



POSITION GUIDELINE

Name of Employee		Year	
Job Title	Clinical Assistant	Department	Medical Administration
Direct Reporting to	DMS		
Indirect Reporting	Medical Director		
Education	BDS/BAMS/BHMS		
Knowledge, skills, abilities required	<ul style="list-style-type: none"> • Knowledge of medical documentation, patient care systems, and hospital protocols • Familiarity with cancer registry, EMR, and assessment forms • Strong communication and interpersonal skills • Ability to coordinate with consultants, patients, and administration • Service excellence and patient-centric approach 		

Job Summary: The Clinical Assistant will support consultants in patient care, documentation, coordination of services, and compliance with hospital protocols. The role involves assisting in clinical, administrative, and quality-related tasks to ensure smooth delivery of services.

KEY RESPONSIBILITIES

- Assist consultants in clinical activities and patient documentation.
- Record patient vitals, history, and investigation details at every visit.
- Collect, scan, and update outside medical reports.
- Document consultant's advice, prescriptions, and treatment plans.
- Guide patients to services, pharmacy, and follow-up care.
- Maintain patient follow-up; call and confirm if patients miss visits.
- Support patients with financial issues by informing consultant/Medical Director.
- Complete Tumor Board forms and obtain authorization from Consultant/DNB.
- Fill cancer registry and follow-up forms, forward to nodal officer.
- Conduct initial assessment and reassessment for indoor patients.
- Perform any additional duties assigned by Consultant/Administration.
- Maintain working hours: 8:30 AM – 5:00 PM or as directed.
- Leave/absence requires prior approval from Consultant, AMD, and MD.
- In absence, duties to be managed by locum from Surgical OPD or DNB.

Prepared by	Verified by	Approved by
AM-HR	Head - HR	Medical Director

I have read and clearly understood the above job description and I assure you that I will put in my best efforts to follow it.

(Signature of Doctor)