



JOB DESCRIPTION

<i>Name of the Doctor</i>	Dr. Sruthi M V
<i>Educational Qualification</i>	MBBS, MD Community Medicine
<i>Total Experiences</i>	7 Year 6 Months
DESIGNATION: Associate Professor	
DEPARTMENT: Community Medicine	
REPORT TO: HOD Community Medicine Department	
<p><u>Job Specification/Summary:</u></p> <ul style="list-style-type: none">a) "Undergraduate training include theory classes, SGL, SDL taken for MBBS students from Phase 1 to Phase 3 Part 1. It also include Clinical Postings & Family Adoption programme during Phase 1, Phase 2 & Phase 3 Part 1 of MBBS curriculumb) PostGraduate Training include Chairing and Guiding the PG seminars and Journal clubs held twice weekly.c) BSC & MSC nursing training – Theory classes takend) Scheduling Undergraduate theory and clinical posting timetable starting from phase 1 to Phase 3 Part 1 monthly.e) Conducting theory as well as practical part completion test smoothly in every phase and preliminary exams and university exams for undergraduate students.f) Conduction of Postgraduate class test on every year and model exams for final year PGsg) Supervision & administration of Urban health centre, Patturailkkal activities and conducting weekly OPD on Wednesdays.h) Overall supervision and scheduling of school health screening programme <p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none">a) Undergraduate & Postgraduate Trainingb) BSC & MSC nursing student Trainingc) Undergraduate Programme Schedulingd) Under graduate & Post Graduate Examination Chief	



AMALA INSTITUTE OF MEDICAL SCIENCES

(An Undertaking of Amala Cancer Hospital Society)

(NABH Accredited and ISO 9001:2015 Certified)



- e) In Charge of Urban Health Centre Patturaikkal
- f) Guide & co-guide of Post Graduate thesis
- g) Internal Examiner for Undergraduate Students
- h) Mentor for MBBS & PG students
- i) School health Programme – Incharge

Additional responsibilities (if any):

- a) Institutional Research Committee secretary – Promoting research activity among undergraduate , post graduate students and faculty . Conducting research committee meetings twice monthly and giving clearance certificate and maintaining IRC register.
- b) Medical Education Unit Associate Member – Resource person for Basic medical education course and CISP Programme.
- c) Phase 3 Part1 Curriculum Coordinator – Theory Timetable framing for Phase 3 part1 MBBS students and conducting two part completion tests and one preliminary exams during this phase.
- d) Class Teacher & Mentorship programme incharge for 2021 MBBS batch
- e) Criterion head (Research Enabling Environment) for KUHAS QAS Assessment
- f) One of the faculty members of the Stress Busters team – for supporting MBBS students at time of need (academic & non academic)

I have read and understood above mentioned duties and responsibilities and I assure that I am willing to accept any responsibilities assigned by the management.

Date: 14/06/24

Employee Name & Signature:

Dr SR JTHI-M.V



JOB DESCRIPTION

<i>Name of the Doctor</i>	Dr.Mathew Joseph
<i>Educational Qualification</i>	MBBS, MD(ANATOMY), BCC(PALLIATIVE MEDICINE)
<i>Total Experiences</i>	6 YEARS 3 MONTHS
DESIGNATION: Assistant Professor	
DEPARTMENT: Anatomy	
REPORT TO: Head of the Department	
<p><u>Job Specification/Summary:</u></p> <p>“ I am assigned as table in-charge of MBBS students in Practical Dissection Hall & Histology Laboratory. I must take MBBS theory classes that are allotted to me. ”</p> <p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none">» MBBS Theory class assigned» MBBS Practical(Dissection & Histology) table in-charge assigned» Electives (3rd Year MBBS) classes to be taken <p><u>Skills:</u></p> <ul style="list-style-type: none">» Cadaveric dissection» Histology Tissue Processing» Embalming» Computer skill including Powerpoint presentation, Microsoft Excel and Word» Plastination	



