



## JOB DESCRIPTION & JOB SPECIFICATION

Name	DR. KRISHNAA PILLAI
Name of the Department	PULMONARY MEDICINE
Educational Qualification	MBBS, MD RESPIRATORY MEDICINE
Current Designation	SENIOR RESIDENT
Date of Joining	05-01-2026
Type (Clinical/Non-Clinical)	CLINICAL
Report to	H.O.D.

### **Job Specification/Summary:**

The Senior Resident in Pulmonary Medicine is a postgraduate specialist responsible for providing comprehensive clinical care to patients with respiratory diseases, assisting in teaching undergraduate and postgraduate students, participating in departmental academic activities, and supporting research and administrative functions in accordance with NMC regulations and institutional policies.

### **Duties & Responsibilities**

#### A. Clinical Responsibilities

- Evaluate, diagnose, and manage patients with common and complex respiratory conditions including tuberculosis, COPD, asthma, pneumonia, interstitial lung diseases (ILD), pleural diseases, pulmonary infections, and sleep-related breathing disorders under faculty supervision.
- Provide patient care in OPD, IPD, ICU, and Respiratory HDU settings.
- Assist in management of respiratory emergencies, including acute respiratory failure and exacerbations of chronic lung diseases.
- Participate in ward rounds, case discussions, and multidisciplinary meetings.
- Ensure proper documentation, follow-up, and continuity of care.

#### B. Procedural Responsibilities

Perform and assist in pulmonary procedures, including:

- Diagnostic bronchoscopy (as per training and supervision)
- Pleural procedures: pleural tap, intercostal drain (ICD) insertion
- Thoracentesis and pleural fluid analysis
- Interpretation of Pulmonary Function Tests (PFTs)





9. **Teaching Support** – Guide and supervise interns and medical students in clinical work and skill development.
10. **On-Call Duties** – Perform rotational night and weekend duties, responding to ward calls, emergencies, and ICU requirements.
11. **Infection Control & Safety** – Follow hospital infection control policies and patient safety protocols strictly.
12. **Professional Conduct** – Maintain patient confidentiality, demonstrate empathy, and uphold ethical medical practice at all times.

**Skills:**

- ▶ Clinical knowledge
- ▶ Basic procedural skills
- ▶ Emergency management (BLS),
- ▶ Accurate documentation
- ▶ Effective communication
- ▶ Teamwork
- ▶ Time management
- ▶ Adaptability
- ▶ Academic interest
- ▶ Ethical patient care

**Approval & Signature**

Date: 5/1/20

(1)

05/Jan/2020

Dr. Rennis Davis  
MD, DNB, FCCP, FRCP (Reg. No. 27390),  
Vice Principal  
Professor & Head  
Department of DM Pulmonary Medicine  
Amala Institute of Medical Sciences  
Thiruvananthapuram - 680 555

I, Krishna Pillai, a staff doctor in the Department of Pulmonary 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.

Krishna Pillai

**Employee Name & Signature**

Date: 05-01-2020





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**JOB DESCRIPTION**

<b>Name of the Doctor</b>	<b>Dr. Sruthi C M</b>
<b>Educational Qualification</b>	MBBS, MD (Community Medicine)
<b>Total Experiences</b>	6 Years 6 Months
<b>DESIGNATION: Assistant Professor</b>	
<b>DEPARTMENT: Community Medicine</b>	
<b>REPORT TO:HOD Department of Community Medicine</b>	

**Job Specification/Summary:**

Assistant Professor, RHTC in-charge, TB Nodal Officer; in the Department of Community Medicine, involved in teaching, clinical duties, and administrative responsibilities within the department and associated healthcare centers.

**Duties & Responsibilities**

»Teaching:

- Lectures, practical sessions, and tutorials for MBBS and Nursing students.
- Mentor and guide students in their academics.

»Clinical Duties:

- Medical Officer at the Rural Health Training Center (RHTC)
- TB Nodal Officer
- Conduct health camps in the community setting.

»Administrative Duties:

- In charge Medical Officer of Rural Health Training Centre.
- Participate in the Internal Quality Assurance Cell (IQAC) and Criterion Head
- Contribute to departmental meetings, committees, and policy development.

