

Function and Job Description : Clinic In-charge
Overall responsibility of the clinic
Patient care & managing staff

Reporting to : Director - Medical

1. Purpose:
 ➤ Manage patient care at Clinic
 ➤ Manage all processes and staff at Clinic
 ➤ Develop and enhance current processes and staffs' skill set to improve patient care.

2. Specific Tasks:
 ➤ Consult patients and plan their treatment and diet.
 ➤ Monitor the execution of treatments.
 ➤ Monitor patients' health and diet and alter treatments and diet as and when required.
 ➤ Organise and manage various activities like camps, lectures, promotional events, daily activities, to promote clinic.
 ➤ Train the therapists for continuous improvement
 ➤ Induct new staff and monitor their training
 ➤ Document case studies to enhance learning of self & others.
 ➤ Motivate staff to give their best during duty hours.
 ➤ Monitor staff benefits, leaves, and undertake other clinic related administrative work as required.
 ➤ Monitor revenue & expenses of the clinic.
 ➤ Provide input to Medical director in development of medical strategy of the company.
 ➤ Forecast infrastructure and staff requirement in line with corporate plan. Develop operating plan & budget for the same.
 ➤ Conducts monthly, quarterly, and annual reviews against the stated goals on people, patients, and processes.

3. Requirements :
Skills, Knowledge &
Abilities

Essential

- A qualified Doctor (BNYS or equivalent) with minimum 2-3 yrs clinical experience in Naturopathy area.
- Advanced knowledge of curative treatments for various chronic ailments through Naturopathy.
- Working knowledge of Ayurveda and Yoga.
- Ability to independently run a clinic.

Important

- Good communication and language skills. Fluency over at least 2 of 3 languages – Hindi, English, and Gujarati
 - Ability to organize, manage and lead a team of trained staff.
4. Remuneration :
- Rs 15,000 – 25,000 per month + benefits + annual bonus. Senior candidates would also be considered for stock options after one year of service.
4. Location :
- Candidate would undergo an immersion program for about 3 months at our hospital in Kutch and then posted at any of our City Clinics across Gujarat. Candidate should be open to relocating to other clinics / hospitals of the company.

Date: May 21, 2010 **Prepared by:** Sanjay Singh **Approved by:** Dr Jay Sanghvi