

Dated, the 04/12/2018

Inter Office Note

Subject: Insertion of information on the official website of Dr. RMLH – Regarding.

Duties & Responsibilities attached to the post of Dialysis Medical Officer of Nephrology Department, Dr. RML Hospital have been formulated & copy of the same is annexed.

It is requested that the annexed **Duties & Responsibilities** attached to the post of Dialysis Medical Officer be uploaded on the official website of Dr. RMLH, under the heading “**Recruitment Rules / Duties & Responsibilities**”.

Uploading of the same be communicated to the undersigned.

Encl. as above


(Dibakar Mishra)
Deputy Director (Admn.)

To

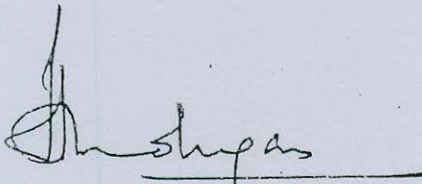
1. Dr. Harmeet Singh, I/c Computer Room, Dr. Ram Manohar Lohia Hospital, New Delhi.

Copy for information to :

2. O/o the Director & Medical Superintendent, Dr. RML Hospital, New Delhi.
3. O/o the Addl. M.S.(Admn.)(PK), Dr. RML Hospital, New Delhi.
4. O/o the Vigilance Officer, Dr. RML Hospital, New Delhi.
5. O/o the HOD(Nephrology), Dr. RML Hospital, New Delhi.
6. O/o the Office Superintendent (Technical Section), Dr. RML Hospital, New Delhi
7. O/o the Office Superintendent (HA-I Section), Dr. RML Hospital, New Delhi.
8. The President, Dr. RML Hospital Karamchari, Dr. RML Hospital, New Delhi.

Duties and Responsibilities of Dialysis Medical Officer

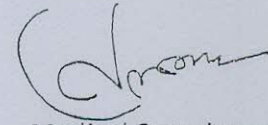
1. Selection of the patient for Hemodialysis under the supervision of Nephrology Consultant.
2. Responsible for all OPD patients planned for Hemodialysis from admission till discharge of patient.
3. Check viral marker, other reports and see for indication of Hemodialysis of ward patients.
4. Manage complications during Hemodialysis
5. Take clinical decision for hemodialysis patients such as Ultrafiltration, duration of Hemodialysis and anticoagulation.
6. Maintain Hemodialysis data.
7. Will assist SR to put vascular access to all OPD and ward patients.
8. Follow all the instructions given by SR/Consultant during rounds
9. To perform all aspects of the dialysis procedure as per prescriptions and assist SR and Consultants whenever required.
10. To provide oversight and directions to the Dialysis Technicians/Nursing Officials.
11. To participate in continuous quality improvement activities.
12. To manage Dialysis/Dialysis Unit at bedside.
13. Should operate and conduct the Peritoneal Dialysis, Hemodialysis, plasmapheresis and continuous type of Hemodialysis at bed side
14. Work under the overall guidance and supervision of Dialysis Unit In charge and follow the hierarchy
15. Basic evaluation of patients, recording patient's data follows Infection Control & safety guidelines.



H.O.D (Nephrology)

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Medical Superintendent

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