



**KRISHNA
INSTITUTE**

OF MEDICAL SCIENCES
DEEMED TO BE UNIVERSITY

Knowledge • Innovation • Excellence

Accredited by NAAC with 'A+' grade
An ISO 9001:2015 Certified University

Declared U/s 3 of UGC ACT 1956 vide Notification no.F.9-15/2001-U.3
of the Ministry of Human Resource Development, Govt. of India

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Details of Advertisement dated 17th October, 2022

regarding recruitment of Office Superintendent at

Krishna Institute of Medical Sciences “Deemed To Be University”, Karad

OFFICE SUPERINTENDENT

(Hospital, Sanitation and Quality Management)

Krishna Institute of Medical Sciences “Deemed to be University” is looking for well qualified, deserving and an experienced Office Superintendent (Hospital, Sanitation and Quality Management).

The candidate should have a deep knowledge and understanding of all Hospital, Sanitation and Quality Management procedures required to be followed in the teaching hospital. He should be able to use his Managerial and Leadership qualities to supervise employees and ensure the compliance on time with policies and regulations related to Hospital Administration, Sanitation and Quality Management.

Educational Qualifications: Postgraduation in any faculty or MBA.

Experience: 05 to 10 years experience in the Hospital Administration, Sanitation and Quality Management preferably in the Hospital attached to the Medical College.

ROLES AND RESPONSIBILITIES:

1. Supervise day-to-day administrative operations of the hospital.
2. Preparation of the policies for Hospital Administration, Sanitation and Quality Management and implement the same efficiently and effectively.
3. Prepare work schedules for staff and train new employees.
4. Monitor the discipline and performance of the administrative staff.
5. Help and answer the queries of doctors, nurses, administrative, supporting, sanitary and other staff.
6. Resolve the queries of OPD and IPD patients and their relatives.
7. Ensure the daily cleanliness of all hospital area with the help of sanitary staff.



8. Resolve the grievances of patients and their relatives pertaining to the services provided by the hospital.
9. To supervise daily operations within all wards, OPD's and various Departments of the hospital.
10. To initiate the procedure for ISO Certification for Quality Management System and ensure timely compliance.
11. Monitor and operate the resources of hospital in a cost-effective way.
12. Any other work assigned by the Management from time to time.

Skills Required

1. Experience in the Hospital Administration, Sanitation and Quality Management preferably in the Hospital attached to the Medical College.
2. Should have Hands-on experience with Hospital Management Information System (HMIS) and Microsoft Office.
3. Thorough knowledge of Quality Management Procedures and Principles.
4. Knowledge of medical terms and hospital procedures.
5. Good understanding of healthcare procedures and regulations.
6. Familiar with Sanitation, Quality Management and Medical Transcription.
7. Familiar with food safety and safety standards to be followed in the hospital.
8. Good organizational and time management skills.
9. Ability to supervise, motivate and train team members.
10. Positive and Problem-solving attitude.