

## **Deputy Director – Medical**

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The Hospital was designed by the Cannon Design, a renowned architectural firm from North America. It is located on 13 Acres of land at New Town, Kolkata, and West Bengal.

The Hospital is an integrated Oncology facility with well trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital with a capacity of 437 beds, serves all section of the society with 75% of the infrastructure earmarked for subsidized treatment for the under-privileged section. It provides a wide spectrum of services from diagnosis & therapy to rehabilitation and palliative support. The Institution's objective is to excel in Service, Education and Research.

Tata Medical Center, Kolkata, has a strived to be one of the leading Cancer Care and Research Institute in the country and has benefited West Bengal as well as the adjoining states and neighboring countries.

**In order to fulfill the above objectives, TMC invites applications for Deputy Director – Medical**

### **Job Description & Responsibilities**

#### ***A.Operational management***

- Overall management of clinical services in coordination with the Director.
- **Serve as medical leadership at medical staff meetings** and on designated committees.

- Develop and approve policies, protocols and procedures to ensure best practices and evidence-based approaches, to consistently deliver exceptional, well-coordinated and integrated patient care that delivers high level outcomes, quality, patient safety and patient satisfaction.
- Plan for development of new clinical programmes and change of existing clinical programmes, if any.
- Evaluate and manage any dysfunction in any clinical unit with the shortest, reasonable delay. Resolve patient/relative complaints in relation to clinical care and hospital functioning.
- Review the clinical activities of the hospital on a regular basis.
- Provide strategic leadership by focusing on teams and organization units on visions and distinctive strategies that result in excellent short and long-term performance.
- Assist the Director with execution of the respective responsibilities.

#### ***B. Sustainability***

- Guide on how to improve clinical productivity.
- Implement innovative ideas or methods ensuring optimisation of clinical operations.

#### ***C. Social Welfare Program***

- Overall management of the hospital patient social welfare program.

#### ***D. Human Resources***

- Budget and Manpower planning for all clinical areas in coordination with the Human Resources team, based on the clinical requirement.
- Timely recruitment of manpower for all clinical areas to ensure minimum clinical delays and maximum patient satisfaction, within the overall budget constraints.
- Participate in selection and recruitment process of staff for all clinical areas.
- Provide regular performance appraisal and feedback for the staff in all clinical areas in coordination with the Human Resource Team.

### ***E. Procurement***

- Budget for consumables and capital requirements for all clinical areas.
- Participate in the procurement process to ensure that the correct items in the correct quantities are procured within the Budget limit.

### ***F. Quality of care services***

- Develop and approve policies, procedures and protocols for the clinical care provided in the hospital and to ensure that care is delivered in a safe and well-organized manner.
- Plan for regular patient care audits to assess the quality of care.
- Analyse audit results to assure patient care meets the expected standards.

### ***G. Financial performance***

- Review business and revenue models for the hospital, to continue the self-sustainable model.

### ***H. Regulatory compliances & medico-legal matters***

- Ensure legal, regulatory and accrediting compliance and represent the hospital in relationships with local, state and central governing agencies.
- Keep staff updated on new healthcare regulations.

### **Qualification:-**

- Post Graduate Degree (MD/ MS /DNB) from a recognised University
- Specialist in an Oncology Field preferable
- MBA (Master Degree in Business Administration) / MHA (Master Degree in Hospital / Healthcare Administration) desirable

### **Experience:**

- Minimum 20 years of working experience as a Clinical Specialist in a Hospital
- Experience in managing Hospital(s) preferable
- Oncology experience desirable

### **Reporting:**

- Will report to the Director , Tata Medical Center

**For more details about Tata Medical Center and Job application Form, please log on to our website: [www.tmckolkata.com](http://www.tmckolkata.com).**

**Interested candidates may email or Post applications by 31st July, 2020 to:-**

**Mr. Suvasish Mukherjee,  
Head-Human Resource  
Tata Medical Center, 14 MAR (EW)  
New Town  
Kolkata - 700160.  
Email - [suvasish.mukherjee@tmckolkata.com](mailto:suvasish.mukherjee@tmckolkata.com).**