

## Job Description & Specification

<b>Grade &amp; Designation</b>	OPD Asst Cum Technician
<b>Department</b>	Operations
<b>Key Relationship</b>	Functional Heads, Doctors and other internal department
<b>Reporting to</b>	Center Manager
<b>Job Purpose</b>	This position main Role & Responsibility is to assist consultants in our OPD Chambers and maintenance of OPD chambers.
<b>Main Responsibility</b>	<p>Responsibility at various levels within the department is as follows :</p> <ul style="list-style-type: none"> <li>• <b>Fastest TAT</b> possible for every patient consultation.</li> <li>• Maintain <b>Suraksha Quality</b> in assisting the consultants.</li> <li>• Maintain <b>Suraksha Standard of service</b>.</li> <li>• Ensure readiness of the chambers for Consultation.</li> <li>• Receiving of inventory in the system and being responsible for it.</li> <li>• Adherence to <b>SOP</b></li> <li>• Assist MRI/CT/X-ray technicians whenever required including injecting contrast.</li> <li>• Conduct ECG whenever Cardio technician is busy.</li> <li>• Accompany female patients wherever required.</li> <li>• Emergency Situation handling..</li> </ul>
<b>Competencies</b>	Subject Knowledge and minimum 1 year's Experience, Efficiency, Presentable, Good communication skills, Helpful, Meticulous, Responsibility (Only female candidates)