

TERMS OF REFERENCE FOR THE POST OF PROFESSOR OF NEONATAL SURGERY (MP-II)

Name of Ministry / Division	Pakistan Institute of Medical Sciences (PIMS), Islamabad.
Qualification	Postgraduate qualification i.e. FCPS, M.S, M.D, etc in the relevant subject or equivalent qualification duly recognized by PMDC
Experience	20 years experience (Clinical & Teaching) in the Neonatal Surgery Department.
Age	62 years (to be calculated on the closing date of submission of applications)
Period of contract	Initially for a period of three (03) years, further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
Salary	Equivalent to BS-21
Job Description	Will be employed as Professor of Neonatal Surgery and will be overall in-charge of the department, looking after the clinical, education and administrative affairs of the department. The job will be both Clinical, Academic and Administrative in nature and will require: • Operationalize the Neonatal Surgical Services at recently commissioned "Extension of Intensive Care Department at MCH/Children Hospital PIMS". • Establish Neonatal Surgical department in terms of required human resource to provide quality healthcare services to the general public. • Will be responsible for Provision of surgical management of newborns. • Develop Job Descriptions of all the Neonatal Surgical Department staff including doctors, nursing staff etc. • To help in procurement of all the necessary equipment's required for the department in order to provide quality services for high-risk patients i.e. mother and child. • To start fellowship programme in Specialty of Neonatal Pediatric Surgery as soon as possible, so that more trained specialist are available at Federal Capital initially and later on across the country. • Make structured teaching and training programme for the post-graduate trainees and apprise the Dean regarding this and CME credit hours earned by the trainees regularly. • To develop on job training programme for nurses & allied health professionals for neonatal pediatric Surgical Setups. • Coordinates with the administration in executing policies, developed for patient care, training / education of postgraduate doctors, maintenance of service and procurement of material and



equipment to maintain reasonable standard of patient care.

- Assign various responsibilities / tasks to the faculty members of the department to improve patient care and guide/direct clinical research activity in the department.
- Maintains liaison / coordinate with other institution, universities / colleges of government and non-government in order to develop the Neonatal Surgery department is state of Art facility and act as Supervisor / Examiner of college/medical universities and intercollegiate Board of Royal Colleges of UK.
- Maintains the performance and evaluation of records of most postgraduate trainees and organize workshops, seminars and conferences to impart education training to disseminate and update knowledge.



TARGETS FOR THE POST OF PROFESSOR OF NEONATAL SURGERY (MP-II)

- The Professor of Neonatal Surgery (MP-II) shall have responsibility to Operationalize the Neonatal Surgical Services at recently commissioned "Extension of Intensive Care Department at MCH/Children Hospital PIMS" within 01 year of appointment.
- Will start Neonatal Surgical Outpatient department at PIMS within 06 months of the appointment.
- Will be responsible to establish safe circumcision facilities in PIMS.
- Will be responsible to manage / conduct operations of 50 to 75 new born per month at PIMS.
- Will start indigenous fellowship program of Neonatal Surgery within a time limit defined by the hospital administration / Ministry of NSHR&C in order to produce local specialist in the country.
- Will conduct periodical training of nurses and allied health professional which deem to be necessary.
- Maintains liaison / Partnership with other institution, universities / colleges (which have flagship in the specialty).
- Will be responsible to develop Neonatal Surgery department into a referral center for neonatal surgical services.



**KPIs FOR THE POST OF PROFESSOR OF NEONATAL
SURGERY (MP-II)**

Sr. #	Key Performance Indicators	Frequency	% of Target Achieved	Weightage	Score Achieved
1. Operationalization of Purpose build facility					
1.1	Neonatal Emergency	Quarterly		8%	
1.2	Obstetrics & Gynecology Emergency	Quarterly		8%	
1.3	Operation Theaters	Quarterly		8%	
1.4	Intensive Care Units (MFICU, HDU, NICU etc)	Quarterly		8%	
1.5	CSSD and Medical Equipment Room	Quarterly		6%	
2. Indigenous Fellowship Program					
2.1	Drafting a Fellowship Description	Quarterly		6%	
2.2	Curriculum Development	Quarterly		6%	
2.3	Approvals from all Stake holders i.e. Hospital Administration and Teaching Faculty	Quarterly		6%	
2.4	Approvals from Relevant Authorities i.e. PMDC, CPSP etc	Quarterly		6%	
3. On Job Training					
3.1	Doctors training as per International guidelines	Quarterly		4%	
3.2	Nursing Staff Training on pre & post Operation Care / clinical care in relevant department	Quarterly		4%	
3.3	Para Medics Training	Quarterly		3%	
3.4	Other Support staff training	Quarterly		3%	
4. Academic Performance					
4.1	Designated College classes taught	Quarterly		3%	
4.2	Ward academic session conducted	Quarterly		3%	
4.3	Papers published as leading author (Two paper per year) – National	Semi Annual		3%	
4.4	Papers published as leading author (One paper per year) – International	Annual		3%	
4.5	Conferences/Seminars (National and International) One each	Quarterly		3%	
4.6	Workshop attended (once a quarter) – Optional	Quarterly		3%	
4.7	Synopsis / Dissertation Supervised	Quarterly		3%	
4.8	Monthly CPSP – E log filed	Quarterly		3%	
	Total			100%	



