

DELHI CANTONMENT BOARD

DELHI CANTONMENT -10.

ENGAGEMENT OF HOSPITAL CONSULTANT/ ADMINISTRATOR

CGH/22-23/1455

Dated: 1.8.5, 2023

Applications are invited for the posts of a 'Hospital Consultant/Administrator' on purely contract basis (11 months) for the Cantonment General Hospital, Delhi Cantonment, as per the following:

Qualification: MBBS/ equivalent with Postgraduate Degree in Hospital Administration/Management from a recognized institution. The candidate must be proficient in computer work with good command over both English & Hindi. Additional attributes will be: Critical thinker with strong conceptual and problem-solving skills, Great attention to detail with the ability to multi-task, Superb organizational, administrative, and planning skills, Ability to work under pressure and react effectively to emergency situations, Ability to work independently and as part of a team, Excellent documentation, communication, and IT skills, and Passionate about clinical excellence.

Medical Council Registration: The candidate must be registered with medical council (IMC/DMC/Equivalent).

Experience: Minimum 02 years as Medical Superintendent &/or 05 years as Deputy Medical Superintendent/ Hospital Administrator/ equivalent in a mid-size/larger hospital, out of total minimum post-qualification experience of 10 years in the medical/ hospital management profession. Preference will be given to the candidates with higher qualification & experience in Hospital Accreditation/ Software/ PPP model. Good knowledge /experience of NABH/ NABL/ ISO9001:2008/ ICD Codes/ JCI/ Six Sigma/ Lean/ Kaizen/ Hospital Software etc. Experience is relaxable in case of otherwise suitable candidates who have worked in top management positions in reputed multi-specialty hospitals.

Upper Age Limit: 60 years on the last date of application.

Remuneration: Rs. 3,00,000/- per month (consolidated) on full time basis. Private practice/ job not allowed.

Terms & Conditions: The candidate must abide by the terms & conditions. The schedule of duties is enclosed as Appendix-'A' which is indicative though not exhaustive.

Eligible candidates may apply to the CEO, Delhi Cantonment Board, Sadar Bazar, Delhi Cantt-10 in the enclosed prescribed format along with self-attested copies of all testimonials, residence proof and two passport size photographs by08 June 2023. The candidates will have to abide by the terms and conditions of the Cantonment Board/Hospital. Engagement of the selected candidate will be done as per requirement of the hospital at the time of posting and the duties may include shift duties/ night/ general duties besides specialty work. No TA/DA will be payable.

Subsequent/relevant notices will be put up on the hospital notice board/ DCB website www.delhi.cantt.gov.in which the candidates must keep themselves regularly updated with.


Chief Executive Officer
Delhi Cantonment Board

Copy:

1. The Systems Analyst, DCB (for uploading on the website)
2. Notice Board
3. Office file.

Duties of Hospital Consultant/ Administrator

Hospital Consultant/ Administrator will be responsible primarily to develop new departments & facilities in the hospital, and to ensure better utilization of existing infrastructure. To ensure success, hospital Consultant should be professionally confident with excellent communication and problem-solving skills that will contribute to the efficient functioning of the healthcare facilities. The candidate will work well under strict time constraints while multi-tasking in a fast-paced environment and should be able to effectively react to urgent situations. The duties of Hospital Consultant shall advise & assist the hospital administration in the following duties and perform the duties assigned to him/ her (The list is indicative but not exhaustive):-