AMALA INSTITUTE OF MEDICAL SCIENCES
(An Undertaking of Amala Cancer Hospital Society)
(NABH Accredited and ISO 9001:2015 Certified)



- » Museum Techniques
- » Counselling students
- » Question paper Setting Including Multiple Choice Questions
- » Training Students in Skill Lab
- » Organizing Seminars, Quiz Competitions, Student Gatherings etc

Privileges Assigned:

- » In-charge of Skill Lab Training of students
- » In-charge of DRRT
- » Integration in MBBS curriculum (2023 Batch)
- » Committee Member of IQAC
- » Member of Mentor-ship Programme

Additional responsibilities (if any):

- » KUHS Nodal Officer for Student Support Guidance Program(SSGP)
- » Works as Palliative Physician in the Department of Pain & Palliative Medicine
- » DRRT classes to be taken
- » BSc Nursing classes to be taken
- » Committee member of IQAC

have read and understood above mentioned duties and responsibilities and I assure that I am willing to accept any responsibilities assigned by the management.

Employee Name & Signature: Dr Mathew Joseph
Date: 13.06.2024



JOB DESCRIPTION

<i>Name of the Doctor</i>	Dr Lola Das
<i>Educational Qualification</i>	MBBS, MS Anatomy
<i>Total Experiences</i>	35 Year 2 Months
DESIGNATION: Professor & Head	
DEPARTMENT: Anatomy	
REPORT TO: Associate Director	
<p><u>Job Specification/Summary:</u></p> <p>“ Teaching Anatomy to MBBS students. Managing the daily activities in the Department of Anatomy ”</p>	
<p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none">» Conducts Lectures, Practicals and Assessment of MBBS and Paramedical students.» Assigning classes, tasks and responsibilities to department staff» Oversees day to day activities of the department to ensure proper functioning of department.	
<p><u>Skills:</u></p> <ul style="list-style-type: none">» Administrative Skill» Teaching Skill» Thesis Guide for Post Graduates until 2022	



AMALA INSTITUTE OF MEDICAL SCIENCES
(An Undertaking of Amala Cancer Hospital Society)
(NABH Accredited and ISO 9001:2015 Certified)



Privileges Assigned:

- » Course Coordinator Phase I MBBS.
- » Centre Chairperson for 1st MBBS University Practical Examination & Evaluation.
- » Secretary and Convener Screening Committee for Faculty Promotion.

Additional responsibilities (if any):

- » Member, Curriculum Committee for Revision of MBBS curriculum, KUHS.
- » Chairperson, Board of Studies (UG Preclinical) KUHS.
- » Member, Faculty of Medicine, KUHS.
- » Member, Academic Council, KUHS.

I have read and understood above mentioned duties and responsibilities and I assure that I am willing to accept any responsibilities assigned by the management.

Employee Name & Signature: Dr Lola Daş
Date: 15/06/24



JOB DESCRIPTION

Name	Dr. Jobin Jose Maprani
Name of the Department	Emergency Medicine
Educational Qualification	MBBS, MD, DNB, FICM, FACEE
Current Designation	Professor & HOD
Date of Joining	1/6/2018
Type(Clinical/Non-Clinical)	Clinical
Report to	

Job Specification/Summary: Emergency Physician / Professor cum Head of department

Duties & Responsibilities:

1. Administration of department
2. PG academics
3. Duty assessment of consultants & post graduates
4. Deputation of JR's for events
5. Medical officer incharge of birth and death
6. Signing authority in the absence of medical superintendent
7. Convener CPR committee
8. Treatment protocol updation and evaluation
9. Evaluation of doctors/attenders/PREs
10. Nurses & house surgeon's training
11. Disaster management specialist

Skills:

1. BLS and ACLS provider cum trainer
2. PALS provider
3. ATLS provider
4. BLS, ACLS – Training centre faculty
5. Trained in regional anesthesia
6. Trained in intensive care medicine
7. AHLC provider
8. Mass casualty management skills

Approval & Signature (HOD)

Date:





I, Dr. Jobin Jose Maprani a staff doctor in the Department of Emergency Medicine, acknowledge that I have read and understood the responsibilities outlined in this job description. I agree to carry out the duties assigned to me diligently and adhere to the institutional code of conduct at all times.

