

## Positions Available

Assam Cancer Care Foundation (ACCF) is a joint initiative of the Government of Assam and the Tata Trusts, established to create a three-tier comprehensive distributed cancer care network to provide accessible and affordable care for the underserved in the state of Assam.

Assam Cancer Care Foundation (ACCF) invites application for the following positions in Assam.

Sl. No.	Designation	Min Qualification and Experience	Experience	Location
1.	Head Medical Planning and Operations	MBBS PG degree of MD (Hospital Administration)/MHA/MB A (Hospital & Healthcare) from Institute recognized by NMC.	Minimum 15 years of experience with adequate exposure in leadership role, hospital operations and resource planning, policy formulation & execution.  Preference will be given to candidates with sound knowledge of Medical Audit, Healthcare law and statutory guidelines and experience in Quality & Accreditation (NABH) management.	Head Office, Guwahati
2.	Nuclear Medicine Physician	DRM/MD/DNB in nuclear medicine	-----	Dibrugarh Barpeta
3.	Medical Oncologist	DM/DrNB/ Fellowship in Medical Oncology	-----	Dibrugarh Silchar Barpeta Jorhat
4.	Radiation Oncologist	MD/DNB in Radiation oncology from a recognized institute	-----	Tezpur Kokrajhar Dibrugarh Darrang
5.	Surgical Oncologist	MCH or DrNB Surgical Oncology	-----	Dibrugarh Barpeta Silchar
6.	Senior Resident - Surgical Oncology	MS/ DNB Surgery	-----	Barpeta
7.	Senior Resident - Medical Oncology	MD/DNB Medicine	-----	Dibrugarh Silchar Barpeta Guwahati

8.	Anaesthetist cum Intensivist	MD/DNB Anaesthesia	-----	Silchar Guwahati Barpeta Dibrugarh
9.	Radiologist	MD/DNB Radiology	-----	Dibrugarh Guwahati Silchar
10.	Palliative Care	MD Palliative Care/Fellowship/ Certificate/Course/ Training in Palliative Care	-----	Silchar Dibrugarh Barpeta Jorhat Kokrajhar
11.	Senior Resident/ Consultant Hemato Pathology	DM Hematopathology/ MD Pathology with fellowship in Hemato- Onco Pathology	-----	State Cancer Institute
12.	Deputy/Assistant Medical Superintendent	MBBS/BDS with Post Graduate Diploma/Masters in Hospital & Healthcare Sector.	Additional qualification & experience in hospital will be preferred. Oversee Clinical Speciality, Support Services, Clinical Governance for better operational impact, Patient Safety & Quality & Assurance.	Dibrugarh Silchar

#### **Roles and Responsibilities of Head Planning and Operations:**

- 1 Ensure formulation of SOP's and set up of the medical centres as per the SOPs.
- 2 Work in close collaboration with Heads of Clinical Departments, Nursing and other clinical services to ensure delivery of world class oncology services.
- 3 Ensure that the statutory and regulatory requirements of the hospital are met.
- 4 Work closely with the heads clinical and ancillary service, diagnostic and treatment facilities and prepare protocols for efficient patient care.
- 5 Collaborate with Head Nursing for good nursing and supportive care to the patients.
- 6 Develop, implement, monitor and update as necessary the hospital operation's mission, goals, objectives, policies and procedures and other official documents.
- 7 Ensure that all transaction processed through all assigned services/functions are authentic and in accordance with hospital policies, procedures and government regulations.
- 8 Monitor and evaluate the efficiency and effectiveness of service delivery process, assess and monitor workload, administrative and support system and internal reporting relationships; identify opportunities of improvement.
- 9 Maintain collaborative and effective relationships with other key management personnel.
- 10 Participate and chair various committee and task forces as applicable.
- 11 Advise the senior management regarding all matters relating the hospitals operations.
- 12 Direct and perform analysis and evaluate on all aspects of the services provided by the hospital operations and recommend modifications or changes to policies and procedures as required.
- 13 Use QA/QI techniques to maintain and continuously improve the quality of care and hospital safety.

- 14 Implement programs for service excellence, cost containment and continuously quality improvement leading to accreditation by NABH.

**Management & Supervision:**

1. Responsible for implementing hospital/centre policies amongst various medical units.
2. Assist in formulation of hospital policy, particularly concerning medical services.
3. Recommend personal and material requirement for medical services.
4. Prepare budgets for medical services.
5. Investigate complaints regarding medical care and personnel and take suitable corrective action.
6. Participate in the health facility accreditation process.
7. Assist in the design or improvement of system to prevent, address and report medical errors.

Last date of application is 31<sup>st</sup> July 2025.