

	Hospital Name:		Document No:	QUXAT/H/F/85
	Title	Duty Medical Officer - Job Description	Page No:	Page 1 of 1

Name:

Designation:

Employee No/Biometric ID:

Department:

1. Provide clinical services within the scope of hospital and duty allocated
2. Participate in and fulfil the duties and responsibilities of a Duty Medical Officer/Resident
3. Work as per instructions of the Senior Medical Officers/Faculty
4. Conduct initial assessment of patients with patient history and physical examination
5. Order appropriate investigations in consultation with Sr. Residents/Faculty
6. Follow up of the patient's management plan as per defined care plan
7. Communicate the patient's assessment and management plan with the medical staff and other members of the team providing care to the patient
8. Communicate with the patient and their family about their condition, assessments and management
9. Review all pathology, radiology and other diagnostic reports and discuss with the Sr. Resident / Faculty for appropriate action
10. Document clinical decisions, tests, procedures and discharge diagnoses and instructions.
11. Participate in ward rounds with the clinical team as required for inpatient care
12. Participate in formal handover, and ensure effective communication (with particular regard to deteriorating patients), while meeting standards of care
13. In consultation with the faculty, ensure patients discharge process from hospital
14. Discuss the MLC documentation with the designated RMO/CMO and document the MLC records as per RMO/CMO/Faculty instructions

HR Manager/Authorized Signatory

Doctor Signature

Date:

Prepared by:	Issued by:	Reviewed by:	Approved by:	Amend Date:	Copy No: 01
Quality Manager	NABH Coordinator	Medical Superintendent	Medical Director	Amendment No:	
Signature:	Signature:	Signature:	Signature:	Issue Date: Issue No:	