JOB DESCRIPTION	
ORGANIZATION	IISC MEDICAL SCHOOL FOUNDATION BAGCHI-PARTHASARATHY HOSPITAL
POSITION	COMPLIANCE OFFICER
REPORTING TO	CHIEF EXECUTIVE OFFICER (CEO)
Key areas of responsibility:	To plan, coordinate, obtain, monitor, and maintain all statutory licenses, registrations, approvals, and regulatory compliances required for establishing and operating the hospital in accordance with applicable Central, State, and local laws.
Overall Responsibilities:	Identify all mandatory statutory licenses, registrations, and approvals required for hospital establishment and operations at Central, State (Karnataka), and local authority levels.
	Prepare and execute a comprehensive statutory compliance roadmap covering commissioning and operational phases.
	Coordinate end-to-end processes for obtaining licenses, including documentation, applications, inspections, renewals, and amendments.
	Liaise with government bodies and regulatory authorities for timely approvals.
	Act as the single point of contact for all statutory authorities, inspectors, auditors, and consultants.
	Coordinate inspections, site visits, and audits by regulatory bodies.
	Ensure prompt closure of observations, non-conformities, or deficiencies raised by authorities.
	Maintain a centralized statutory compliance register with validity, renewal dates, conditions, and scope of each license.
	Ensure proper version-controlled storage of all regulatory documents in physical and digital formats.
	Track renewal timelines and ensure uninterrupted validity of all licenses.
	Advise leadership and department heads on regulatory requirements impacting infrastructure, equipment, manpower, and services.
	Support drafting and validation of policies, SOPs, and manuals to ensure alignment with statutory requirements.
	Interpret regulatory changes and assess impact on hospital operations.
	Ensure all mandatory licenses are in place prior to commissioning and patient services.
	Certify statutory readiness for phased activation of departments and services.
	Support leadership in regulatory sign-offs required for operational launch.

	Monitor changes in healthcare laws, rules, notifications, and guidelines issued by Central and Karnataka State authorities.
	Proactively assess compliance gaps and recommend corrective actions.
	Support internal and external audits related to statutory compliance.
	Provide regular training to user departments on statutory compliance, department-specific license requirements, and regulatory guidelines.
Key Performance Indicators - Measurable Deliverables	Percentage of statutory licenses obtained as per project timelines
	Zero critical statutory non-compliances at commissioning
	Timely renewal of licenses (no lapses)
	Successful closure of regulatory inspection observations
	Accuracy and completeness of statutory documentation
	Responsiveness to regulatory queries and notices
Essential Qualification :	Bachelor's degree in Law, Hospital Administration, Public Administration, or a related field. Master's degree or certification in Healthcare Management / Compliance / Regulatory Affairs is preferred.
Professional Experience :	8–12 years of experience in statutory compliance and regulatory affairs, preferably in a hospital or healthcare infrastructure setting. Proven experience in obtaining licenses for hospitals in Karnataka / Bangalore is highly desirable.
Strong Skills :	Regulatory interpretation, statutory licensing coordination, liaison with government authorities, documentation and record management, inspection readiness, risk mitigation, cross-functional coordination, digital compliance tracking proficiency, attention to detail, ethical conduct, and adherence to timelines.
Industry Preference :	Healthcare
Reporting structure :	CEO
Reportee	Nil
Key Interaction - Internal	COO, CFO, Project Team, Engineering, Biomedical, HR, Pharmacy, Radiation Safety Officer, Blood Bank, F & B, Quality Team
Key Interaction - External	Government Departments, Statutory Authorities, Inspectors, Consultants, Licensing agencies
Knowledge and Technical	In-depth knowledge of Indian healthcare regulations and Karnataka-specific statutory requirements

competencies/Skills:	
	Regulatory interpretation and documentation skills
	Strong coordination and follow-up capability with government authorities
	Attention to detail and deadline orientation
	Ability to work independently in a pre-operational setup
	Strong written and verbal communication skills
	Digital proficiency in document management and compliance tracking systems
	In depth knowledge on accreditation standards NABH / NABL / JCI
Salary Structure	Salary to commensurate as per industry standards

GENERAL CONDITIONS

1. The nature of the employment will be contractual during the project phase and is subject to annual review and renewal. However, the engagement is terminable from either side without any reasons but with one month notice or salary in lieu thereof. The decision of the IMSF in this regard shall be final and binding on the candidate.

2. No accommodation will be provided.

3. The candidates have to appear in the selection process at their own cost.

Mode of Selection: Candidates who are desirous to be considered may submit the CV and cover letter highlighting the qualifications and experience to **office@iiscmedicalschoolfoundation.org** on or before **24/03/2026,5.00 PM** with the subject line: **"Application for Compliance Officer"**. The eligible applicants will be called for an interview. Applications received after the deadline will not be considered for selection.

