

REGIONAL HEALTH AUTHORITY
JOB SPECIFICATION AND DESCRIPTION
JOB SPECIFICATION

JOB TITLE: Medical Officer (Grade 1)

Division: Secondary Care

Department: Technical Services

ROLE AND CORE FUNCTION OF JOB:

Under the supervision of a Consultant the incumbent will be responsible for the delivery of health services in the institution, in accordance with the Government's and Regional policies and regulations. Performs medical diagnoses and treatments, and oversees patient care management to ensure the appropriate balance in the delivery of health services.

DUTIES AND RESPONSIBILITIES:

The incumbent should:

1. Provides and manages direct patient care, including physical examinations, evaluations, assessments, diagnoses and treatment for all patients seen.
2. Performs and records in a systematic manner investigations and evaluation of patients so as to diagnose and prescribe treatment for commoner medical and surgical illnesses without direction supervision but under the direction of senior medical personnel.
3. Performs common medical/surgical procedures and investigations in a safe, polite and friendly manner within his/her sphere of technical competence.
4. Keeps daily contemporaneous, legible and accurate records on all patients cared for by using the prescribed format of the health facility. The patients' records should include discharge summaries and diagnoses for Health Record Coding

5. Ensures that all reports and investigations are retrieved, recorded and communicated in a timely manner so as to expedite treatment regime efficiently and effectively
6. Communicates with patients and their relatives in a manner that advances his or her understanding of the medical condition and treatment.
7. Communicates regularly with the supervisor, team members and other colleagues the condition, treatment and progress of patient under treatment.
8. Ensures that all treatment and investigation received the consent of patients, and where appropriate, their relatives.
9. Follows reasonable instructions/orders of doctors, employers or senior members of the health team so as to achieve the objectives of the health facility and the RHA
10. Participates in the training of other members of the health team by giving directions, demonstration and oversight so as to achieve the objectives of the unit or health facility
11. Prepares reports on the nature of the illness and progress of patients' disabilities or illnesses including but not limiting to employment, insurance/incident/accidents and medico-legal matters.
12. Works with colleagues and other members of the health team in a considerate, cooperative and respectful manner that promotes industrial-harmony within the SERHA.
13. Counsels patients and relatives as directed by the supervisors or other members of the health team as to the nature and outcome of treatment so as to gain their consent for treatment.
14. Takes first call if there are no Interns on the Firm (eg. Interns on vacation).
15. Sees referrals from other firms and departments, and makes referrals, ensuring they are acted upon as directed.
16. Sees patients in clinics, including members of staff .
17. Conducts out-station clinics where applicable.
18. Does Post Mortems and attends court as witness in Medico-legal cases if necessary.

19. When on duty as per rota, the incumbent must:

- (i) Know of all patients on other wards who are very ill;(where coverage is in effect)
 - (ii) Be readily available (physically) for emergency calls and calls from interns;
 - (iii) See and review all admissions (making the decision to admit or not after consultation with the Senior Registrar or Consultant where applicable.)
- Performs any other duty that from time to time may be assigned by the immediate Supervisor, Head of Department or Senior Medical Officer in charge of the institution.
 - NB Incumbent must note in Dockets all actions taken including if and when the Senior Registrar or Consultant is called. If s/he is not satisfied with the response inform the Head of Department or the Senior Medical Officer/Medical Officer in Charge.

EDUCATIONAL REQUIREMENTS

Qualification and Experience:

- Graduation from an approved Medical School
- A satisfactory internship
- Full registration with the Medical Council of Jamaica
- Medical Defence Insurance

REQUIRED SKILLS AND SPECIALIZED KNOWLEDGE:

- Ability to coordinate a wide range of activities
- Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage
- Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment in area of expertise.
 - Ability to observe, assess, and record symptoms, reactions, and progress
 - Ability to communicate effectively both orally and in writing
 - High level of integrity and professionalism

SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- Exposure to highly confidential and sensitive information.
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- Numerous critical deadlines

REPORTING RELATIONSHIPS

1. Supervision Received From:

A. Directly

Consultant

B. Indirectly

None

Nature of Supervision Received:

Review of agreed objectives

2. Supervision Given to:

A. Directly

None

B. Indirectly

Interns

LIASES WITH

A. Internally

Nursing staff
Technical and Administrative Staff
in the Institution, Region and Nationally

B. Externally

Private medical care facilities
Government Agencies
Non- Governmental organisations

AUTHORITY TO:

- Limited to patient care
- Admitting and discharge privileges
- Prepare and sign prescriptions

PERFORMANCE CRITERIA:

The job is satisfactorily performed when:

- ~~• Advice provided is technically sound.~~
- High level of Patient Care is maintained
- Adequate records of Patient Care /management is maintained.
- A high level of performance is demonstrated consistently.
- Stipulated deadlines are consistently met.
- Confidentiality of information obtained on the job is preserved.
- Increased individual and community responsibility for health is demonstrated.

USUAL HOURS OF WORK:

8:00 a.m. - 4:00 p.m. Monday – Friday

8:00 a.m. - 12 noon on Saturdays

Duty Nights - as per duty roster

NB.

The work must always be completed before going off. If you are not on duty that night, alert the Registrar on call about any very ill patients you have.

Private Practice is not allowed.

EDUCATIONAL REQUIREMENTS

(a) Specific Knowledge

- Knowledge of the National Health Policy
- Knowledge of Public Health Laws and Regulations
- Knowledge of Management Principles and Practices
- Knowledge of Trends in the Health Care Industry
- Knowledge of Principles Governing Health Regulations

(b) Qualification and Experience:

- Graduation from an accredited medical school
- Postgraduate degree in a medical speciality
- Fully registered with the medical council
- Five (5) years progressive and responsible experience within the speciality, plus Peer Approval.

REQUIRED SKILLS AND SPECIALIZED KNOWLEDGE:

- Proven leadership skills
- Ability to motivate staff and set and maintain professional standards
- Ability to coordinate a wide range of activities
- Excellent time management skills
- Ability to communicate effectively both orally and in writing
- High level of integrity and professionalism

SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- Exposure to highly confidential and sensitive information.
- Numerous critical deadlines

REPORTING RELATIONSHIPS

1. Supervision Received From:

A. Directly

Senior Medical Officer

B. Indirectly

None

Nature of Supervision Received:

Review of agreed objectives

2. Supervision Given to:

A. Directly

Medical Officers
Interns

B. Indirectly

LIASES WITH

A. Internally

Chief Executive Officer
Divisional Heads
Ward Sister
Other technical and administrative staff
Within the Region

B. Externally

Private Medical Care Facilities

Government Agencies
Non- Government Agencies

International Health Agencies

Non- Governmental organisations