

Assistant Chief Medical Officer (ACMO – OG-3) – SBP-BSC**1. Job Reporting Relation****Reports to:** CMO**Directly Supervises:** BMO's, BMC's**2. Job Objective**

The position of Assistant Chief Medical Officer plays an important role in creating a healthy environment by ensuring provision of quality medical care to the relevant patients and other stakeholders of SBP-BSC while maintaining compliance with high standards of financial control.

3. Functions of the Position

- a. Attend to the patients and prescribe medicine/investigation as deemed necessary.
- b. Give technical in order for bills of hospitals OPD/IPD, review hospital bills/individual claims, and ensure that treatment is covered under relevant Bank Rules.
- c. Visit assigned hospital(s), to ensure that cost effective and quality medical care is provided to eligible stakeholder admitted in the hospital upon the recommendation of physician/specialist.
- d. Ensures the compliance of relevant policies, SOPs and financial controls.
- e. Conduct clinical examination of new recruits and serving employees for fitness test.
- f. Perform any other work, which may be assigned by the CMO/Senior Management.
- g. To accord approvals for costly treatment/specialized treatment as per admissibility and the prescribed limits of monetary sanctions as authorized by CMO/MRC.
- h. Ensure compliance of policies and SOPs and safe-keeping of record.

4. Key Result Areas/Principal Accountabilities**Medical Care**

- a. Provide appropriate outpatient treatment for swift/appropriate recovery of the patients.
- b. Identify need for referrals to specialist or hospital based on clinical examination, medical history and/or laboratory test(s). If necessary, provide reference slip to the patient for hospitalization or to visit a consultant or for further investigations (laboratory test).
- c. Ensure strict confidentiality and impartiality while dealing with patients.

Quality Control

- a. Visits to hospital(s), as assigned by CMO, to verify particulars of admitted patient(s). Check diagnosis/investigation reports and quality of medical treatment provided to the patient during hospitalization. Ensure that treatment falls within ambit of relevant Bank Rules.
- b. During hospital visit, record complaints of patients and coordinate with hospital management to ensure quality medical treatment to beneficiaries.
- c. To recommend new enlistment of consultant, labs and hospital for bank panel, as per criteria approved by HOK/MRC.
- d. Keep up to date with medical developments and new drugs, treatments and medications.

Strengthening of Internal Controls

- a. Protecting sensitive information and avoiding password sharing.
- b. Compliance to SBP Cyber security, email policy and data protection as per SBP circulars/ guidelines and instructions.
- c. Incident reporting as per SBP incident reporting instructions.
- d. Ensuring financial monitoring and oversight.
- e. Facilitating internal audit of medical supplies.

Awareness and Preventive Health Care

- a. Conduct and arrange awareness programs to encourage healthy lifestyle and psychological fitness among Bank's employees.
- b. Identify and suggest peculiar trends in diseases, medicines etc. to the supervisor for timely resolution in a cost effective manner.
- c. Suggest and assist programs that encourage preventive medical care and improve psychological wellbeing of Bank's employees on a regular basis.

5. Interaction**Within Organization**

- a. Patients
- b. Supervisor(s)

Outside Organization

- a. Hospitals/ Consultants/ Specialists/Labs
- b. Pharmaceutical Companies

6. Competencies

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| <ol style="list-style-type: none"> a. Achievement orientation b. Communication c. Teamwork d. Accountability e. Customer Service Orientation | <ol style="list-style-type: none"> f. Planning and Organizing g. Championing and Embracing Change h. Decision Making i. Problem Solving j. Initiative |
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7. Skills

Computer Skills, Communication Skills, Interpersonal Skills