JOB DESCRIPTION	
ORGANIZATION	IISC MEDICAL SCHOOL FOUNDATION BAGCHI-PARTHASARATHY HOSPITAL
POSITION	CLINICIAN INFORMATICS
REPORTING TO	CHIEF INFORMATION OFFICER
Key areas of responsibility:	To plan, coordinate, obtain, monitor, and maintain all statutory licenses, registrations, approvals, and regulatory compliances required for establishing and operating the hospital in accordance with applicable Central, State, and local laws.
Overall Responsibilities:	Act as a liaison between clinical departments and the IT/Digital Health teams to ensure accurate translation of clinical workflows into digital systems.
	Lead the clinical configuration and optimization of EMR/HIS modules, including OPD, IPD, Emergency, ICU, OT, diagnostics, and discharge workflows.
	Validate clinical content within digital systems, including order sets, templates, clinical pathways, alerts, clinical decision support rules, and documentation standards.
	Support clinical adoption of digital systems through hands-on training, workflow simulations, go-live support, and post-implementation stabilization.
	Participate in clinical workflow mapping, gap analysis, and redesign to improve patient safety, efficiency, and continuity of care through digital enablement.
	Ensure clinical documentation within EMR/HIS supports patient safety goals, medico-legal requirements, accreditation standards, and quality indicators.
	Collaborate with Quality and Patient Safety teams to ensure digital capture of clinical audits, outcomes, adverse events, and quality metrics.
	Support interoperability and data integration between EMR/HIS and ancillary systems.
	Review, test, and clinically validate new features, upgrades, and integrations during UAT and pre-deployment phases.
	Participate in incident analysis related to clinical systems, documentation errors, or digital workflow failures, and support corrective actions.
	Ensure adherence to data privacy, confidentiality, cybersecurity awareness, and ethical use of clinical data.
	Support clinical data analytics initiatives, dashboards, and reporting for outcomes monitoring, utilization review, and performance improvement.
	Contribute to the development and review of clinical informatics policies, SOPs, and governance frameworks.
	Represent clinical users in IT governance, digital transformation, and clinical safety committees.

	Undertake other responsibilities assigned by hospital leadership aligned with digital health strategy.
Key Performance Indicators - Measurable Deliverables	Adoption rate of clinical digital workflows across departments
	Reduction in clinical documentation errors and workflow deviations
	Timely resolution of clinically related HIS/EMR issues
	Compliance with digital documentation standards and accreditation requirements
	Clinician satisfaction scores related to EMR usability
	Successful clinical validation of system upgrades and new modules
Essential Qualification :	MBBS / BDS / AYUSH graduate from a recognized institution Additional certification or training in Medical Informatics / Health Informatics / Healthcare IT preferred
Professional Experience :	5+ years of overall clinical experience, of which Minimum 2–3 years must be in healthcare IT / clinical informatics roles, such as: EMR/HIS implementation or optimization Clinical product development or functional analyst role Digital health transformation projects in hospitals or health-tech companies Prior experience working in a digitized hospital environment preferred In-depth knowledge of national and international digital health standards, frameworks, and interoperability guidelines (including ABDM, NDHM, HL7, FHIR, IHE, and related regulatory frameworks).
Strong Skills :	Strong understanding of clinical workflows and patient care processes Ability to translate clinical requirements into functional digital specifications Analytical thinking and problem-solving Training and clinician engagement skills Communication across clinical and technical teams Change management and adoption support High standards of ethical and professional conduct
Industry Preference :	Healthcare
Reporting structure :	CIO
Reportee	Nil
Key Interaction - Internal	Consultant Doctors, Residents, Nursing Teams, Allied Health Professionals, Quality & Patient Safety, IT/HIS Teams
Key Interaction - External	HIS/EMR vendors, digital health solution providers, implementation partners

Knowledge and Technical competencies/Skills:	Strong understanding of clinical workflows across OPD, IPD, Emergency, ICU, and OT
	Proficiency in Hospital Information Systems (HIS) and EMR platforms
	Working knowledge of clinical data standards (ICD-10, SNOMED CT, LOINC, HL7, FHIR)
	Experience in clinical configuration, testing, and validation of digital systems
	Ability to review and optimize clinical decision support tools
	Understanding of medico-legal documentation requirements in digital records
	Familiarity with clinical analytics, dashboards, and quality indicators
	Awareness of data privacy, cybersecurity, and patient confidentiality
	Proficiency in basic data analysis tools and MS Office applications
	Ability to work effectively in multidisciplinary, digitally enabled hospital environments
	Ability to design, deliver, and coordinate structured training programs on digital health systems, standards, compliance, and best practices for all relevant stakeholders, including clinicians, nurses, allied health professionals, administrators, and IT teams.
	Capacity to act as a resource person and mentor for institutional digital health capacity building and continuous professional development.
Salary Structure	Salary to commensurate as per industry standards

GENERAL CONDITIONS

1. The nature of the employment will be contractual during the project phase and is subject to annual review and renewal. However, the engagement is terminable from either side without any reasons but with one month notice or salary in lieu thereof. The decision of the IMSF in this regard shall be final and binding on the candidate.

