

CS Form No. 9
Revised 2018

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Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES PGH MANILA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the UNIVERSITY OF THE PHILIPPINES PGH MANILA in the CSC website:


Ms. Marjorie L. Torres
HRMO

Date: 15-Jul-25

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Officer IV	UPSB- MDOF4-109- 2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MO-4	Philippine General Hospital
2	Medical Officer III	UPSB- MDOF3-762- 1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex MO-3	Philippine General Hospital
3	Physical Therapist I	UPSB-PHT1- 223-2025	11	30024	Bachelor's degree in Physical Therapy	None required	None required	RA 1080	Pls. see attached Annex PT-1	Philippine General Hospital

4	Respiratory Therapist I	UPSB-RSTH1-246-2025	10	25586	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	Pls. see attached Annex RTP-1	Philippine General Hospital
5	Respiratory Therapist I	UPSB-RSTH1-247-2025	10	25586	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	Pls. see attached Annex RTP-1	Philippine General Hospital
6	Radiologic Technologist I	UPSB-RT1-224-2025	11	30024	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Pls. see attached Annex RT-1	Philippine General Hospital
7	Radiologic Technologist I	UPSB-RT1-225-2025	11	30024	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Pls. see attached Annex RT-1	Philippine General Hospital
8	Radiologic Technologist I	UPSB-RT1-226-2025	11	30024	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Pls. see attached Annex RT-1	Philippine General Hospital
9	Medical Technologist IV	UPSB-MDTK4-85-2025	20	62967	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MTP-4	Philippine General Hospital

10	Medical Technologist IV	UPSB-MDTK4-86-2025	20	62967	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MTR-4	Philippine General Hospital
11	Laboratory Technician I	UPSB-LABT1-133-1998	6	18957	Completion of two years studies in College	None required	None required	None required (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex LT-1	Philippine General Hospital
12	Nurse V	UPSB-NURS5-87-2025	20	62967	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex NQ-5	Philippine General Hospital
13	Nurse V	UPSB-NURS5-88-2025	20	62967	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex NQ-5	Philippine General Hospital

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 25, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Ms. Marjorie L. Torres
 Chief Administrative Officer

UP-PGH, Taft Avenue, Manila

hrddrps.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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COMPETENCY REQUIREMENTS

Annex: MO - 4

Position: Medical Officer IV

TECHNICAL/FUNCTIONAL:	CORE:
<ul style="list-style-type: none"> • Organizational Development Ability to conceptualize, develop and implement initiatives related to organizational development of the department. • Service Ability to identify completely ahead of time the materials which will be needed for quality treatment of patients. • Performance Monitoring Ability to track of, regularly, the subordinates' accomplishments and the improvement of their proficiency levels. • Patient Relation Ability to examine, diagnose and treat patients in an efficient and professional manner. • Training Ability to assist the Chair and consultants in determining residents' and students' training needs, and design, implement and evaluate effectiveness of the training program. • Liaison Ability to effectively coordinate activities of the department with the other units of the hospital, college and university. 	<ul style="list-style-type: none"> • Excellence Demanding more from ourselves than our clients do.
	<p style="text-align: left;">ORGANIZATIONAL:</p> <ul style="list-style-type: none"> • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Medical Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Planning Ability to establish the department goals and action plans in compliance with the hospital's mission, strategies and policies. • Organizing Ability to assign required tasks to all resident staff and allocate needed resource in an effective and efficient manner. • Leading Ability to motivate the resident staff and demonstrate visible commitment and consistent adherence to department policies. • Controlling Ability to monitor the performance of the resident staff and keep track of the department projects, activities and goals.
<p style="text-align: left;">CORE:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. 	



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COMPETENCY REQUIREMENTS

Annex: M.O-3

Position: Medical Officer III

Technical/Functional:	Organizational:
<ul style="list-style-type: none"> • Organizational Development Ability to conceptualize, develop and implement initiatives related to organizational development of the department. • Service Ability to identify completely ahead of time the materials which will be needed for quality treatment of patients. • Performance Monitoring Ability to keep track of, regularly, the subordinates' accomplishments and the improvement of their proficiency levels. • Patient Relation Ability to examine, diagnose and treat patients in an efficient and professional manner. 	<ul style="list-style-type: none"> • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Medical Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
<ul style="list-style-type: none"> • Training Ability to assist the Chair and consultants in determining residents' and students' training needs, and design, implement and evaluate effectiveness of the training program. • Liaison Ability to effectively coordinate activities of the department with the other units of the hospital, college and university. 	<p>Core:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do.