*Betsy*  
**Dr. BETSY THOMAS**  
MD, FRCCG, DNB, MICOG  
PRINCIPAL

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



Teaching

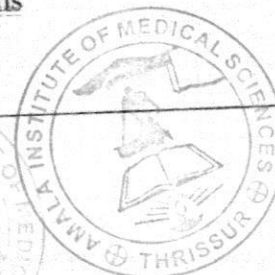


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**JOB DESCRIPTION**

<i>Name of the Doctor</i>	Dr. STELIN AGNES MICHAEL
<i>Educational Qualification</i>	MBBS, MD Anatomy
<i>Total Experiences</i>	9 Years 6 Months
<b>DESIGNATION: Associate Professor</b>	
<b>DEPARTMENT: Anatomy</b>	
<b>REPORT TO: Head of the Department, Anatomy</b>	
<b><u>Job Specification/Summary:</u></b>	
<p>"I am assigned MBBS theory classes and also table in-charge of MBBS students in Practical dissection Hall and histology practicals are also assigned. Skill based teaching is also practiced."</p>	
<b><u>Duties &amp; Responsibilities:</u></b>	
» MBBS theory class assigned	
» MBBS practical(dissection) table in-charge assigned	
» Histology practicals assigned	
» Train students in skill lab	
» Set question paper for internal assessment	
» Evaluation of university questions papers	
» Appear as internal and external examiner in university exams	





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**Skills:**

- » Cadaveric dissection skill
- » Histology slide preparation skill
- » Embalming
- » Computer skills
- » Plastination
- » Museum setting

**Privileges Assigned:**

- » In-charge of Slow- learners (2023 Batch)
- » Integration in MBBS curriculum (2023 Batch),
- » Committee Member of IQAC
- » Member of Mentorship Programme

**Additional responsibilities (if any):**

- » Committee member of IQAC
- » In-charge of Slow- learners
- » In-charge of DMLT classes
- » DRRT theory and practical classes to be taken
- » BSc Nursing classes to be taken;
- » Evaluation of BSc Nursing university papers

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. Stelin Agnes Michael

Date: 13.06.2024

*Dr. Stelin Agnes Michael*





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**Skills:**

~~Research~~ and Analytical Skills.

» Teaching and Mentoring.

» Administrative Skills.

» Communication and interpersonal skills.

» Community Engagement and Outreach programs coordinator.

**Privileges Assigned:**

Nil.

**Additional responsibilities (if any):**

» Actively engaged in community outreach programs and health promotion activities.

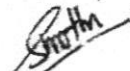
» Undergraduate programme

» DOTS clinic in charge

» Assist in organization of CME's and workshops related to community medicine.

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: 13.06.24

  
Dr Sruthi C M  
Employee Name & Signature





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### Others

- » Assist the Head of the Department in various departmental activities.
- To attend the court as expert witness.
- Participate in various CME's for updating the knowledge.
- Involving in research activities with other departments.

### Skills:

- » Assist law enforcement personnels in medico legal activities.
- » Assist other departments regarding various medico legal aspects.
- » Involve in extra curricular activities of the institution.
- » Embraces teamwork.
- » Maintain transparency and work ethics.

### Privileges Assigned.

- » Support from the department for participation in activities of the institution.
- » Got opportunity as a judge in various competitions in the arts fest of MBBS and Nursing College.

### Additional responsibilities (if any):

- » Team leader for the criterion 10 in IQAC.
- » Alignment and integration representative from the department.
- » Skill lab representative from the department.
- » Mentor for a project in Young Innovators Programme.
- » Member of anti ragging vigilance squad.
- » Duty in evening class for slow learners.
- » Give orientation class for interns.
- » Accompany inspectors to various departments in NMC and KUHS inspections.

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.

*Betsy*

Dr. BETSY THOMAS

MD, FRCOG, DNB, MICOG

PRINCIPAL

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*Neeraja*  
Employee Name & Signature: Dr. Neeraja B.  
Date: 12-06-2024



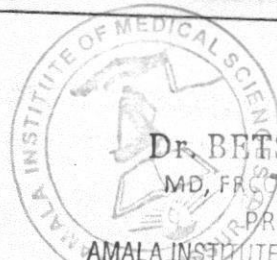


**JOB DESCRIPTION**

<b>Name of the Doctor</b>	Dr. V K PRATHIBHA
<b>Educational Qualification</b>	MBBS MD PHARMACOLOGY
<b>Total Experiences</b>	7 Years 7 Months
<b>DESIGNATION: Associate Professor</b>	
<b>DEPARTMENT: Pharmacology</b>	
<b>REPORT TO: H.O.D.</b>	