**TERMS OF REFERENCE FOR THE POST OF PROFESSOR OF
ELECTROPHYSIOLOGY SURGERY (MP-II)**

Name of Ministry / Division	Pakistan Institute of Medical Sciences (PIMS), Islamabad.
Qualification	Postgraduate qualification i.e. FCPS, M.S, M.D etc in the relevant subject or equivalent qualification duly recognized by PMDC.
Experience	20 years' experience (Clinical & Teaching) in the Cardiac Electrophysiology including minimum 07 years' experience as Supervisor / Examiner of CPSP.
Age	62 years (to be calculated on the closing date of submission of applications)
Period of contract	Initially for a period of three (03) years, further extendable for a maximum period of two (02) years on annual (yearly) basis subject to satisfactory performance.
Salary	Equivalent to BS-21
Job Description	Will be employed as Professor of Electrophysiology and will be overall in-charge of the department, looking after the clinical, education and administrative affairs of the department. The job will be both Clinical, Academic and Administrative in nature and will require: • Establishment of Cardiac Electrophysiology department for Cardiac Electrophysiology services (both interventional and non-interventional) at PIMS. • Develop Cardiac Electrophysiology department in terms of required human resource to provide quality healthcare services to the general public. • Officer will be responsible to start/establish Arrhythmias Management services both at Indoor Patient department and Outdoor Patient department. • Will be responsible for the induction / selection of criteria and development of Job Description of all the Cardiac Electrophysiology Department staff. • To help in procurement of all the relevant machines / equipment required for the establishment of Cardiac Electrophysiology department at PIMS and will prepare GSR & TSR of all the EP equipment. • Will develop / initiate an Electrophysiology fellowship training program as soon as possible, so that more trained Doctors are available in Federal Capital and ultimately across the whole country. • Will establish / initiate a training program for Nurses & Allied professionals in Cardiac Electrophysiology department including dev of Curriculum & training plan for them. • Coordinates with the administration in executing policies, developed for patient care, training / education of postgraduate doctors, maintenance of service and procurement of material and equipment to maintain reasonable standard of patient care. • Assign various responsibilities / tasks to the faculty members of



the department to improve patient care and guide/direct clinical research activity in the department.

- Maintains liaison / coordinate with other institution, universities / colleges of government and non-government in order to develop the Electrophysiology department is state of Art facility.
- Maintains the performance and evaluation of records of most postgraduate trainees and organize workshops, seminars and conferences to impart education training to disseminate and update knowledge.



TARGETS FOR THE POST OF PROFESSOR OF ELECTROPHYSIOLOGY (MP-II)

- The officer needs to start attending the most dreaded arrhythmias by starting Cardiac Electrophysiology Outdoor clinics (at least thrice a week), so that no Electrophysiology patient from PIMS needs to be Sent or shifted to any other hospital.
- To start Indoor Patient department / Ward rounds to manage all the indoor Electrophysiology patients who were previously either transferred to other Centre's or won't get the requisite treatment.
- To procure all the Cardiac EP related equipment including EP machines, 3-D Mapping systems, AF ablation systems in order to start ablating all these arrhythmias at international standards.
- To set up mechanism, to make available all the implanted cardiac devices like CRT / LB Pacing, ICD, so that lives of critically ill patients are saved and no patient is left untreated due.
- To successfully start Heart failure (HF) programme, especially cardiac devices for HF.
- To start CPSP training programme within the time limit defined by the Hospital Administration / Ministry of NHR&C, so as to induct fellows / trainees so that PIMS gets its own indigenous Electrophysiology specialist & no Doctor has to be sent to other hospital for such purpose / rotation.
- Will conduct periodical training of nurses and allied health professional which deem to be necessary.



**KPIs FOR THE POST OF PROFESSOR OF
ELECTROPHYSIOLOGY (MP-II)**

Sr. #	Key Performance Indicators	Frequency	% of Target Achieved	Weightage	Score Achieved
1. Establishment of Cardiac Electrophysiology dept.					
1.1	Cardiac Electrophysiology Outpatient Clinics	Quarterly		8%	
1.2	Cardiac Electrophysiology Outpatient Clinics	Quarterly		8%	
1.3	Ablate / Cure EPS & RFA patients (20 patients in first one month and 30 patients/month after 06 months)	Monthly		8%	
1.4	Implant 20 PPM (Permanent Pace makers) in first month	Monthly		8%	
1.5	Implant at least 10 HF (Heart Failure) devices in first month	Monthly		6%	
2. Indigenous Fellowship Program					
2.1	Drafting a Fellowship Description	Quarterly		6%	
2.2	Curriculum Development	Quarterly		6%	
2.3	Approvals from all Stake holders i.e. Hospital Administration and Teaching Faculty	Quarterly		6%	
2.4	Approvals from Relevant Authorities i.e. PMDC, CPSP etc	Quarterly		6%	
3. On Job Training					
3.1	Doctors training as per International guidelines	Quarterly		4%	
3.2	Induction of Nursing Staff and their on job training in relevant department (at least Two in first three months)	Quarterly		4%	
3.3	Para Medics Training/Induction (at least two in first three months)	Quarterly		3%	
3.4	Other Support staff training	Quarterly		3%	
4. Academic Performance					
4.1	Designated College classes taught	Quarterly		3%	
4.2	Ward academic session conducted	Quarterly		3%	
4.3	Papers published as leading author (Two paper per year) – National	Semi Annual		3%	
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4.5	Conferences/Seminars (National and International) One each	Quarterly		3%	
4.6	Workshop attended (once a quarter) – Optional	Quarterly		3%	
4.7	Synopsis / Dissertation Supervised	Quarterly		3%	
4.8	Monthly CPSP – E log filed	Quarterly		3%	
	Total			100%	

