



Ispahani Islamia Eye Institute and Hospital Bangladesh

A Not for Profit Organization

Ispahani Islamia Eye Institute and Hospital (hereinafter referred as IIEI&H) has been known for about 60 years and is the largest multispecialty eye hospital in Bangladesh. The emphasis is on quality eyecare for all socio-economic sections of society. IIEI&H is one of the leading ophthalmic educational institutions in Bangladesh. The Institute of Ophthalmology was formally established in 1993 to coordinate all doctor and ophthalmic paramedic courses at Islamia, and we have established teaching as part of our mission and our vision. The primary aim is to provide the students and trainees with a modern teaching, training and research facilities. To serve that purpose, Education department has a wide variety of postgraduate ophthalmic courses and various training opportunities for both ophthalmic doctors and healthcare professionals at IIEI&H.

We are currently looking for committed, dynamic and enthusiastic person for the following position:

Registrar, Education Department and Medical Services Department

Major Responsibilities:

- Conduct practical demonstration and tutorial class for Residents, post graduate students (Diploma in Ophthalmology, FCPS) and Resident Medical Officers (RMOs).
- Make schedule of classes and clinical placement.
- Arrange and conduct periodic assessment exams and report to Education department.
- Monitor student's attendance in lecture classes and in clinical placement (General OPD, sub-specialty department, OT etc.) and leave record.
- Make arrangement for classes by visiting Professors from other institution.
- Check Logbook at periodic interval.
- Facilitate MOCK test exams, Block exam for example patient collection, making of Objective Structured Practical Examination (OSPE) stations etc.
- In COVID Situation:
 - Host and conduct regular online classes according to decision of institute.
 - Keep communication with students and respective teacher.
- Wet Lab:
 - Help to understand microscope orientation and basic surgical steps for Residents, RMOs, Students including new SICS trainees along with other trainers.
- Collaboration with other institutes (BSMMU, NIOH etc.)
- Counselling students / trainees when required.
- Any other academic tasks advised by Director Education and Deputy Directors of Education Department.
- Routine Job under direction of Medical Services Department in collaboration with Education Department
 - Attend patients of General Ophthalmology.
 - Perform common surgeries including cataract which he/ she is capable of and permitted after evaluation and monitoring by Medical Services Department.

The ideal candidates should have:

Education and Aptitude: Recently passed FCPS / MS in Ophthalmology / Equivalent Degree (not more than 2 years ago).
Preferred Skills and Expertise:

- Sound oral and written communication skill
- Teaching medical students
- ICT Skill (Power point presentation, Excel work, Clinical photography skill, Clinical video recording and editing etc.)
- Fluency in English

Application Procedure:

Interested candidates who fulfill the above requirements are requested to send their application with updated CVs to recruitment@islamia.org.bd or to **Human Resources Department, Ispahani Islamia Eye Institute & Hospital, Farmgate, Dhaka-1215** on or before **June 15, 2021**. Please mention the title of the position applied for on the top of the envelope or in subject line.

Ispahani Islamia Eye Institute & Hospital is an equal opportunity employer and all are encouraged to apply for the position. Any attempt to influence the recruitment process shall disqualify the candidate. Only short-listed candidates will be called for selection tests.