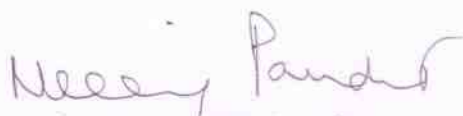


**DR. Ram Manohar Lohia Hospital, New Delhi**

**Duties and responsibilities of Technical officer**

1. Technical officer is the senior most technical staff in cardiology department and responsible to HOD for the management of other technical staff and technical work .Technical Officer will perform the duties as mentioned below.
2. Supervise & coordinate the working of technical supervisors, senior ECG technicians, Jr. ECG technicians & Sr. technical Assistants.
3. Technical officer is responsible to HOD cardiology for maintaining technical parameters in different workplaces of cardiology department i.e Cardiac Cath labs, Non Invasive lab & Coronary Care Unit.
4. Assigning duties to technical supervisor.
5. Looking after the Administrative work related to technical staff & Equipments of cardiology department.
6. To insure all the cardiac equipments (Investigational & diagnostic ) are running in good condition.
7. Do necessary arrangement for repairing of faulty equipments in the department of cardiology.
8. Helping the HOD in preparing Technical specifications for new equipments planned to purchase.
9. Raising the demands of disposable & Non disposable items to purchase section.
10. Giving guideline to junior technical staff & teach them regarding working of new equipments in the department.
11. Filling the confidential report of technical staff.
12. Training of technical staff of cardiology.
13. Helping the H.O.D. in office work if necessary.
14. Identifying and Planning development of new areas of work in the department.
15. Any other duty assigned by H.O.D. Cardiology.

  
**HOD (Cardiology)**

  
**Deputy Director (Admin.)**

  
**Medical Superintendent**