder will expected to make an impact what will be required and why. The responsibilities must be output orientated and should not describe how)

1. Generate ideas for the development of the unit and opportunities for research projects, keeping abreast of developments within the field of ophthalmology (in the international context of eradicating global blindness) in order to contribute to the organisations missions and goals.
2. Monitor and evaluate the overall performance of the unit to enhance the quality of service and effective use of resources.
3. Act as a role model to Junior Doctors and PG student regarding the quality of treatment provided to patients and in the performance of other clinical activities.
4. Promote and support the development of Medical Officers, Junior Doctors, PG students and Paramedical staff by providing an environment for learning. For example, share details of interesting cases, take classes regarding rare diseases.
5. Ensure the consistent application of rules/regulations of the hospital to maintain standards and promote equity and fairness.
6. Represent the unit in an advisory capacity to the Chief Medical Officer, Senior Leadership Team and other support functions to enhance decision making in relation to the growth and development of the hospital.

7. Ensure the equipment is in good working order and medical supplies are available to maintain patient flow.

**4. WORKING RELATIONSHIPS.**

(With what other jobs does this one have to relate)

Collaborate with other Unit heads and admin Office to plan schedules.

**5. FREEDOM TO ACT (AUTHORITY)**

(What decisions will the jobholder be expected to make, What sort of issues does the job demand the jobholder to use his or her initiative, when will s/he have to refer for approval)

Head of Unit will have the freedom to authorize routine orders of supplies and equipment. Any major expenditure should be referred to the CMO for authorization.

Head of Unit will provide staff within the unit with encouragement and feedback on a day to day basis, any disciplinary matters will be referred to the Chief Medical Officers.

Approve leave requests from the staff posted to the unit

**6. PROBLEM SOLVING**

(What sort of interpersonal problems may the jobholder have to deal with, what are the key challenges within the role)

**Signatures**

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(Job holder)

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(Line Manager)

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(Date)

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(Date)