

TATA CANCER CARE FOUNDATION

Job Description

Job Title: Executive – GDMO	Grade: 4C
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<p>Brief Job Description:</p> <p>The Tata Cancer Care Foundation (formerly known as Alamelu Charitable Foundation) has been set-up by Tata Trusts to implement the cancer care programme, based on the four pillars of access, affordability, quality and awareness. Since 2017, more than 20 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 organisations. 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.</p> <p>Reporting: Medical Director / Head of the Department Base Location: Ranchi</p>

1. To examine patients and investigate the reports through clinical examination and other diagnostic tests, in consultation with senior physicians/specialist
2. To ensure all protocols of the ICU are followed for safety, hygiene and protocol.
3. To review and follow up patients under treatment to ensure the completion of treatment and monitor the progress of patients
4. To ensure all clinical/ diagnostic data required by the consultant is available for scrutiny and further advice.
5. To plan, implement and direct clinical services performed by medical staff.
6. Actively follow and ensure implementation objective elements of the standards of Infection Control
7. Maintaining appropriate and accurate documentation of all day to functioning of the department on time at regular intervals as per the standard operating procedures or also as per the advice of the treating consultant.
8. Coordinate with the MRD/ customer care department in writing of Discharge Certificate, Death Certificate, Referral letter or any other certificate related to treatment of a patient whenever needed.
9. Any other duties as assigned by the competent authority
10. To ensure conformity on objective elements of the standard of Patients' Rights and Education that includes Privacy

26th Floor, Centre 1, World Trade Centre, Cuffe Parade, Mumbai – 400 005. | Contact No. 022 613582

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Tirupati (Urban), Andhra Pradesh, India - 517501 | CIN: U85310AP2017NPL105898

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11. Participating medical programs, CME, training and research activities whenever for enhancement of knowledge and skills.
12. Participation in any other programs/training organised by the Institution in its interest to develop itself as a standard institute like accredited by ISO, NABH or JCI.
13. To abide by Rules and Regulation as defined by regulatory bodies

This JD is not exhaustive in nature and may include other responsibilities from time to time as per the organizational requirements.

Name of the employee :

Signature of the employee :

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