



**LAST DATE OF APPLICATION: 15/12/2024**

**We invite Application for the position of Principal/ PG Coordinator in Tata Medical Center, Kolkata for its M. Sc Nursing College.**

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighbouring 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. Set up at a cost of Rs. 450 crores, the Hospital, with a capacity of 437 beds, serves all sections of the society, with 50% of the infrastructure earmarked for free or subsidized treatment for the underprivileged sections. The hospital provides a wide spectrum of services from diagnosis, therapy to rehabilitation and palliative support in cancer. The Institution's objective is to excel in service, education and research.

Tata Medical Center has **started one M Sc. Nursing in Medical-Surgical Oncology Nursing course** since 2013 under the affiliation and recognition of West Bengal University of Health Sciences, Kolkata and Indian Nursing Council, New Delhi respectively. At Present it has 15 admission seats.

To fulfil the above objectives and in order to provide World Class services to its patients, TMC invites applications as below:

**Brief Job Description of the position as Principal / PG Coordinator**

1. The Principal will be responsible of running the MSC Nursing College seamlessly with regard to its administration and functionality respectively.
2. Nursing College Principal will have dual responsibility of TMC M. Sc Nursing College and actively participate in TMC Clinical Patient Care Nursing Services in collaboration & liaison with the Nursing Superintendent with regards to daily /weekly/ periodically Hospital Round, Nursing Staff In-Service Education Programme, Induction Programme and other Clinical activities on regular basis.
3. Ensure compliance and liaison with legal and statutory authorities as applicable.
4. Will be responsible for organizing students clinical experience and teaching in clinical field. Will identify appropriate clinical areas in other hospitals, obtaining permission and overseeing students experience.
5. Will be responsible for student's welfare, health and security.
6. Will facilitate on student's participation in Community health program, professional and institutional activities.
7. Ensure coordination with Ethical Committee for obtaining approval of student's thesis program.
8. Will be responsible for reviewing of policies, rules & regulations, admission criteria, as per the philosophy of the institution.
9. Will ensure that educational programs are congruent with organizational Mission, Values and Goals.

10. Will work as change agent while responding to the changes in nursing practices and develop programs to support those changes.
11. Will report to TMC Nursing Superintendent.

**Desired qualities:**

- Research minded
- Flexibility in educational approach
- Innovative and creative methods of teaching learning
- Dynamic leadership
- Articulate and effective communicator
- Analytical skills
- Motivational, guidance and counseling abilities

**Leader:**

- Serves as a role model to excellence and safety
- Maintains required educational and/or clinical competencies
- Seek opportunities to develop students in the respective roles
- Integrates ethical principles in all aspects of practice
- Serves as a role model for education and professional nursing practice
- Role models and promotes the concept of lifelong learning
- Leads committees, work groups and/or projects related to the implementation of educational activities

**Qualification:**

MSc Nursing, PhD desirable

**Experience:**

Minimum 15 years of post MSc experience out of which 12 years post MSc with Teaching experience and minimum 5 years of Post MSc experience in collegiate programs /level.

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For more details about the job positions, qualifications, eligibility and application forms, please log on to our website today: [www.tmckolkata.com](http://www.tmckolkata.com)

You may also down load our application format (**no application will be considered without our application format available at site**) and Email or Post applications to: [suvashish.mukherjee@tmckolkata.com](mailto:suvashish.mukherjee@tmckolkata.com); & post your application to

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