



SITUATIONS VACANT

Applications are invited from the Candidates having domicile of KP (Merged Districts Erstwhile FATA) for the following post mentioned below in Khyber Teaching Hospital (MTI) Peshawar.

S#	Nomenclature of Post	Criteria / Qualification / Experience	S#	Nomenclature of Post	Criteria / Qualification / Experience				
1.	Accident & Emergency Department Medical Officers (EDMO)	<p>Qualification: MBBS from PMC recognized Medical College/ University with Post Graduate fellowship training in Medicine & Allied, Surgery & Allied and pediatrics.</p> <p>Experience:</p> <ol style="list-style-type: none"> Experience in addition to post graduate training will be preferred. Preference will be given to candidate having experience of working in similar capacity in A&E department of reputable Hospital. Certification in Basic life support (BLS) or Advanced trauma life support (ATLS) Or comprehensive advance life support (CALS) or Advanced pediatric life support (APLS) , Early management of severe trauma (EMST) or trauma module will be additional benefit. <p>ESSENTIAL DUTIES AND RESPONSABILITIES:</p> <ol style="list-style-type: none"> To Work independently and or in a critical care team to implement medical services for patients attending Accident & emergency department according to internationally accepted standards and Hospital protocols. Initial assessment and management of patients presented to the A&E department for care. To ensure adequate communication of patient assessment to the appropriate department registrar or doctor on duty To ensure effective referral and disposition of patients after they leave the accident and emergency department. This includes discharge notes, referral notes and prescriptions as the case may be. To ensure that accurate and relevant documentation exists. To participate as member of the retrieval team, to transport sick patients between facilities when required. Appropriate procedural steps including but not limited to intubation, resuscitation and invasive monitoring. Any other relevant duties as assigned by the Director A&E. In case of selection he/she will have to perform duties exclusively in A&E department and the job will not be transferable to any other section/ department of the hospital. In case of civil servant, the applicant must submit resignation from civil services before joining as EDMO otherwise his/her appointment order will be withdrawn. 	5.	Institutional Medical Officers (for Surgical ICU)	<p>Qualification: MBBS from PMC recognized Medical College / University with Post Graduate fellowship training completed in the specialty of General Surgery/Anesthesia</p> <p>Experience: Experience in the relevant specialty in a tertiary care hospital after post graduate training will be preferred.</p>				
2.	SENIOR REGISTRARS 1. General Surgery (with special interest and experience in Colorectal surgeries/hepat biliary /Surgical Oncology / Vascular Surgeries) 2. General Medicine (with special interest and experience in Neurology) 3. Nephrology 4. Pulmonology 5. Gastroenterology 6. Neuro Surgery 7. Plastic Surgery 8. Psychiatry 9. Pediatrics Medicine 10. Pediatric ICU 11. Orthopedics 12. Otolaryngology 13. Ophthalmology 14. Radiology 15. Cardiology 16. Urology 17. Anesthesia 18. Pediatric Surgery 19. Gynecology & Obstetrics	<p>Qualification: Required Qualification is MBBS with FCPS/MRCP or fellow ship from PMC recognized institute, Diplomate American Board (MD)</p> <p>Experience:</p> <ol style="list-style-type: none"> Experience in the relevant specialty in a tertiary care hospital after post graduate qualification will be preferred. Only those candidates who passed their fellowship examination during last three years (with effect from Jan 2018 to the closing date of advertisement) are eligible to apply for the Post of Senior Registrar <p>ESSENTIAL DUTIES AND RESPONSABILITIES:</p> <ol style="list-style-type: none"> Reports to his/her I/C of Clinical Unit and, through him, to the Medical Director. His/her job is full-time, residential & non-practicing Works under the supervision of I/C of Unit Supervises Junior Registrar, MOs, TMOs, House officers, Nurses Staff & other subordinate staff working in the unit Stays on call for emergency cases and critically ill patients and be immediately summoned to the hospital when required. Makes regular detail morning & evening round of the in-patients as well as surprise visits to ensure that work is being carried out in accordance with instructions. Operates on scheduled & emergency cases independently. He/she assists the Prof., Assoc. Prof & Asst. Prof in administering the unit, supervise the performance of subordinate staff, delegates to them activities they are qualified & competent to do in accordance with their clinical privileges. Provides out patients consultation ; attends to inter departmental references, and examines in patients at morning & evening and more frequently when warranted He/she independently carries out diagnostic & therapeutic procedures in accordance with his approved clinical privileges. Ensures that records of patients treated by his/ her unit are legible, up-date & correctly reflect the patient's condition and response to treatment Prepares & verifies medical reports, death reports & medico-legal reports issued by the unit. Co-ordinates the clinical audit, teaching & research activities of the unit. Carries out all other duties as may be assigned to him by the I/C of Unit and Medical Director. In case of civil servant, the applicant must submit resignation from civil services before joining as Senior Registrar otherwise his/her appointment order will be withdrawn. 	