2. No accommodation will be provided.

3. The candidates have to appear in the selection process at their own cost.

Mode of Selection: Candidates who are desirous to be considered may submit the CV and cover letter highlighting the qualifications and experience to **office@iiscmedicalschoolfoundation.org** on or before **24/03/2026,5.00 PM** with the subject line: **"Application for Clinician Informatics"**. The eligible applicants will be called for an interview. Applications received after the deadline will not be considered for selection.

JOB DESCRIPTION	
ORGANIZATION	IISC MEDICAL SCHOOL FOUNDATION BAGCHI-PARTHASARATHY HOSPITAL
POSITION	CHIEF TALENT MANAGEMENT OFFICER
REPORTING TO	CHIEF EXECUTIVE OFFICER (CEO)
Key areas of responsibility:	Provide strategic leadership and operational administration of the human resources and talent management of the hospital with the aim of aligning with the mission, vision, and strategic objectives. Lead talent acquisition, employee performance, performance management, organisational development, and compliance activities with the aim of establishing a high-performing, motivated, and future-focused employee base.
Overall Responsibilities:	Develop and execute a comprehensive talent management strategy that supports organizational growth and long-term workforce sustainability.
	Provide strategic guidance and leadership to executive leadership and departmental leaders on HR-related matters.
	Oversee the recruitment, selection, and onboarding process for all hospital staff, including physicians, nurses, allied health professionals, and administrative staff.
	Develop innovative recruitment strategies to attract top talent and build a diverse and inclusive workforce.
	Implement talent management programs to identify high-potential employees, foster career development, and support succession planning initiatives.
	Lead employee relations activities, including conflict resolution, grievance management, and performance counselling.
	Design and implement employee engagement initiatives to enhance staff morale, satisfaction, and retention.
	Establish robust performance management frameworks to ensure accountability, fairness, and growth.
	Champion organizational development initiatives including culture transformation, change management, and process improvement.
	Leverage HR analytics and workforce metrics to drive data-informed decision-making and continuous improvement.
	Ensure compliance with Central, State, and local labour laws as well as industry best practices in compensation, benefits, and workplace policies.

	Oversee contract administration and ensure ethical, transparent HR practices across the hospital.
	Mitigate HR risks and liabilities through strong governance, policy development, and compliance monitoring.
	Promote an organizational culture of integrity, inclusivity, and accountability.
Key Performance Indicators - Measurable Deliverables	Overall turnover rate of hospital staff, including voluntary and involuntary separations.
	Time-to-fill vacancies for key positions within the hospital.
	Employee engagement survey scores measuring job satisfaction, organizational commitment, and willingness to recommend the hospital as a place to work.
	Percentage of employees participating in training and development programs.
	Completion rates for performance appraisals and goal-setting discussions.
	Diversity metrics tracking representation of underrepresented groups within the workforce.
	HR department budget adherence and cost per hire metrics.
	Number of employee grievances or complaints filed and resolution rates.
Essential Qualification :	MBA/MHA/PGDM with specialization in HR or Healthcare Management.
Professional Experience :	12 - 15 years of experience out of which atleast 5 years as Head of HR in Hospital setting with more than 250 beds
Strong Skills :	Business understanding, Ability to coach, Strong communication and listening abilities, Consulting skills, Courage and Integrity, Facilitator, Negotiation, Leadership, Strategic thinking, Interpersonal, People management, Digital mindset with ability to drive adoption of hospital software and HR technology across the organization
Industry Preference :	Healthcare
Reporting structure :	Chief Executive Officer
Reportee	Recruitment team, training team, payroll management team, Employee welfare team, Statutory compliance/MIS team

Key Interaction - Internal	All Employees
Key Interaction - External	Recruitment Agencies, Training Agencies, Govt. Authorities
Knowledge and Technical competencies/Skills:	Ability to develop and execute HR strategies aligned with hospital's mission and strategic objectives
	Knowledge of talent assessment, onboarding, and succession planning best practices
	Proficiency in using HRMS, applicant tracking systems, payroll, and workforce management platforms
	Expertise in HR analytics dashboards to interpret workforce data and generate actionable insights
	Knowledge of compensation, benefits, and compliance reporting through digital tools
	Proficiency in e-learning platforms and digital training modules for workforce development
	Ability to integrate HR systems with hospital-wide EMR/HIS platforms for seamless operations
	Familiarity with digital compliance tools for maintaining records in line with accreditation and legal requirements
Salary Structure	Salary to commensurate as per industry standards

GENERAL CONDITIONS

1. The nature of the employment will be contractual during the project phase and is subject to annual review and renewal. However, the engagement is terminable from either side without any reasons but with one month notice or salary in lieu thereof. The decision of the IMSF in this regard shall be final and binding on the candidate.

2. No accommodation will be provided.

3. The candidates have to appear in the selection process at their own cost.

Mode of Selection: Candidates who are desirous to be considered may submit the CV and cover letter highlighting the qualifications and experience to **office@iiscmedicalschoolfoundation.org** on or before **24/03/2026, 5.00 PM** with the subject line: **"Application for Chief Talent Management Officer"**. The eligible

applicants will be called for an interview. Applications received after the deadline will not be considered for selection.