

# Join Dar Al Fouad Hospital's Team as a Hospital Unit Manager

## Hospital Unit Manager Details:

Job Description .....	2
Typical Work Activities .....	2
Contact Information .....	3

## **Job Description**

**Hospital Unit Managers prevent, solve and report hospital issues.** Hospital Unit Managers prevent mishaps or deviation from hospital policies, solve problems and deal with patient complaints, and report major deviations or unresolved problems. Managers are ethical, respectful and professional.

## **Typical Work Activities**

- **Documentation**
  - Unit managers are responsible for:
    - Reviewing the files in their units daily
    - Copying deficient documents
    - Meeting with other unit managers weekly to review deficiencies and asking the responsible registrar to attend
- Delays in investigation and procedures
  - Following up daily trying to solve problem
  - Reporting to MC in weekly meetings
- Consultant rounds and response to consultations
  - Responding to consultations and MDM
  - Reporting consultants not seeing their patients the day of admission
  - Reporting consultants not seeing patients on a daily basis
- Long stay
  - Documenting expected day of discharge at the time of admission
  - Following up on discharge and reporting on long stay
- Registrar rounds
  - Reporting registrars not making daily reports
  - Reporting consultants not responding to patients or pagers
- Medication errors
  - Reporting errors in weekly meetings
- Nursing issues
  - Reporting nursing issues in weekly meetings
- Follow-up and Reports
  - Meeting with medical council (MC) chairman weekly
  - Preparing reports to be included in MC quarterly meeting