6.	Institutional Medical Officers 1. Neurosurgery 2. Gastroenterology 3. CCU	<p>Qualification: MBBS from PMC recognized Medical College / University with Post Graduate fellowship training completed in the specialty</p> <p>Experience: Experience in the relevant specialty in a tertiary care hospital after post graduate training will be preferred.</p> <p>Qualification and Experience:</p> <table border="1"> <tr> <td>1. MBBS with MPH/MHA/MHM</td> <td>Minimum 5 Years' Experience in Hospital Administration with minimum 200 bed Hospital and including 1 Year Experience at manager/assistant manager level</td> </tr> <tr> <td>2. Masters degree with MHA/MPH/MHM (18 Years Qualification)</td> <td></td> </tr> </table> <p>Must have excellent interpersonal, communication and leadership skills.</p> <p>ESSENTIAL DUTIES AND RESPONSABILITIES:</p> <ol style="list-style-type: none"> Assist the Director A&E in supervising the work of the staff deputed in Accident and Emergency Department Ensure that the staff working in the Accident and emergency department has all the proper skills, working knowledge and competency. Ensures that casualty Operation Theatre is kept adequately equipped and properly manned by trained personnel. Develops and maintains an emergency call up system to reach specialists in case of emergencies or mass. Mass calamities and calls in necessary staff Ensures that vaccines and sera required for day to day use are available in sufficient quantity and kept at proper temperature Ensures that dressings, splints, stretchers and oxygen cylinders are stocked in sufficient quantities to deal with emergencies or mass calamities Is authorized to (1) locally purchase emergency and life-saving drugs which are not available in stock, (2) perform free investigations for entitled patients as per hospital policy such as X-Ray, E.C.G and laboratory tests and (3) Issue blood on a no-donor basis or replacement basis for seriously ill or injured patients. Supervises flying squads to reach sites of emergencies or mass calamities. Supervises on the spot resuscitation and facilitates transportation Takes care of all equipment, instruments, appliances and medicine, ensures all are in working order and in sufficient supply Maintains a register of attendance of staff performing duties in Accident and Emergency Department, on emergency duty of respective units, recording their arrival time, entering the date and time of call, visit and patients seen. Ensures that the Medico legal and post mortem Register and kept in safe custody and that all cases are entered properly. Ensures that such reports are given to the Police when required. Controls ambulances attached to the unit, ensuring that patients are transferred to and from the hospital without delay. Acts as a member of the Hospital committee if nominated by BoG/HD/MD/Dean in consultation with the Director A&E In case of civil servant, the applicant must submit resignation from civil services before joining as EDMO otherwise his/her appointment order will be withdrawn. 	1. MBBS with MPH/MHA/MHM	Minimum 5 Years' Experience in Hospital Administration with minimum 200 bed Hospital and including 1 Year Experience at manager/assistant manager level	2. Masters degree with MHA/MPH/MHM (18 Years Qualification)	
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3.	JUNIOR REGISTRARS 1. General Surgery 2. General Medicine 3. Nephrology 4. Dialysis 5. Pulmonology 6. Gastroenterology 7. Neuro Surgery 8. Plastic Surgery 9. Psychiatry 10. Pediatrics Medicine 11. Neonatal Resuscitation Unit 12. Nursery 13. EPS (Emergency Pediatric Services Section) 14. Orthopedics 15. Otolaryngology 16. Ophthalmology 17. Radiology 18. Cardiology 19. Urology 20. Anesthesia 21. Pediatric Surgery 22. Surgical ICU 23. Medical ICU 24. Dermatology 25. Gynecology & Obstetrics	<p>Qualification: MBBS from PMC recognized Medical College/ University with Post Graduate fellowship training completed in the relevant specialty.