

HIRING AT SHIFA INTERNATIONAL HOSPITAL LTD.

Shifa International Hospital Ltd is looking for dynamic and high achieving individuals for the position of Clinical Coordinator in the Outpatient Department (OPD)

Position: Clinical Coordinator (Full time job)

Level: Entry Level

Basic Salary: 30,000 PKR.

Job Responsibilities:

- Customer handling and problem solving.
- Ensure patient's facilitation and guidance.
- Check staff's dress code and uniform.
- Observe departmental maintenance issues and accordingly coordinate.
- Asses OPD setting for care delivery system i.e. registration/appointments etc.
- Assessment of staff's learning needs and take corrective actions for staff's training and development. (if applicable)
- Assessment of staffing needs of assigned clinic and cross check daily checklist when required.
- Take data of daily OPD operations i.e. (No of clinics & Patients, Staffing, Consultants) & prepare OPD reports.
- Ensure smooth flow of patients in respective clinics.
- Coordinate with doctor's in cases of long waiting time and facilitates patient accordingly.
- Coordinate with Medical Record, admission, ER and other department for appropriate patient's facilitation.
- Coordinate with various departments for solving any issue regarding the clinic maintenance.
- Daily visits of all assigned area and spot checking.
- Make monthly clinical reports required by OPD administration and any other clinic reports whenever required.
- Coordinate with consultants for adjusting their schedules.
- Respond to all incidences, complaints or similar whenever require.
- Handle patient's complaints effectively.
- Communicate all unresolved issues to supervisor/ Manager.
- Discuss staffing issues with area managers.
- Perform evening shift supervisor duty (if applicable).
- Perform Morning supervisor duty as per morning roaster. (if applicable)
- Maintain confidentiality of patient's information.
- Any additional task assigned by the manager.

Requirement: Masters or Bachelors degree in LMS (4 Years).

Application Submission: Desirous/ interested students are requested to send their CVs through email at azfar.hussain@shifa.com.pk along with intimation at internship@ndu.edu.pk latest by **2 October , 2022**

In case of queries, please feel free to reach out on SFC NDU Helpline WhatsApp Number **0345-3194969** OR Visit PRSA&IT.