



ATHARV AYURVED MULTISPECIALITY HOSPITAL

112/29, Vasant Vihar, Sonapat Road, Rohtak Pin-124001

Phone No : 01262-257211, 8053988881

Name of Employee: Dr. Sanjeev Madaan

Employee Code: AAMH01

Job Duties of Ayurved Consultant / Management Incharge

- To examine patient's and provide Ayurvedic Consultation.
- To take care of patients of OPD, IPD & DAYCARE.
- To assist MS in healthcare professionals' education programme and for appointing competent authority for observing the quality of such programme.
- Regularly review and present the Quality and operational indicators.
- To set strategies and policies for better management.
- Implement continuous training and development of all levels to keep staff up to date in knowledge and skills.
- Ensure morale and motivation of staff so that they can meet the clinic objectives.
- Helps in implementation all statutory requirements of the Clinic.
- Bring about cost consciousness and implement cost control so as to ensure planned profitability without effecting quality of service and product.
- Have a viable manpower plan to ensure productivity cost control and patient's satisfaction.
- Take corrective and timely actions for discipline. Ensure healthy life relations.
- To coordinate between all committees for proper implementation of policies, SOP's of the hospital.

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Name of Employee: Dr. Prince Girotra

Employee Code: AAMH02

Job Duties of Ayurved Consultant /Medical Suprintendent

- Set short and long term objective for the team towards planned targets,
- Recommend policies that meet the needs of Clinic.
- To recommed Clinic Strategies plans, operational plans, annually.
- To recommend Clinic annual budget comprising of Capital and Operations Budget.
- To propose the Clinic's annual safety and Quality improvement plans and implement the same.
- Develop resource strategies or profitability and cost control
- Update organization structure to meet clinic needs.
- Develop well motivated and trained team so as to ensure excellence in service.
- Develop and encourage new ideas of innovation for competitiveness.
- Develop adequate (PR) with Gov. agencies to satisfy the various statutory requirement of the clinic.
- To organize accreditation process of the clinic like NABH.
- To ensure that health check up camps both inside and outside the Clinic are organized by the concerned staff.
- Develop update and implement standards to bring about quality in service and products.
- Receiving periodic feedback from various departments.
- Supervision of medical records and maintenance thereof.
- Update rules and regulations and ensure staff compliance so as to bring about organization discipline.
- Conduct appraisals of staff against objectives and standards so as to ascertain performance levels, training and development needs and rewards and recognition.
- Perform other related duties incidental to the work described herein as may be assigned or delegated.
- To diligently carryout any other responsibility job role or task assigned from time to time by the management or superior.

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Name of Employee: Jyoti Saini

Employee Code: AAMH08

Job Duties of Receptionist

JOB DESCRIPTION

1. Welcome Patients and visitors in person or on the telephone and answering or referring enquiries.
2. Serves patients by greeting and helping them, scheduling appointments and maintaining records and accounts.
3. Proper maintain the process of registration, Admission, OPD & IPD.
4. Keeps Patient appointments on schedule.
5. Maintains the billing of all the patients.
6. Maintaining the reception area.
7. Ensures availability of treatment information by filling and retrieving patient's records.
8. Maintains patient accounts by obtaining, recording and updating personal and financial information.
9. Protects patient's rights by maintaining confidentiality of medical, personal information.
10. Takes care of Admission/ Discharge Policies.
11. Coordinates with MRD for Proper record maintaining.

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Name of Employee: Dinesh

Employee Code: AAMH09

Job Duties of Pharmacist

JOB DESCRIPTION

1. To have knowledge of Ayurvedic Medicine.
2. To have assessment of the quantity of medicines.
3. To ensure the proper storage of medicines.
4. To ensure proper distribution of medicines in different areas of use like OPD, IPD, Preparation Room.
5. To ensure safe medication practices.
6. Have knowledge of drug policies of govt. of Haryana & ensure be followed.
7. To ensure that no shortage of quality, essential drugs in the facility.
8. To ensure proper records maintenance regarding purchase sales & stocks of all medicine.

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Name of Employee: Dharmender

Employee Code: AAMH10

Job Duties of Therapist

JOB DESCRIPTION

1. To greet the patient.
2. If the patient is having any problem, then get full information from him.
3. Tell your doctor about the patient.
4. To ensure with doctor what therapy the patient will have.
5. When the therapist takes the patient to room, first of all ask the patient to go to the toilet.
6. When the patient comes out of the toilet, therapist gives disposable clothes for the patient to change.
7. Check BP.
8. Performs the therapy prescribed by the physician.
9. To ensure after completion of therapy, the patient is left to rest.
10. The therapist takes care that the patient is not having any problem during the therapy.
11. To clean the body of the patient after Swedana and help wearing their clothes.
12. To ensure proper and full time of therapy as prescribed.

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Name of Employee: Arti

Employee Code: AAMH12

Job Duties of Housekeeping

JOB DESCRIPTION

1. Ensures the cleaning, dusting, moping and related Hospital duties involved in maintaining a high standard of cleanliness of Hospital. Normal sanitation, Mosquitoes, insects and other rodent control are among the most important duties of Housekeeping.
2. To wear a cap on the head, wear a face mask, wear a PPE kit, wear gloves in his/her hands, disposable shoes on the feet before starting the cleaning, thus the housekeeping worker should first take care of their own safety.
3. To ensure that the infection will not reach the others by the housekeeper, nor will the housekeeper itself get infected.
4. Proper use of hazardous materials in hospital.
5. Maintain the records of all hazardous materials.
6. Proper waste management.
7. Maintain proper hygiene of housekeeping and patients.


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Name of Employee: Nutan

Employee Code: AAMH23

Job Duties of Nursing Staff

JOB DESCRIPTION

- To take care of patient smoothly.
- To ensure process of showing the patient to the doctor.
- To have complete knowledge of the patient's discharge.
- To have knowledge of medicines related to the patient's discharge.
- To have complete information about treatment related to etc diseases of the patient.
- To have complete knowledge of patient care, food, hygiene.
- Ensure proper Vulnerable patient's handling.
- To be alert for any ADR.

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Name of Employee: Priyanka

Employee Code: AAMH26

Job Duties of Nursing Staff

JOB DESCRIPTION

1. To take care of patient smoothly.
2. To ensure process of showing the patient to the doctor.
3. To have complete knowledge of the patient's discharge.
4. To have knowledge of medicines related to the patient's discharge.
5. To have complete information about treatment related to etc diseases of the patient.
6. To have complete knowledge of patient care, food, hygiene.
7. Ensure proper Vulnerable patient's handling.
8. To be alert for any ADR.

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Name of Employee: Sumit
Job Duties of Nursing Staff

Employee Code: AAMH28

JOB DESCRIPTION

1. To take care of patient smoothly.
2. To ensure process of showing the patient to the doctor.
3. To have complete knowledge of the patient's discharge.
4. To have knowledge of medicines related to the patient's discharge.
5. To have complete information about treatment related to etc diseases of the patient.
6. To have complete knowledge of patient care, food, hygiene.
7. Ensure proper Vulnerable patient's handling.
8. To be alert for any ADR.

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