</p> <p>Experience:</p> <ol style="list-style-type: none"> Experience in the relevant specialty in a tertiary care hospital candidates who have completed his/her post graduate training will be eligible Only those candidates who completed their fellowship training during last three years (with effect from Jan 2018 to the closing date of advertisement) are eligible to apply for the Post of JR <p>ESSENTIAL DUTIES AND RESPONSABILITIES:</p> <ol style="list-style-type: none"> The job of junior registrar is to work full time during all shifts, including overnight and on weekends. The job is residential and non practicing. Junior registrar will perform duties within the hospital itself and do not travel in the normal course of his/her workday. Junior Registrar will be accountable to his/her I/C of Clinical unit and, through him, to the Medical Director of the hospital. He/she will be working under supervision of unit I/C. The Junior registrar will be performing administrative duties and general wards management. The Junior Registrar will ensure that the highest standards in patient care are maintained in his/her ward. Junior Registrar will be responsible for making duty rosters of the staff working in his/her ward and will maintain the ward documentation as per hospital policy in accordance with the Quality standards Junior Registrar will be responsible for ensuring compliance with healthcare regulations and safety standards Junior Registrar will be responsible for ensuring consistent and accurate medical recordkeeping practices He/ she will Supervises house officers, nurses & other subordinate staff of the unit. Recommends disciplinary action about any miss conduct on part of any subordinate staff. He/she is generally the senior most doctors on duty in the unit after normal working hours, and so as takes on-the-spot decision on behalf of the unit, but he is expected to keep his superior on call informed, and immediately summons them when warranted. Examines all in-patients at morning & evening and more often when clinically warranted Admits patients from OPD and A&E in accordance with the protocols of the unit. Prepares OT list & operates on scheduled & emergency cases. Is responsible for pre-operative & post-operative care of surgical patients Independently provides routine out patients consultation & attends to routine inter departmental references, but keeps his superior informed of all cases that merit their attention Initiates interdepartmental references in consultation with his/her superiors Requests for investigations, follows up on results, prescribes medication and assists his superior at diagnostic & therapeutic procedures. Independently performs diagnostic and treatment procedures which he/ she is authorized to do in accordance with his/her clinical privileges. Ensures that all equipment, instruments and appliances are properly maintained, repaired, renovated or exchanged Verifies and countersigns discharge certificates prepared by his/her juniors Prepares medical reports & certificates which requires authentication by his/her superiors. Participates in clinical audit, teaching & research activities of the unit. Carries out all other duties as may be assigned to him/her by the I/C of unit and Medical Director. Work In case of selection he/she will have to perform duties exclusively in his/her own department and the job will not be transferable to any other department of the hospital In case of civil servant, the applicant must submit resignation from civil services before joining as EDMO otherwise his/her appointment order will be withdrawn. 	7.	Manager Accident and Emergency Department	<p>Qualification and Experience:</p> <table border="1"> <tr> <td>1. MBBS with MPH/MHA/MHM</td> <td>Minimum 5 Years' Experience in Hospital Administration with minimum 200 bed Hospital and including 1 Year Experience at manager/assistant manager level</td> </tr> <tr> <td>2. Masters degree with MHA/MPH/MHM (18 Years Qualification)</td> <td></td> </tr> </table> <p>Must have excellent interpersonal, communication and leadership skills.</p> <p>ESSENTIAL DUTIES AND RESPONSABILITIES:</p> <ol style="list-style-type: none"> Assist the Director A&E in supervising the work of the staff deputed in Accident and Emergency Department Ensure that the staff working in the Accident and emergency department has all the proper skills, working knowledge and competency. Ensures that casualty Operation Theatre is kept adequately equipped and properly manned by trained personnel. 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			9.	Assistant Director Finance & Planning	<p>Qualification & Experience:</p> <ol style="list-style-type: none"> CA (finalist) / ACCA (finalist) / CMA (finalist) with 05 years relevant experience in Finance / Accounts / Auditing in a reputed organization. MBA (Finance) / M Com / or equivalent degree in Finance & Accounting with 07 years relevant experience in reputed organization. <p>Preference will be given to the candidates having experience in ERP implementation and strong knowledge of KPPRA / GFR and others Govt. / Corporate rules, development and implementation of policies and procedures manuals.</p>				
			10.	Emergency Clinical Technician	<p>Qualification & Experience: Matric (Science) with diploma in Surgical technology duly recognized by Medical Faculty Khyber Pakhtunkhwa. Age Limit: upto 30 years.</p>				