1. To devise & execute plans to ensure optimal utilization of the existing human & material resources and infrastructure of the hospital, including hospital indoor capacity, ICU and Operation Theatres, and accordingly manage hospital budget.
2. To recruit/ empanel medical super-specialists/ specialists/other human resource by liaising with other medical institutions/ hospitals online & offline, networking and advertisements so as to make required hospital specialties/ super-specialties operational.
3. To prepare optimal duty rosters of different categories of hospital medical/ other staff, and to be responsible for their performance including submission of periodic progress reports in respect of the staff performance & disciplinary action.
4. To improve Emergency, Ward, OT & ICU administration and carry out medical audits/ morbidity & mortality reviews.
5. To oversee the development and implementation of deptts, programs and policies for patient services, quality assurance, public relations, and department activities. To conduct hospital services SWOT analysis & market studies to (a) analyze the potential demand/ existing demand pattern and accordingly align the existing hospital services & hospital charges pattern, for maximizing public benefit of the same, and (b) to introduce newer hospital departments as per public need, potential and available resources especially gastro-endoscopy, cardiac lab, diagnostics (CT/MRI/Microbiology etc), organ support systems (e.g. dialysis) as necessary for the ICU and blood bank etc.
6. To formulate/ standardize SOPs for different departments (Emergency/ OT/ Labor Room/ ICU/ Wards/ OPD and for deptts / staff of the Hospital, and to establish Medical & Administrative Records Section for management and archiving of patient medical records and administrative records as per record retention protocols including for medico-legal records.
7. To formulate terms & conditions/ tenders (online/offline) for contractual/ outsourcing engagements of hospital staff.
8. To carry out administrative functions & co-ordinate legal matters e.g. (a) compliance with government prescribed standards & laws/ regulations like Pollution Control/ Biomedical & Hospital Liquid/ Solid Waste/Plastic Management/ PNDT/Fire Safety/ AERB etc, and get the compliance / certifications for the same from the govt agencies; (b) to peruse legal/ court cases related to the hospital/ Birth & Death Registration, in coordination with the legal section, Cantonment Board for their logical conclusion, and (c) to arrange for indemnity insurance of the hospital & staff for any potential consumer court cases.
9. To implement National & State Health programs like Ayushman Bharat/ e-Hospital/ OPD Registration System/ Pulse Polio/ Covid/ other Vaccination Campaigns/ School Health Scheme/ Filed Health Services/ Health surveys, camps (e.g. blood donation camps/ health checkup camps) & campaigns and coordinate with govt agencies for the same.
10. To liaise with NGOs /other organizations for round-the-year holding of health camps & campaigns esp on international/ national health days & anniversaries of national leaders, to plan and manage for official functions and visits of higher authorities including dignitaries, and to plan and organize for periodic local health needs during festivals, processions and large scale official functions.
11. To enhance the scope of Telemedicine Deptt for doctor consultation locally including during epidemics/ pandemics, and inter-doctor consultation across all cantonment boards.
12. To get Accreditations/ Certifications for the hospital & its services from the Govt approved agencies like National Accreditation Board for Hospitals (NABH)/ National Accreditation Board for Laboratories (NABL) etc.
13. To implement total hospital digitalization and arrange to appropriately modify hospital management software & interactive hospital service kiosks/ interactive digital boards for OPDs/IPDs etc/ online OPD prescription system with linkages to the pharmacy/ lab/ indoors etc, and secure e-mailing to patients/ relatives (including Radiology PACS/ diagnostics software with automatic transmission of reports to the patients via mobile phone & email, and automatic phone messages to the recipients of local purchase medicines on their mobile handsets) and establish hospital intranet for seamless operation & minimum usage of paper. Complete timely and accurate documentation of patient visits.
14. To ensure implementation of online payment receipt system and improve hospital revenue system and staff organization.
15. To introduce in-house hospital procurement system (consumables & non-consumables/ equipment) for local purchase/ limited & open tenders, & create its organizing team in line with per Cantonment Account Code, GFR and audit requirements. Ensure that stock levels are adequate and orders are made on time.
16. To administer Empanelment Section for empaneling more centres and better monitoring of the empaneled hospitals/ labs etc.
17. To administer hospital maintenance (infrastructure/pump house/ power backup/electricity supply & appliances like A/Cs/ lighting, water supply/sewerage/ fire-fighting equipment etc), housekeeping, security, vehicle movement & parking, and room/ deptt nameplates & signboards, patient movement guide markings.
18. To undertake image-building and marketing activities (online/ offline) for generating/ increasing demand for different hospital services and organize & manage an interactive website for hospital with continuous feedback/ complaint redressal system/ ongoing patient satisfaction surveys.
19. To prepare & submit periodic reports for forwarding to the authorities, and
20. To perform any other duties as assigned by the CMO I/c.

DELHI CANTONMENT BOARD
CANTONMENT GENERAL HOSPITAL
SADAR BAZAR, DELHI CANTT-110010.

APPLICATION FORM

1. Post Applied for: _____

2. Applicant's Full Name (in Block Letters):

3. Date of Birth and Age (as on Last Date of Application):

4. Nationality:

5. Whether Reserved Category General/SC/ST/OBC/PH/OTHER:

6. Details of the Current Employment:

(Those already working are required to apply through proper channel with no objection certificate from the current employer. They can send an advance copy of application as well)

7. Details of Examination Passed:

S.No.	Examination/Degree	Board/University	Institution/College Name	% age of Marks

8. Medical/ Dental/Nursing/ Pharmacy Council Registration No.

9. Experience:

Name of Post	Institution	Period (From-to)	Remuneration
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10. Research work or publication (if any):

Affix
PP Size
Self-attested
Photograph

11. Prize/Medals (if any):

12. Family Details:

	Name	Age
Father		
Mother		
If Married:		
Husband/ Wife:		
Children		
(1)		
(2)		
(3)		

13. Address (in Full):

a. Correspondence/ Current Residence:

b. Permanent:

c. Mobile No.

Phone No. (Landline):

Aadhar No:

E-mail ID (in capital letters):

14. List of Enclosures:

NOTE:

- A. Attested copies of all testimonials must be enclosed.
- B. Additional pages may be added wherever required.

Declaration by the Candidate:

- (i) I solemnly declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect or any ineligibility being detected before or after the test, my candidature is liable to be cancelled and legal action may be initiated against me.
- (ii) I fulfil all conditions of eligibility regarding age limit, educational qualification etc. I have enclosed self-attested photocopies of certificates in support of my claim for Qualifications, Experience, Age, Category (SC/ST/OBC) and Age relaxation etc.
- (iii) I also declare that I have never been convicted by any court of law.
- (iv) I also declare that I do not belong to creamy layer section of persons of OBC. *(strike out if candidate does not belong to OBC/ if not applicable).
- (v) I agree to the terms and conditions as given in the advertisement and the website for the post applied for.
- (vi) I understand that in case I am selected, my employment shall be contractual and I shall not claim regularization of service on any behalf.
- (vii) In case my application is not received within the stipulated date due to postal delay or otherwise, Delhi Cantonment Board/Cantonment General Hospital will not be responsible for such delay.

Date: -----

Place: -----

Name & Signatures of the Candidate