# Calcutta Rescue
### Creating Opportunities Transforming Lives

# Job Description

## Volunteer Project Manager digital Healthcare Management System (PM HMS)

### Summary:

CR is a medium sized, busy NGO in Kolkata that requires a qualified volunteer to manage the transition of the paper-based patient records to a digital format. CR has several small clinics around Kolkata and two ambulances, which serve as mobile clinics in the slum areas. All of them still use paper to track the patients medical history.

To simplify the process and deliver better quality to the patients, the introduction of a digital Healthcare Management System (HMS) was decided. In this ongoing process the current situation was analysed and several Kolkata based software providers have been contacted but due to the tight budget and the requirement of a customized software none of them were finally concluded.

Your responsibility will be to liasion with doctors and staff members in encouraging them about the benefits of a digital system and support them with the transition. Introduce and carry on with the customization in at least one of our clinics and serve as contact person between CR and the local software provider.

### Responsibilities:

- Decide upon or carry on with the digital HMS
- Manage the customization of the HMS
- Provide training and support to the medical stuff
- Manage the hosting of the software, if not done by the provider
- Manage the provision of the necessary client hardware

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**WB Societies Reg No**: S/67495/91-92; **FCRA Reg No**: 147120588
Local Donations are exempted 100 % **u/s 35AC for corporates & u/s 80GGA for individuals of the Income Tax Act.**

## Essential Qualities:

- BSc Computing /IT (or equivalent) with evidence of client/server and cloud based solutions
- Minimum of 5 years of work experience in the IT sector
- Experience in Project Management
- Network and internet security
- Good interpersonal/ communication skills
- Good knowledge of written and spoken English
- Flexibility/Adaptability with a sense of humour
- Ability to work well in a multicultural team
- Commitment to volunteering overseas

## Desirable Qualities:

- Programming skills
- Experience with document management systems
- Experience in the medical sector
- Travel or work experience within a developing country
- Knowledge of Bengali or Hindi Language

## Reporting to:

- CEO

## Accountable to:

- Volunteer Coordinator

- CEO

**Updated 23.02.2020**

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