 Dr. Jobin Jose

Employee Name & Signature

Date: 14.15/25



JOB DESCRIPTION

Name of the Doctor	Dr. Deepti Ramakrishnan
Educational Qualification	M.B.B.S, M.D
Experience	10 years
Report to: Head of the department & principal	
JOB TITLE: -Professor of Pathology & Vice-Principal of AIMS	
DEPARTMENT: Pathology	
Technical responsibilities: <ol style="list-style-type: none">1. Authorized signatory in reporting hematology, clinical pathology, histopathology, immunohistochemistry&cyto pathology.2. Interacting with clinical departments and taking part in CPCs and MDTB.3. Experience using lab testing equipment, such as microscopes.4. Provide guidance to the Technicians and other staff members of Lab.5. Follow the organization's policies and procedures and safety guidelines.6. Adhere to all medical laws and regulations and pathology protocols and guidelines.7. Collaborate with other pathologists.8. Know how to use common pathology laboratory management software and equipment.9. Review slides and give expert opinions in laboratory diagnostic services and management.	
Quality responsibilities: <ol style="list-style-type: none">1. Ensure turnaround time of reports and quality of laboratory services in histopathology.2. Nodal officer in KUHS Quality Assurance System.3. Conduct training sessions to Lab staffs and faculty.4. Follow NABL, NABH and ISO standards in documentation, implementation and verification of records.	





AMALA INSTITUTE OF MEDICAL SCIENCES

(An Undertaking of Amala Cancer Hospital Society)

(NABH Accredited and ISO 9001:2015 Certified)



Additional responsibilities:

1. Medical Undergraduate, postgraduate and paramedical diploma teaching.
2. Hostel welfare officer.
3. NMC coordinator.
4. Conduct training sessions / seminars for staff and postgraduate students.
5. Executive member in Hospital website development.
6. Fine arts committee member for student council.
7. Phase 2 class teacher.
8. Curriculum coordinator phase 2.
9. Follow any other job/ duties assigned by the Management.

I have read and understood above mentioned duties and responsibilities and I assure that I am willing to accept any responsibilities assigned by the management.

Employee Name & Signature:

Dr. Deepthi Ramakrishnan
DR. DEEPTHI RAMAKRISHNAN

Betsy

Dr. BETSY THOMAS

MD, FRCOG, DNB, MICOG

PRINCIPAL

AMALA INSTITUTE OF MEDICAL SCIENCES
AMALA NAGAR, THRISSUR-680 555





AMALA INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)
NABH Accredited & ISO 9001:2015 Certified Hospital,
Amala Nagar, Thrissur, Pin-680 555 , Kerala India



HOD

JOB DESCRIPTION

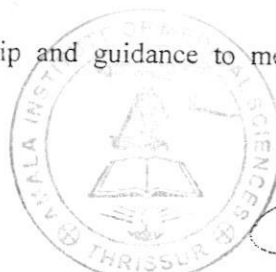
NAME OF THE EMPLOYEE	Dr. Robert P Ambooken
JOB TITLE	Professor & HOD
JOB SUMMARY	Responsible to provide accurate and timely information and services that are requested
JOB SPECIFICATION	
Required Educational Qualification	M.B.B.S , M.D (Radiodiagnosis)
Minimum Years of Experience	Relevant experience