TERMS & CONDITIONS

- Applications accompanied with complete bio-data and academic / experience / domicile certificates along with 02 passport size photographs and photocopy of CNIC duly attested must reach to office at 6th floor, Human Resource Department, New A&E Deptt. MTI-KTH, Peshawar within (15 days) of the publication of this advertisement on a prescribed Job Application form through registered postal mail or courier service. Job Application form may be downloaded from official website of MTI-KTH www.kth.gov.pk or www.facebook.com/mtikth
- If the closing date fixed for the receipt of application falls on an official holiday, the next working day shall be considered as the closing date.
- Any application / documents received after the closing time and date shall be rejected. No documents will be accepted / changed / replaced once received along with the application. Incomplete applications will not be entertained.
- Application must be accompanied with the processing fee in the form of crossed and valid bank draft amounting to **Rs.1000/-** (non-refundable) in favor of **Hospital Director KTH Fund Account bearing No. 5761-00-1, Bank of Khyber, KTH Branch, Code No. 0121, Peshawar.**
- Experience Marks for the relevant experience shall be awarded to only those candidates who provide valid documentary evidence for the claimed relevant experience required for the position applied for.
- Only the relevant experience attained by the candidates after the date of obtaining academic qualification will be counted.
- It will be the responsibility of candidate to provide valid equivalency certificate from HEC Pakistan along with the application to justify their academic eligibility for the post to be applied for.
- Degree in-progress type of academic certificates shall not be considered.
- Only shortlisted candidates will be called for interview. Short listing will be made on the basis written test, if required and as deemed appropriate by the administration of MTI, KTH
- In case of selection / appointment, the services of such candidates will be governed under the Khyber Pakhtunkhwa Medical & Teaching Institutions Reform Act 2015 and the rules / regulations framed there under, as amended from time to time.
- All the processes related to selection of appropriate candidates will be done on merit. Any candidate attempting to influence the recruitment and selection processes will render the candidate liable for rejection from the selection process.
- Candidates already serving with any public or private sector organization or department shall route their application through proper channel.
- Any candidate may be disqualified or excluded from the selection process if he/ she:
 - Has been convicted by a court of law or dismissed / terminated / removed from service; and / or
 - Furnishes any false / forged information and / or documents while applying for any post; and / or
 - Suppresses any information which may lead to her / his disqualification from the selection; and / or
 - Attempts to influence the selection process in her / his favour or against any other candidate; and / or
 - Misbehaves during the test and / or selection interview.
- All the shortlisted candidates shall produce the original documents / credentials at the time of interview
- No travel / subsistence expenses / TA/DA shall be admissible by the MTI, KTH to the candidates for attending the Test / interview
- The selected candidates shall furnish an affidavit on judicial stamp paper of appropriate face value to the effect that they shall not claim at / approach to any forum for regularization of their services.
- The Competent Authority of MTI KTH shall have the undeniable vested right to increase or decrease the number of vacancies.
- Quota for Minorities and disabled persons shall be followed in accordance with the applicable rules / regulations of the Government of Khyber Pakhtunkhwa as amended from time to time
- Only a limited number of shortlisted candidates will be called for test and interview as the case may be and as deemed appropriate by the administration of the MTI, KTH.

Hospital Director, MTI, KTH, Peshawar

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