



જ્ઞાન હૃદયમ્



UNMEH
INSTITUTE
CARDIOLOGY
&
RESEARCH
CENTRE

ROLE & RESPONSIBILITY



To be recognized as: World Class facility in

Quality Cardiac Care & as a Centre of Excellence in Cardiovascular Research.

VISION



MISSION

To Offer World Class Quality Care in Cardiology at

- No cost or Concessional cost
- To provide free super specialty higher education in
 - Cardiology
 - Cardiovascular Thoracic Surgery
 - Cardiac Anesthesia





PURPOSE

- To Enhance & Establish Communication Between HOD's & Employees.
- To Encourage Team-building, Positive work Environment.



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WHAT ARE ROLE AND RESPONSIBILITY ?

- Every role has key factor that fit with that position. Its indicate the persons position in the institute or in a team.

Role

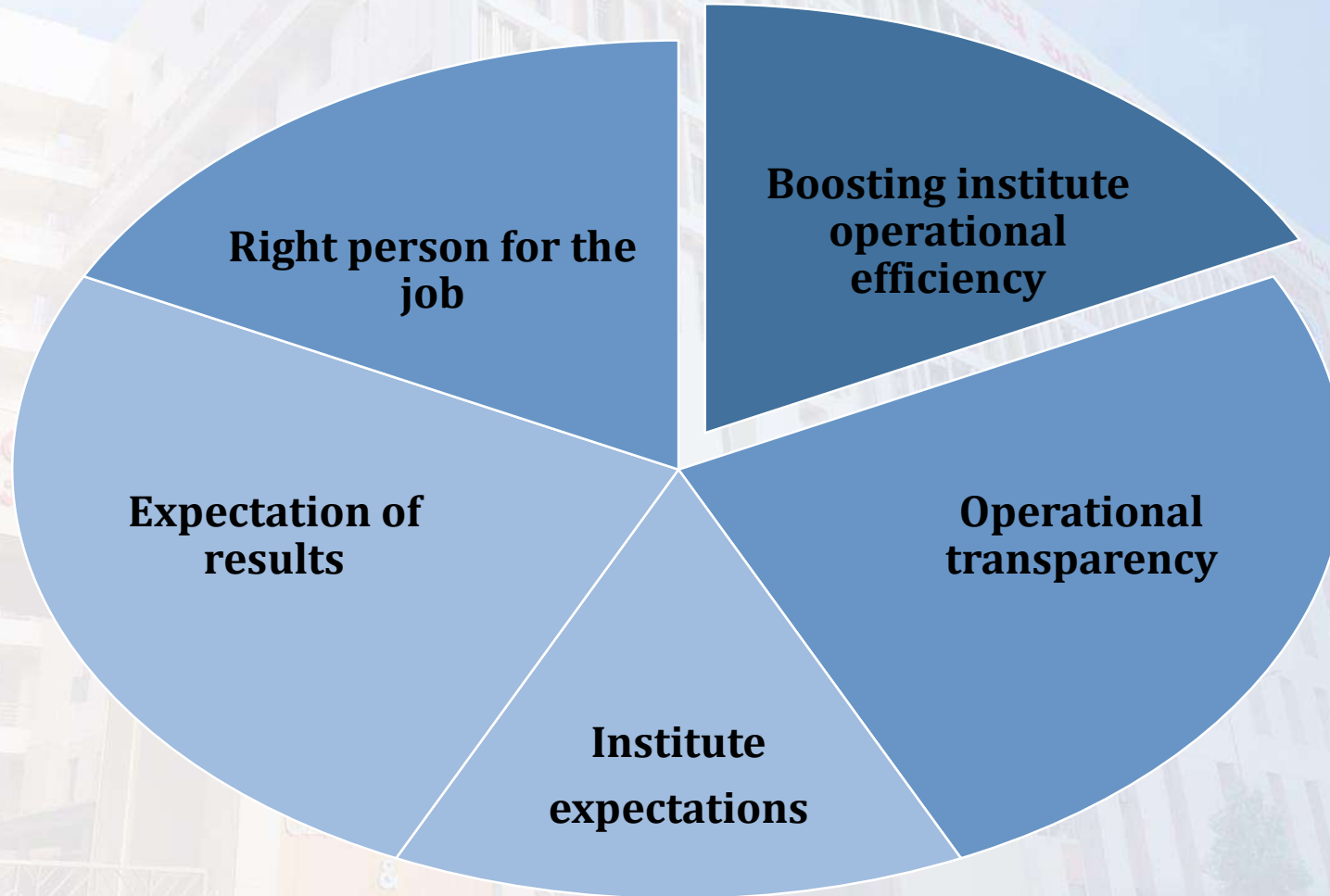
- Job Responsibility refer to the duties & tasks of the particular roles.

Responsibility





IMPORTANCE OF ROLES & RESPONSIBILITY





**“WHEN PEOPLE UNDERSTAND
THEIR JOB RESPONSIBILITIES,
NOTHING IS LEFT OUT OF THE
PROCESS”**





ROLE HELPS IN

Increase productivity

Team success

Increased morale

People cooperate more effectively

Show the accountability

Awareness of work

Work distribution



RESPONSIBILITY HELPS IN

Follow the code of conduct of institute

To fulfill the Role

Remain positive

Be punctual

Be flexible



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HOW TO DEVELOP FUNCTIONAL ROLES & RESPONSIBILITIES

**Determine the
need get to done**

**Identify the
strengths and
weakness**

**Allocate the role
and
responsibility**

**Get the
Feedback**





TEAM LEADER ROLE AND RESPONSIBILITY

Identify ability of team members

Define role and responsibility according the position

Work distribution

Schedule and hold meeting for work improvement



THANK
YOU