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COMPETENCY REQUIREMENTS

Annex: P.T-1

Position: Physical Therapist I

<p>Core:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.
<p>Organizational:</p> <ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. 	<p>Technical/Functional:</p> <ul style="list-style-type: none"> • Conducting Physical Therapy Evaluation Ability to perform accurately and safely physical therapy assessment procedures and operate equipment to patients in all PT clinics. • Implementing Therapeutic Exercises Ability to administer therapeutic exercise procedures or instruct the patient to correctly and safely perform therapeutic exercises to achieve PT treatment goals in all PT clinics. • Administering Physical Modalities Ability to correctly and safely operate PT equipment or machinery to achieve PT treatment goals in all PT clinics. • Recording PT assessment and Treatment Procedures Ability to accurately document and maintain records of PT assessment and treatment procedures. • Conducting Maintenance of all PT Facilities and Equipment Ability to monitor good working conditions of all PT facilities and equipment, recognition of defective or below-par performance and prepare the necessary job order request. • Appraising Trainee Performance Ability to recognize strengths and weaknesses of trainee while performing training activities. • Appraising Progress of Programs and Projects Ability to recognize status, strengths and weaknesses of section projects or programs.



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COMPETENCY REQUIREMENTS

Annex: RTP - 1

Position: Respiratory Therapist I

Core:	Technical/Functional:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization’s business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one’s duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Skilled in preparing patients for sleep studies, including attaching sensors and explaining procedures clearly and compassionately. • Proficient in monitoring and documenting physiology signals during sleep studies accurately. • Able to identify and manage artifacts and technical issues during sleep recordings. • Experienced in scoring sleep stages and respiratory events according to established guidelines (e.g., AASM). • Capable of performing troubleshooting polysomnography equipment. • Familiar with patient safety protocols and emergency procedures in sleep laboratory. • Demonstrates competency in performing CPAP titration studies. • Punctual and Professional in attending scheduled sleep studies and departmental meetings. • Knowledgeable in managing patient records and maintaining confidentiality according to hospital policies. • Demonstrates knowledge of proper disinfection protocols for sleep machines and CPAP devices, ensuring adherence to institutional and infection control guidelines. • Able to collaborate courteously and effectively with sleep specialists, physicians, nurses, and other healthcare professionals. • Ability to come on time on all official functions and engagements. • Ability to project a positive and pleasant outlook. • Ability to deal with superiors courteously and with fellow employees and inspire people to achieve the hospital goals. • Able to perform complete Spirometry and lung volume studies.
<p>Organizational:</p>	
<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one’s self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. 	



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Annex RT - 1

Position: Radiologic Technologist I

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Effective Communication Ability to convey technical and common information through verbal communication and technical reports. • Teamwork Ability to achieve a common goal or to complete a task with a group most effectively and efficiently. • Delivering Service Excellence Ability to render quality services in a timely, professional, courteous and ethical manner. • Time Management Ability to use one's time effectively and productively. • Work Ethics Ability to maintain professionalism and uphold the highest standard principles and values in the workplace. • Interpersonal Relationship Ability to deal with co-workers fairly, and inspire people to achieve department goals. • Self Projection Ability to project a positive and pleasant outlook through personal grooming and dressing in a respectable manner. • Innovation Ability to exploit new ideas for the benefit of the organization.
Technical / Functional:	
<ul style="list-style-type: none"> • Technical Proficiency Ability to apply technical knowledge and skills required to perform one's task as expected of the person's position and compliance to other assigned tasks. Ability to perform venipuncture by following legal, professional and policy requirements. • Recording and Documentation Ability to record and encode supplies, patients' data and services through the hospital's information system. • Radiation Safety Ability to practice radiation safety standards to be able to protect himself/herself and the public from unnecessary exposures. • Administrative Efficiency Responsible in ensuring that machines/ procedures/ supplies/ upkeep of areas are well kept including the preventive maintenance. 	



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Annex: MTP - 4

Position: Medical Technologist IV

Core:	Technical/Functional:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Supervises the overall operations of the Pulmonary/ ABG unit to ensure quality and timely diagnostic services. • Oversees the calibration, maintenance, and troubleshooting of ABG machines and other pulmonary function test equipment. • Ensures adherence to established protocols and laboratory standards for ABG testing and pulmonary diagnostics. • Leads the development, implementation, and periodic review of Standard Operating Procedures (SOPs) in the ABG and Pulmonary Unit. • Monitors and evaluates the performance of personnel, providing coaching and mentoring to support professional growth. • Coordinates with physicians, respiratory therapists, and other healthcare providers for seamless integration of ABG services in patient management. • Ensures compliance with infection control and biosafety standards in all laboratory operations. • Leads quality assurance and quality control programs specific to the ABG and pulmonary diagnostics section. • Prepares and submits periodic reports, including statistics, performance indicators, and incident reports to management. • Facilitates continuing education and in-service training programs for ABG unit And Pulmonary personnel. • Evaluates and endorses requests for equipment, supplies, and other resources necessary for efficient unit operation. • Serves as the resource person and subject matter expert for advanced ABG and pulmonary function test procedures.
<p>Organizational:</p>	
<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. 	

