

*Job specifications*

*Cure2children Foundation, September 9, 2008*

**Title of Position: STEM CELL TRANSPLAN UNIT PHYSICIAN**

**Minimum Qualifications: Registered Physician in Pakistan possibly with three (3) years of pediatric experience possibly including hematology-oncology, transplantation or intensive care.**

**Purpose of Current Position**

1. To ensure the safety, health and well being of children undergoing bone marrow transplantation.
2. In conjunction with the Program Director and Nursing Coordinator is responsible for optimal operation and supervision of the clinical unit, its staff and the medical program.
3. To contribute to the scientific visibility of the Stem Cell Transplantation Service.

**Job Responsibilities**

*Patient Care*

- Coordinates and collaborates with physicians, nurses and ancillary health care members in the care of pediatric patients undergoing stem cell transplant.
- Provides direct care as needed and ensures disease specific needs of patients are met.
- Guarantees 24-hour coverage of patients undergoing stem cell transplantation jointly with the other physicians of the transplant unit.
- Communicates with appropriate Stem Cell Transplant Service program personnel concerning patients' diagnosis, care, and treatment needs.
- Participates to staff meetings.
- Provides the nursing staff with clear and legible medical orders.
- Communicates with nursing staff as necessary to inform, clarify, or modify individual treatment plans.
- Assure accuracy of patient medical information data sheets provided to staff.
- Update, maintain and assure accuracy of medical information in the database.
- Ensure the confidentiality of patient and family medical information and records is maintained.
- Maintain communication with families and referring physicians about significant health-related issues.
- Participates in development and update of Stem cell Transplant Service manual, policies and procedures.

- Participates as a member of health care team to welcome and facilitate volunteer personnel.
- Create a welcoming environment within the Stem Cell Transplant Service.
- Performs other duties as necessary or assigned.

*Educational activity*

- Participates in education of the Stem Cell Transplant Service personnel concerning diagnosis, disease specific care, and treatment.
- Contributes to the development of medical education program and resource materials for unit staff and volunteers.
- Contributes to and reviews on-line education material and courses.
- Actively participates in staff and volunteer orientations.
- Participates in patient or family medical education activities.
- Act as a resource and role model to staff and volunteers.

*Outreach/Development/Awareness*

- Participates in community relations programs and special events.
- Available to submit articles to scientific journals, newsletters or appropriate constituents for awareness.
- Available for other duties as assigned

Reports to: Program Director or his/her designee.