**Job Specification/Summary:**

Joined Amala Institute Of Medical Sciences, Thrissur as Assistant Professor on November 1<sup>st</sup>, 2016 and was promoted to Associate Professor in Pharmacology from 2<sup>nd</sup> November 2020. **Presently working as Associate Professor in the Department of Pharmacology.** Actively involved in teaching undergraduate medical, and nursing students & in pharmacovigilance, and antimicrobial stewardship activities of the institution. Holds the posts of Academic nodal officer in the Department of Pharmacology, ADR Monitoring Centre Coordinator for the Pharmacovigilance programme, secretary of the pharmacovigilance committee, member of the Causality Assessment Committee, member of Institutional Ethics Committee (IEC), Coordinator for training of Pharm D interns/ trainees, member of Institutional Animal Ethics Committee (IAEC), convener of Antimicrobial Stewardship Committee, member of Drug and Therapeutic Committee (DTC), member of Medical Education Unit (MEU), member of AETCOM (Attitude, Ethics & Communication) committee. Also serving as Associate editor in "Journal of Advanced Health Research & Clinical Medicine", an official publication of Amala Institute of Medical Sciences. Acting as a reviewer in journals: Perspectives in Clinical Research (PUBMED indexed), Journal of Family Medicine and Primary Care (PUBMED indexed), Journal of Advanced Pharmaceutical Technology & Research (PUBMED indexed), Biomedical and Pharmacology



**Dr. BETSV THOMAS**  
MD, FRCOG, DNB, MICOG  
PRINCIPAL

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



Journal and East African Scholars Journal of Pharmacy and Pharmacology.

**Duties & Responsibilities:**

- » Teaching undergraduate medical and nursing students
- » Examiner for the conduct of internal and university examinations (both internal & external examiner for the KUHS examinations)
- » Academic nodal officer in the Department of Pharmacology
- » ADR monitoring center coordinator under Pharmacovigilance Programme of India
- » Secretary of the Pharmacovigilance committee
- » Representative of the AETCOM programme & Alignment and Integration programme from the Department of Pharmacology
- » Guiding the undergraduate and postgraduate students in research activities
- » Involved in the mentorship programme for students

**Skills:**

- » Involved in ensuring rational prescription practices at our institution through prescription audits, monitoring to identify drug-drug interactions, adverse drug reactions, and carrying out antimicrobial stewardship activities
- » Acting as a reviewer in journals: Perspectives in Clinical Research (PUBMED indexed), Journal of Family Medicine and Primary Care (PUBMED indexed), Journal of Advanced Pharmaceutical Technology & Research (PUBMED indexed), Biomedical and Pharmacology Journal and East African Scholars Journal of Pharmacy and Pharmacology.
- » Acquired training and certification in Bioethics and Good Clinical Practice (GCP) including the ICH-GCP, ICMR guidelines, NDCT rules 2019, Ethics committee training, and CT management.
- » Presented papers at various National and State conferences/CMEs and secured prizes.
- » Have 9 publications in indexed journals and 3 ongoing research projects
- » Active member of the Indian Society for Rational Pharmacotherapeutics

**Privileges Assigned: -** -





**Additional responsibilities (if any):**

- »Coordinator of MEU AETCOM sub-committee
- » Coordinator of the training programme for Pharm D students
- » Convener of Antimicrobial Stewardship Committee
- » Associate editor in "Journal of Advanced Health Research & Clinical Medicine", an official publication of Amala Institute of Medical Sciences
- »Member of the Causality Assessment Committee
- »Member of Institutional Ethics Committee (IEC)
- »Member of Institutional Animal Ethics Committee (IAEC)
- »Member of Drug and Therapeutic Committee (DTC)
- »Member of the Materiovigilance committee
- »Member of AETCOM (Attitude, Ethics & Communication) committee
- »Member of the Logbook preparation committee
- »AEFI nodal officer of the COVID vaccination programme
- »External examiner for the UG exams of MAHE (Manipal University)
- »Involved as Judge for various competitions organized at our institution by students

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. V.K. PRATHUBHA*

Date: *13/6/2024*

*Prathuba*





## 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	11/6/2018
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