



MEDICAL TEACHING INSTITUTE MARDAN



JOB DESCRIPTIONs (BPS-16)

S.No	Nomenclature	Page No.
01	Assistant Programmer	01
02	Computer Operator	02
03	Charge Nurse	03



MEDICAL TEACHING INSTITUTE MARDAN



01. JOB TITLE: Assistant Programmer

Job type:	MTI, Regular (BPS-16)
Education:	MSc Computer Science/MIT/MCS/BCS/BS Computer Science
Experience:	3 years' experience in programming & software development
Reporting to:	Manager IT, MTI MMC
Selection Criteria:	Initial recruitment By Advertisement
Training:	

Distinguishing Characteristics:

This is the first in a series of two classifications. It is distinguished from the second level in that the Computer Programmer alters and changes programs to resolve a problem.

Examples of Duties:

1. Participates in on-the-job and formal training sessions concerning the design, writing, and testing of computer programs.
2. Participates in the design, testing and documentation phases of programs of moderate complexity and/or independently performs the design, testing and documentation phases of the more standard or routine programs assigned.
3. Translates predetermined logic into appropriate programming language.
4. Utilizes standard reference, resource or procedural materials to resolve problems.
5. Operates on-line terminals and related computing equipment as required.
6. Perform the tasks assign by Manager IT.

Knowledge, Skills and Abilities:

1. Knowledge of programming and job control language applicable to the assignment.
2. Knowledge of common program testing and data file manipulation practices and access methods.
3. Knowledge of the theories, principles and practices of information processing systems.
4. Skill in writing computer code in various languages or in language of assignment.



MEDICAL TEACHING INSTITUTE MARDAN



02. JOB TITLE: Computer Operator

Job type: Regular BPS-16
Education: BCS/BIT/BS Telecom
Experience: 02 Years Relevant Experience
Reporting to: Manager IT, MTI MMC
Selection Criteria: By Advertisement
Training:

Statement of the Job:

Employee performs technical duties in the operation of a complex digital electronic computer system. Work is accomplished within defined procedures, but judgment and initiative are occasionally required.

Duties of the Job:

1. Sets control switches and/or issues commands through an operator's console to ensure proper computer operation.
2. Operates and monitors, printers, mass storage units, consoles and other computer related equipment.
3. Starts and monitors on-line transaction system.
4. Monitors and schedules batch processing subsystems to maximize efficiency.
5. Initiates and monitors backup processes.
6. Obtains, loads and unloads paper and mass storage media.
7. Responds to users' Problems about computer operation and priorities.
8. Maintains system logs, records and reports about computer operation.
9. Loads initializing programs and properly initiates Network lines and devices to ensure proper computer operation.
10. Performs routine maintenance on all computer related equipment.
11. Responds to users' programming inquiries in absence of consultant within limits of knowledge.
12. Receives and unloads incoming stock and computer hardware.
13. Monitors machine room environmental conditions.
14. Assist the Manager in related function of the concerned department.



MEDICAL TEACHING INSTITUTE MARDAN



03. JOB: TITLE: CHARGE NURSE

Job type: Regular (BPS-16)
Department: Nursing MTI, MMC
Reporting to: Nursing Director
Selection Criteria: Initial recruitment by advertisement/ posting by DGHS
Required Experience: Preferably one year after completion of education
Required Education: Diploma in nursing and Midwifery/Any Specialty
Training:

Tasks:

1. Charge Nurse is Accountable to Nursing Director & through him/her to In-charge Unit.
2. He/she will perform her/his duty as per notified duty Roster by Nursing Director or as per instruction of Nursing Supervisor on duty.
3. Will take over from nurse relieved & ensure that all equipment, apparatus, medicine emergency tray & supplies are complete.
4. Will be responsible to bring any unusual occurrence to the notice of Head nurse, Nursing Supervisor and Nursing Director/ HD and MD.
5. Will ensure that paramedics, Ward orderly, Dai & sweepers perform their duties efficiently & punctually in case if they are not performing, he/she may report to Administration.
6. Assist & cooperate with other staff on duty.
7. Will be responsible to read & check reports prepared by relieved nurse & follow instructions about serious patients first
8. Will assist head nurse in his/her duties & will perform his/her duties in their absence.
9. Will be responsible to maintain patients records up to date i.e. TPR, Treatment & intake/output charts
10. Ensure that before the beginning of morning round the patients are clean & neat, bedding is done properly & the ward is clean & tidy.
11. Will assist MO/Consultant, Registrar, Senior Registrar & In charge of the ward during rounds of the ward & note/ follow instruction about the patients.
12. Ensuring enough nursing care for patients i.e. mouth wash, sponging, back rubs, nail cutting & precautions against bed sores.
13. Will assist the MO/Consultant, JR, SR and professors in different health facilities available in the institution.
14. Will ensure that specimens for investigations are sent straight to the hospital laboratory & receive / attach the resulting reports to the patient's charts.
15. Will be responsible to call doctor on duty using call register or telephones for emergency patients or distressed patients.



MEDICAL TEACHING INSTITUTE MARDAN



16. Will promote health education in the ward by talking on various topics to patients and their relatives
17. Will ensure that patients are taken for examination on time by the ward orderly or Dai i.e. X-Rays, Lab. Tests, OPD & operation theatre.
18. Will carry out pre-operative & post-operative orders in time.
19. Will prepare & keeps chart ready for newly admitted patients.
20. Be responsible to maintain treatment book, stock register of medicine, linen, admission & discharge register up to date.
21. Prepare indents for medicines & linen regularly to avoid shortage
22. Will be responsible to write reports & instruction for ward patients at the end of her duty & hand over to nurse coming on duty in proper order.
23. Any other duty assigned to him/her by Registrar, In charge of Unit or Nursing Director from time to time.

Key Performance Indicators:

1. Quality of Work
2. Communication and coordination
3. House keeping
4. Punctuality
5. Discipline
6. OCB(Organizational citizenship behavior)