

Name		Department	Pathology
Job Title	Director & HOD	Indirect Reporting to	Executive Director
Direct Reporting to	Medical Director	Education	MD Pathology and DNB Pathology
Knowledge, Skills, Experience, abilities required	<ul style="list-style-type: none"> • Thorough knowledge of the principles and procedures of laboratory science. • Technical aptitude & Manual dexterity • Active Listening, Reading Comprehension, Speaking, Monitoring, Problem Sensitivity, Leadership skills, team handling skills, Good Communication & Presentation skills. • Knowledge about NABL & NABH Standards. • More than 18 Years of experience in Onco-pathology. 		
General	<ul style="list-style-type: none"> • Over all responsible for manpower utilization in Pathology department. • Ensure appropriate number of staff with required training, education and Competency. 		
Other	<ul style="list-style-type: none"> • Having Knowledge about all the sections of the laboratory procedures and processes such as:- <ol style="list-style-type: none"> 1) Histopathology 2) Cytology 3) Biochemistry 4) Molecular-Pathology 5) Hemato-Pathology 6) Microbiology 7) Immunology 8) IHC 9) Next-generation sequencing (NGS) • Ensure tumor Board schedule and discuss case in front of other department. • Ensure safe Lab. Environment in compliance with good practice. • Attending matters related to impartiality and confidentiality. • Follow BMCHRC rules & regulations. • Any other professional work assign by management 		
Prepared by:		Verified by:	Approved by:
A.M.-HR		Head-HR	Executive 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 Director & HOD ()			