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| | <ul style="list-style-type: none">• Coordinates with the hospital's clinical departments to ensure availability and accuracy of ABG and related test results for critical cases.• Ensures data integrity and confidentiality of patient results through strict implementation of hospital policies and LIS usage protocols. |
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Annex: MTR - 4

Position: Medical Technologist IV

Core:	Leadership/Managerial:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business. • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty. • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Team Leadership and Staff Development Leads, supervises, and motivates nuclear medicine personnel to deliver safe and accurate services. Foster a culture of continuous learning, professionalism, and teamwork. • Strategic and Operational Oversight Plans and manages unit operations, schedules, and resources efficiently. Make data-driven decisions to improve workflow, quality, and patient care delivery. Aligns team performance with institutional goals and national standards.
Organizational:	Technical/Fucntional:
<ul style="list-style-type: none"> • Work Ethics Upholds high standards of ethics, radiation safety and confidentiality in all aspects of nuclear medicine practice. • Decision Making Exercises sound, clinical and operational judgment in protocol implementation, workflow management and incident response. • Inter-Personal Relationship Fosters teamwork provides guidance and mentorships to staff, and maintains effective coordination with physicians, medical physicists, and administrative units. • Oral/Written Communication Prepares clear technical reports, internal memos, and external regulatory documents; effectively communicates instructions and policy updates. • Time Management & Self-Projection Leads by example in punctuality, workload management, and professional conduct, ensuring efficiency in daily operations and regulatory compliance. 	<ul style="list-style-type: none"> • Radiopharmaceutical Management Oversees preparation, labelling, calibration, and disposal of radiopharmaceuticals. Ensure proper handling and documentation in compliance with PNRI/DOH standards. • Radiation Safety & Regulatory Compliance Implements and monitors compliance with radiation protection protocols (ALARA). • Quality Assurance and Quality Control (Q/A/QC) Supervise daily and periodic QA/QC of hot lab equipment, dose calibrators, and contamination checks. Ensures adherence to SOPs, licensing conditions, and corrective action plans. • Data and Documentation Management Manages technical records including radiopharmaceutical inventory, exposure logs, and patient dose documentation. Prepares required reports for internal audits and regulatory compliance. • Laboratory Operations & Staff Supervision Coordinates work schedules, staff competencies, and performance evaluations. Ensures efficient workflow in line with nuclear medicine imaging and therapy procedures.



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COMPETENCY REQUIREMENTS

Annex: LT - 1

Position: Laboratory Technician I

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business. • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty. • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Work Ethics Demonstrates integrity, reliability, and adherence to professional standards in handling specimens, data, and patient confidentiality. • Decision Making Applies sound judgment in routine laboratory tasks and escalates complex cases appropriately to senior staff. • Inter-Personal Relationship Maintains respectful and collaborative relationships with colleagues, patients, and supervisors. • Oral/Written Communication Communicates clearly and accurately in both verbal reports and written documentation.
<p>Technical/Functional:</p> <ul style="list-style-type: none"> • Accurately enters patient and imaging data, maintains logs for radiopharmaceuticals and Nuclear Medicine/PET CT procedures. • Assist in documentation for DOH/PNRI and radiation safety protocols. • Prepares forms, schedules, and reports needed for audit and inspection. • Coordinates with staff for smooth patient flow and imaging service. • Supports radiopharmaceutical ordering, inventory tracking and recordkeeping under supervision. 	<ul style="list-style-type: none"> • Self-Projection Projects a professional demeanor and represents the laboratory with confidence and accountability. • Time Management Efficiently prioritize tasks to meet workload demands and turnaround times without compromising quality.



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COMPETENCY REQUIREMENTS

Annex: NQ - 5

Position: Nurse V

Core:	Technical/Functional:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business. • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty. • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Responsible for supporting and implementing the organization's comprehensive quality and patient safety programs. Ability to collaborate closely with various departments, clinical teams and stakeholders to proactively identify opportunities for improvement, rigorously analyze data and implement evidence-based practices to enhance patient outcomes, minimize risks and foster a culture of safety. With a strong clinical background, a demonstrated passion for quality improvement, exceptional analytical and communication skills and proven leadership experience. • Ability to support the implementation and maintenance of the organization's quality and patient safety programs, ensuring alignment with regulatory requirements, accreditation standards and best practices.
Organizational:	
<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. 	<ul style="list-style-type: none"> • Ability to collect, analyze and interpret data related to patient safety, quality metrics and clinical outcomes. • Ability to participate in the investigation and analysis of adverse events, near misses and sentinel events. • Ability to develop and implement evidence-based protocols and guidelines to improve clinical practice. • Ability to develop and deliver training programs on quality improvement, patient safety and risk management to clinical and non-clinical staff. • Ability to communicate effectively with all levels of the organization, including senior leadership, regarding quality and patient safety issues. • Ability to ensure compliance with all applicable regulatory requirements, accreditation standards and organizational policies. • Provide coaching, mentoring and performance feedback to team members.