

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 : **Essential**
Skills, Knowledge & Abilities
- 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