

**10. Hospital Director.**--- <sup>1</sup>(1) The Board shall appoint a full time Hospital Director for the Medical Teaching Institution for a period of five (05) years, and shall be eligible to re-appointment, on such terms and conditions as the Board may determine; provided that no Board member shall be appointed as Hospital Director.]

(2) The Hospital Director shall possess a recognized Master's Degree in Hospital Management or Health Services Management or Business Management or Public Health or Public Administration or any other relevant management qualifications having at least five years experience of management in an organization or institution as may be prescribed:

Provided that a person, who possess a recognized medical degree may also apply for the post of Hospital Director with the condition that he shall have an additional management degree and experience provided in this sub-section and shall have no right to do private practice.

(3) The Hospital Director may be removed from the office by the Board, before the expiration of the period of <sup>2</sup>[five] years, on such grounds as may be prescribed.

<sup>3</sup>[(4) Deleted]

(5) In performance of his functions, the Hospital Director shall be responsible to the Board.

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<sup>1</sup> Substituted vide Khyber Pakhtunkhwa Act No. 1 of 2019

<sup>2</sup> Substituted vide Khyber Pakhtunkhwa Act No. 1 of 2019

<sup>3</sup> Deleted vide Khyber Pakhtunkhwa Act No. 1 of 2019

(6) The Hospital Director shall not have any conflict of interest with such a position.

**11. Functions of the Hospital Director.**---The Hospital Director shall be responsible-

(a) for all non-clinical functions of the hospital;

<sup>1</sup>[(b) preparation of the annual budget, and business plan for presentation to the Management Committee and Board;]

(c) maintenance of building and engineering services;

(d) maintenance and development of all ancillary services, including but not limited to pharmacy, nursing, materials management, human resources, clerical, communications and security services;

(e) to act as the principal accounting officer responsible and accountable for maintaining the financial discipline and transparency; and

(f) for implementation and execution of Board <sup>2</sup>[and Management Committee] policies and to achieve the targets set by the Board.

#### **4. HOSPITAL DIRECTOR**

The Board will appoint a Hospital Director as described in Section 10 (1) of the Act.

- a) The qualifications and experience for the post of Hospital Director shall be as in Section 10 (2) of the Act. The Hospital director will have a minimum experience at management level positions of 7 years, except that the Board may relax this condition in the case of an outstanding candidate, provided that the Board specifically documents the reasoning for the exception.
- b) The Hospital Director will be selected and appointed by the Board for a term of 5 years, and shall be eligible for reappointment at the discretion of the Board based upon performance and so documented by the Board, provided that no Board member shall be appointed as Hospital Director. No person may serve as Hospital Director for more than three terms.
- c) The method of appointment will be as described in Section 10 (1) of the Act: A selection committee will be appointed by the Board consisting of appropriately qualified individuals including
  - (i) a senior and a junior medical consultant representing the hospital
  - (ii) a senior representative from the Nursing department
  - (iii) the head of a non-medical department from the finance, or other hospital administrative unit.
  - (iv) a reputable lay person who may be a retired senior civil servant or senior retired armed services officer or a recognized philanthropist or reputable member of civil society.

- (v) The Board will select a chairman of the committee from amongst the members of the selection committee.
- d) The Committee will make its selection and recommendation based entirely on merit, and in a fair and transparent manner after fulfilling the prescribed procedure as laid down hereunder:
- e) The vacancies shall be advertised in at least four leading national newspapers (two English and two Urdu) specifying therein the prescribed qualifications, experience and other academic/technical requirements, etc.; the selection committee may also advertise in international journals/media if it so desires.
- f) The selection committee will draw up a short list of candidates to interview; at least three candidates will be interviewed. In the event of insufficient candidates, all qualified candidates may be interviewed.
- g) Any member of the selection committee who has a conflict of interest in any form, either with a specific candidate or the position, or for any other reason, will withdraw himself from the process and inform the Board accordingly
- h) The Board may then choose to appoint another person meeting the criteria in (c) above.
- i) The selected individual will be presented for approval to the Board. The Board may accept or reject the nominee: in the case of rejection, the Board will provide written reasons for the rejection to the selection committee. The Board may then select an alternative applicant from the list of candidates, keeping in view the listed order of preference of the selection committee. Alternatively, the Board may ask the selection committee to reevaluate the candidates and select another individual from the applicants or begin the whole selection process again as in (d) to (h) above.
- j) The functions, responsibilities and requirements of the Hospital Director will be as detailed in Section 11 a-f of the Act and further elaborated hereunder



# MTI-MARDAN MEDICAL COMPLEX

## Job Description for the Post of Hospital Director

### Job Summary

The Hospital Director is the chief administrative officer responsible for all non-clinical functions of the hospital. The Director ensures strategic, operational, and financial excellence in hospital management, in line with the MTI Act, Board policies, and Government directives.

### Duties & Responsibilities

1. The Hospital Director shall be the custodian of MTI, MMC.
2. The Hospital Director shall be the Principal Accounting Officer of the institutions concerned & shall be the DDO of the personnel ledger accounts at the treasury.
3. The Hospital Director shall prepare the Annual Budget and Business Plan/HR Plan to present for approval to the Board the proposed budget and shall incur expenditure within the approved budget. He shall be responsible for the efficient & effective use of the total financial resources available.
4. Performs the services of managing the institution within the highest standards of professional & ethical competence & integrity.
5. The Hospital Director is responsible for Maintenance of building and engineering services; maintenance and development of all ancillary services, including but not limited to pharmacy, nursing, materials management, human resource, clerical, communications and security services.
6. The hospital director is responsible for the human resource management i.e. hiring of managerial staff, technical and other support staff wherein already sanctioned or created by the board.
7. Ensures provision of health care facilities to the satisfaction of the public. Utilize his capabilities to his best to ensure adequate resource building both financial & intellectual for the efficient management of the institution.
8. Be accountable for the performance of the institutions.
9. The Hospital Director shall be responsible to upgrade the health care delivery services, through hiring the adequate human resource and looking for the capacity building of HR constantly, along with improvement in existing facilities and the equipment, to a level as nearly as possible of international standards.
10. The Hospital Director shall be bound to evaluate progress of the institutions on the basis of Performance indicators provided to him from time to time by the Govt. / BOGs and shall take appropriate corrective measures in the light of the reports.
11. The Hospital Director shall organize & assist external & internal audits both financial & Performance related to annual & quarterly basis or as required by the BOGs.
12. He shall provide to Govt. /BOGs information, comments & suggestion on any specific point as may be asked for.
13. Works within the parameters frame work lay down by the Board and MTI Act and shall carry out any other duties that may be assigned to him from time to time by the BOG & shall keep them informed about the performance of his functions.
14. He shall perform such other functions & duties as may be assigned to him by Govt. / Chairman Board of Governors MTI, MMC.

### Key Performance Indicator

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| <ul style="list-style-type: none"><li>• Implementation of Mission and Vision</li><li>• Service Management</li><li>• Operations Management</li><li>• Timely Recruitment, training &amp; development of staff</li><li>• Timely Procurement of Equipment</li><li>• Resource build up, management and utilization</li><li>• Budget and business plan</li></ul> | <ul style="list-style-type: none"><li>• Service standard development and continual improvement</li><li>• SWOT Analysis</li><li>• Institution progress and continuous improvement</li><li>• Performance audit observations</li><li>• Corrective and Preventive measures</li><li>• Follow of BOG instruction and functional performance communication</li></ul> |
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