

***Applications are invited on the following positions on urgent basis:***

**1. Database Manager:**

The Department of Quality and Strategic Planning needs one Database Manager, who has overall responsibility of hospital database management. He should have 3 years' experience of database management in a hospital of at least 200 beds. A database manager, or SQL Server DBA, is responsible for the management and maintenance of organization's data storage systems.

His responsibility will include:

- Database design

Creating database structures and determining the best data model, tables, and relationships between them

- Data security

Implementing security programs and measures to protect data from unauthorized access

- Database performance

Monitoring and tuning database performance, and optimizing queries. Develop new queries to retrieve results as per requirements of end-users including top management.

- Database backup and recovery

Developing and implementing strategies to ensure data reliability and minimize downtime

- Database maintenance

Performing routine maintenance tasks, such as index rebuilding and statistics gathering

- Database access

Defining user access and permissions, and ensuring data is distributed to the right users in the appropriate format

- Database support  
Providing data management support and training to users
- Database policies  
Determining, enforcing, and documenting database policies, procedures, and standards
- Database testing  
Regularly performing tests and evaluations to ensure data security, privacy, and integrity

## **2. Accreditation Coordinator:**

The Department of Quality and Strategic Planning needs one Accreditation Coordinator, who has overall responsibility of coordinating the work of NABH accreditation. He should have 3 years' experience of making and implementing SOPs for NABH in a NABH accredited hospital of at-least 200 beds.

His responsibility will include:

To issue various documents to departments from time to time.

- To keep a record of all the documentation of the hospital, in relation to accreditation.
- To delegate the activities in departments and ensure its timely completion.
- To regularly receive feedbacks from departments regarding status of their work related to accreditation preparation.
- To plan and execute regular assessment of the hospital in accordance with accreditation standards.
- To coordinate all such activities required for quality assurance and continuous monitoring of the hospital.
- Conduct Clinical Studies and clinical trials.
- Responsible for identification and preparation of SOPs for each Hospital Department.

- Responsible for periodic review, distribution, maintenance, withdrawal and archiving of SOPs.
- Responsible for preparation of Internal Audit Policy for the QA department.
- Responsible for training of each Departmental coordinators in NABH SOPs and instructing them on how to make departmental SOPs for NABH.
- Responsible for Induction and training of new employees and ongoing training of SOPs for the existing staff.
- Review and verification of corrective action of the cited observations.
- Undertaking various Projects, Strategic planning and policy development for NABH activities.

### **Departmental coordination:**

#### **JOB RESPONSIBILITY**

Each department of the hospital will have one 'NABH coordinator' designated for NABH work. The responsibility of these coordinators will be:

- To receive and retain all the documents and official correspondence related to accreditation, from time to time.
- To inform and orient the staff of their department on policies and procedures developed for their department.
- To ensure the completion of all the work assigned to their department for NABH accreditation preparation.
- To organize regular training programmes for staff of their department.

**Salary:** According to qualifications & experience

*Interested candidates may immediately send their complete bio-data to:*

**deputyregistrar@alfalahuniversity.edu.in**

