



GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT

SECTION (AHP-I)

Dated: Lahore, the 16th October, 2025

NOTIFICATION

NO.SO(AHP-I)9-JD/2025 (BS-18): The Job Description of the post of **Senior Clinical Psychologist (BS-18)**, under Specialized Healthcare & Medical Education Department is hereby approved, as detailed below:

Job Title	Senior Clinical Psychologist (BS-18)
Reports to	Head of Department
Duties and Responsibilities	He / she shall be responsible: i) To supervise his/her subordinates in the light of directions of Head of the Department in handling the patients and to inform immediately Head of Department in case of any unwanted situation as to behavior & treatment of patient and otherwise. ii) Monitor assessments, diagnosing mental health conditions and providing evidence-based psychotherapy of patients. iii) To check time to time patient records/ailment history to ensure confidentiality. iv) Support his/her subordinates for evidence-based interventions, clinical research and ethical/legal psychology standards in dealing with patients. v) To have strong communication, organization, analytical and problem-solving abilities while supervising the subordinates. vi) To be proficient in IT tools for professional use. vii) To maintain confidentiality of patients' history etc. viii) To inspect maintenance of comprehensive patient records and implement tailored interventions. ix) To ensure observance of standing operating procedures (SOPs) for patients' treatment including obtaining the informed consent and educate patients on treatment options etc. x) To devise necessary steps to promote mental health awareness and organize rehabilitation programs as directed by the immediate officer / incharge. xi) Supervise and train interns, if any; support academic tasks and research as per requirement notified by the Head of the Department. xii) Assess the Reviewing of referrals, coordinating and conducting the staff training as per requirement defined by the Head of Department. xiii) To ensure performance of subordinates regarding court-ordered evaluations and assessments for legal bodies as per approval of the concerned Head of the Institution / Hospital. xiv) To make himself available for emergencies and as per notified duty roster / schedule. xv) To ensure effective supervision of subordinate staff for better health service delivery to the patients.

	xvi) Evaluate staff/facility performance and conduct outreach as per directions of Head of Department. xvii) Conclude therapy appropriately with follow-ups. xviii) To ensure documentation of pre and post-therapy psychological assessment. xix) To ensure timely writing of PERs of subordinates under rules/policy. xx) Any other duty assigned by the Authority under rules.
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**SECRETARY
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT**

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. All V.C./Principal/Dean/MD/MS/ED/COO/CEO under SHC&ME Department.
2. Director General Health Services Punjab, Lahore.
3. PS to Secretary, SHC&ME Department.
4. PS to Secretary Health & Population Department.
5. PS to Special Secretary (OPS), SHC&ME Department.
6. PAs to all Additional Secretaries, SHC&ME Department.
7. PAs to all Deputy Secretaries, SHC&ME Department.
8. Office file.


SECTION OFFICER (AHP-I)