



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF WOMAN MEDICAL OFFICER (BS-17)
ON CONTRACT BASIS FOR A PERIOD OF THREE YEARS IN PUNJAB
EMPLOYEES SOCIAL SECURITY INSTITUTION (PESSI) / LABOUR & HR
DEPARTMENT (CASE NO. 17RM2024)

MAIN RESPONSIBILITIES AND TASKS

1. Woman Medical Officer will write down the history of the admitted patients and will examine the patients.
2. Woman Medical Officer will write down the morning, evening and nights notes of patients after complete examine.
3. Woman Medical Officer will send the investigations to the laboratory as advised by the consultant.
4. Woman Medical Officer will make arrangements for the availability of medicines to the patient in collaboration with the staff nurse as prescribed by the consultant.
5. Woman Medical Officer will make sure timely delivery of medicine in collaboration with DMS drug.
6. Woman Medical Officer will manage the patient and will advise the appropriate medicine when needed.
7. Woman Medical Officer in collaboration with the staff nurse incharge will make sure the availability of necessary medicines in the ward.
8. Will prepare the discharge slips & will explain treatment & follow up plan with the discharge patients.
9. Will prepare OT list, consent take from patients, preparation of patients for surgery or other procedures.

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