

## Scope of Responsibilities

<b>Job Title: Medical Superintendent, SVICCAR, Tirupati</b>	<b>Grade:</b>
Reporting Manager : Chief Executive, Tata Cancer Care Foundation	

### Background

Tata Cancer Care Foundation (TCCF) has been set-up and is supported by Tata Trusts to implement the cancer care programme, based on the four pillars of **access, affordability, quality** and **awareness**. Since 2017, **Hospital facilities in six states- Andhra Pradesh, Assam, Jharkhand, Maharashtra, Uttar Pradesh and Karnataka** — have been developed and augmented through collaborations with state governments and like-minded organizations.

TCCF runs a state-of-the-art Oncopathology Lab in Mumbai, which focuses on cancer diagnosis and upskilling pathologists. TCCF is committed to down-staging the impact of the disease by facilitating early detection by building **awareness, screening** and improving the quality of life of cancer patients and their families.

### About SVICCAR

SVICCAR is a comprehensive cancer care facility equipped with state-of-the-art technology for disease diagnosis and treatment. The hospital has been set up by Tata Cancer Care Foundation (TCCF), supported by Tata Trusts in partnership with the Tirumala Tirupati Devasthanams (TTD) and the Government of Andhra Pradesh. SVICCAR is guided by the Trusts' Distributed Cancer Care Model, built on the pillars of awareness, access, affordability and quality care. SVICCAR has a compassionate medical team that offers comprehensive and affordable treatment to its patients through empanelment with Dr. YSR Aarogyasri and Pradhanmantri Jan Aarogya Yojana, health schemes. The outreach team of SVICCAR builds awareness amongst the communities for screening for early detection of cancer along with undertaking Tobacco control initiatives to reduce the risk of cancer. SVICCAR, a unit of Tata Cancer Care Foundation, supported by Tata Trusts, was inaugurated in May 2022 by **the Hon'ble Chief Minister of Andhra Pradesh, Mr. YS Jagan Mohan Reddy**.

To know more visit:

[www.sviccar.org](http://www.sviccar.org) / [www.tatacancercarefoundation.org](http://www.tatacancercarefoundation.org)

### Job Description:

<b>Strategic Planning:</b>	
<b>1</b>	Develop short-term and long-term strategic plans for optimum utilization of services being offered by the hospital as well as further growth, new initiatives and expansion of the hospital and allied services.
<b>2</b>	Strategize for all Cadres of manpower planning, engaging Specialists (Doctors and Nurses) and technical staff to ensure holistic Cancer Care provision.
<b>3</b>	Strategize on enhancing customer/patient base – Paying, Insurance, Corporate, Government Scheme and others
<b>Statutory, Legal and Liaison:</b>	
<b>4</b>	Ensure the facility complies with all statutory rules and regulatory standards, including patient safety, privacy and confidentiality, IT, and security implementations.
<b>5</b>	Liaise with governing bodies and officials to ensure compliance. Coordinate and accompany authorized inspecting agencies.

6	Implement regulations and policies to maintain high-quality medical services.
7	Maintain good public relations with the community, other institutions, government bodies, and the public.
8	Conduct enquiry and submit preliminary report with recommendations for Incidents related to Statutory and Legal or Other violations (Operational, HR, Finance etc).
	<b>Operational Excellence:</b>
9	Ensure compliance with SOPs, Protocols, NABH Guidelines, and quality assurance.
10	Daily rounds to oversee day-to-day hospital operations, ensuring smooth functioning of all departments
11	Coordinate actions of various departments to ensure cohesive and efficient patient care
12	Monitor and review the performance of various departments and ensure accurate DATA and information on MIS is made available in timely manner.
13	Implementation of various quality initiatives and service excellence programs with co-operation and participation from all Departments, stakeholders and staff.
14	Ensure meetings for Quality Steering Committee, sub committees and Hospital Management Committee with accurate DATA, inputs and corrective actions and interventions as discussed in the committees.
15	Ensure all equipment, instruments and accessories are functional and available. To address downtime and adjust patient care activities accordingly with minimal disruption.
16	Ensure the availability of Medicines and Consumables as per policy and evaluate and arrange to raise new material requirements as per budgets.
17	Ensure service levels of all outsourced activities including Housekeeping, Security, maintenance manpower, Govt Scheme management etc
18	Address Emergency situations related to Patient Care, Equipment, Personnel and Infrastructure through co-ordination of all required resources.
	<b>Personnel Management:</b>
19	Manage and coordinate with medical staff, including physicians, nurses, technicians, and support staff.
20	Supervise the attendance and working of all staff, approve leaves and ensure adequate leave reserves for continuity of patient care at planned levels.
21	Address personnel requirements, including recruitment, training and development, performance reviews, grievance and disciplinary procedures.
22	Ensure proper delegation of duties and timely reports and updates for reviews.
23	Act as a liaison officer between the hospital, medical staff, and administrative staff.
24	Stakeholder Communication
	<b>Patient Care and Satisfaction:</b>
25	Promote a culture of safety, quality, and patient-centered care throughout the hospital
26	Monitor patient services, systems and processes in compliance with SOPs. Assess administrative needs to achieve end-to-end closure of day to day operational issues.
27	Address patient requests/ grievances and issues related to patient care. Monitor Patient feedback and interact with patients and their attendants to assess ground level interventions required and review with various departments and staff for continual improvement and service excellence.
	<b>Financial Management:</b>
28	Develop and recommend viable budgets to ensure optimum excellence in service, patient satisfaction, and planned profitability.
29	Manage resource requirements, including expenditure, human resource planning, and equipment procurement
30	Ensure implementing systems for accounting, budget control, and financial resource utilization and departmental audits (stock check and consumption).
	<b>Infrastructure and Maintenance:</b>

<b>31</b>	Oversee preventive maintenance schedules for all equipment and physical assets
<b>32</b>	Assist in renovation/upgradation plans to ensure optimal infrastructure functionality
<b>33</b>	Monitor functional status of infrastructure and ensure compliance with defined standard AMCs / CMCs and works contracts.