

Position Title:	Asst Gynaec, NIF		
Band:	B2	Department:	Operations
Reports to:	Clinical Director, NIF Center	Reported by:	NA

Job Objective

To assist and coordinate the clinical attention given to the patients of the Clinic, assuring that the service is provided in the best possible condition

Detailed duties and responsibilities

Operational

1. Assist in basic patient history taking and noting patient/donor history in SIVIS
2. Counsel the patients and the accompanying family members about the benefits and risks of IVF (IVF or any other investigation / procedure / treatment as advised by the consultant) transparently to enable the conversion of appropriate cases
3. Examine patients and do scans under guidance of Consultant
4. Help the Consultant in procedures : OPU, ET, Endoscopy, IUI
5. Provide with details to the patients and the accompanying family member about the formalities & procedures that will be followed in cases of successful as well as failed cases of failure.
6. Financial counseling to the patients for packages and treatment advised to the patients
7. Coordinate and assist in matching the donor and recipient cycle
8. Maintain data/records of IVF patients whenever suggested by the consultant e.g. Maintaining IUI/ICSI pregnancies in SIVIS, Live Birth registry,
9. Monitor the reporting and monitoring mechanisms with respect to the quality at Center and as per the clinical bench marks defined by NIF
10. To listen and solve the feedback, complaints of the patients in coordination with operations departments
11. Champion adoption of SIVIS at the center and input all the required clinical data in SIVIS
12. Keep track of patients' progress and keep the referring OB-GYN Specialists informed at periodic intervals.
13. Assist Operation and Sales & Marketing team in designing patient education, awareness programs and organize CME programs to Sales Executives and Practicing Doctors
14. Ensure the maintenance of hygiene and cleanliness in order to achieve least number of hospital acquired infections

Key Result Areas

- Completeness of SIVIS records
 - Internal Stakeholder customer satisfaction Compliance to SOPs
 - Patient satisfaction index (feedback)
 - % Deviations from regulations as a part of periodic audits
- MBBS (Recognized MCI council degree) and a Post graduate under MCI/State Council like MS, MD, DGO, DNB in Obstetrics and Gynecology

Qualification	DGO, DNB in Obstetrics and Gynecology	
Experience	-2 years of experience in the domain operations preferably in Healthcare sector	
(Indicative)		
External Interface		Internal Interface
• Referring OBG specialists		• Clinicians and Consultants, Center Operations
Approved by:		

Date:

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