Duties and responsibilities as a Faculty Member

- Conducting examinations to patients and evaluate symptoms to determine their condition.
- Admit patients requiring special care, followed by investigations and treatment.
- Daily reassessment for response to treatment and monitoring of care provided.
- Documentation of all information pertaining to the treatment and care of patients admitted.
- Authentication of all written documentation as well as verbal orders.
- Taking informed consents from patient/relative related patient care.
- Explanation of care plan, treatment methods, complications, preventive aspects of care, etc.
- Education of patient/family in continuing care/treatment wherever appropriate.
- Prescribe and interpret lab tests to obtain more information for underlying infections or abnormalities.
- Prescribe medications or drugs and provide comprehensive instructions for administration.
- Collaborate with other physicians, physician assistants and nurses to form a high performing medical team.
- Cultivate a climate of trust and compassion for patients.
- Provide specialist advice to other consultants on request.
- Co manage patients on mutual understanding with other consultants.
- Decide on transfer or referral of patients admitted.
- Provide discharge advice and follow up care for patients under his/her care.
- Provide specific training if required to nursing and other staff providing patient care.
- Support the preparation of tariff plan for delivery of care.
- Provide on call medical service for patients under his/her care.
- Provide information on technological advancement/equipment purchase for better patient care.
- Adhere to internationally accepted good clinical practices and ethical standards of patient care.
- Provide treatment/discharge summary and other medical certificates to the patient/legal authorities.
- Actively participate in multidisciplinary hospital meetings.
- Remain up-to-speed with developments and best practices in medicine by attending conferences and seminars.
- Respond to medical queries from client agencies and individual patients by phone or email.
- To help in infection control programs implementation in hospital.
- To follow the hospital policies.
- Emphasizes teaching and provides vitally important leadership and guidance to medical students and residents.
- Maintain the confidentiality of patient care and data.
- Protect the patient rights.

Name & Signature of the employee:

Dr Robert P. Ambooken





Amala Institute of Medical Sciences

Amala Nagar, Thrissur- 680 555

Privileging form for Doctors

Name of the Doctor: DR. ROBERT P. AMBOOKEN ID No: AH05002055

Designation: PROFESSOR & HOD

Dept: RADIO DIAGNOSIS

Privileging:

Based on the evaluation of credentials and request of Dr. Robert P. Ambooken and considering the facilities and requirements of our hospital, Amala Institute of Medical Sciences hereby grant the following privileges – permission to perform the below mentioned activities independently - to him/hers.

Privileging for	Requested (Mark - Yes/No)	Approved (Mark - Yes/No)	Deferred (Mark - Yes/No)
General Privileges:			
Consultation & Treatment of Patients in OP/Casualty	- No	No	
Admission & Treatments of Patients in IP	- No	No	
Prescribing Lab & Diagnostic Investigations	Yes	Yes	
Prescribing blood transfusion	- No	NO	
Patient & Bystander Counselling Advice	Yes	Yes	
Cardio-Pulmonary Resuscitation	Yes	NO Yes	
Advanced Cardiac Life Support & Intubation	No	No	
Core Privileges (Dept. Specific)			
Administration of Anaesthesia	Yes (LA)	Yes	
Administration of Moderate Sedation	No	No	
Performing Surgeries	No	No	
Performing Normal Deliveries	No	No	
Attending High Risk Obstetric cases	No	No	



Performing Pathological Diagnosis	No	No
Performing Microbiological Diagnosis	No	No
Performing Imaging Diagnosis	Yes	Yes
Performing Contrast studies	Yes	Yes
Performing Post-mortem studies	No	No
Performing Radiation Management	No	No
Administration of Chemotherapy Drugs	No	No
- Imaging guided		Yes
FNAC, biopsy, Ascs		Yes
& Pleural aspirations, Abscess drainage	Yes	Yes
-		Yes

Requested by: Dr. Robert P. Ambooken

Approved by

Pravirajemi

Dr. ROBERT P. AMBOOKEN
 MBBS, MD (Radiodiagnosis)
 HOD, 23503 (TCMC)

[Signature]
 Medical Superintendent:

Director/Jt. Director

Professor & HOD, Dept. of Radiodiagnosis & Imaging
 Amala Institute of Medical Sciences, Thrissur

MEDICAL SUPERINTENDENT
 AMALA INSTITUTE OF MEDICAL SCIENCES
 THRISSUR

