



## JOB DESCRIPTION

### A IDENTIFICATION INFORMATION

A1	<b>Job title:</b>	Medical Doctor
A2	<b>Department:</b>	Administration
A3	<b>Section:</b>	Medical
A4	<b>Reports to (position):</b>	Medical superintendent
A5	<b>Supervises (Name of Positions):</b>	Clinical Officer

### B1 JOB DESCRIPTION

#### B2 Overall purpose of the job.

Responsible for performing consultations in OPD and IPD units in line with MoH protocol and clinical guidelines to diagnose, treat and manage patients. Performs surgery within competency and controls the rational distribution of medicine to improve patient's health conditions.

#### Key Responsibilities

##### Disease prevention and provision of counselling services

- Perform OPD/IPD ward rounds to assess patient condition, diagnose and prescribe treatment and/or refer complicated cases in line with clinical guidelines and hygiene protocols
- Determine when IPD patients should be discharged or transferred, ensuring referrals are managed efficiently to minimize complications
- Control the rational distribution of medicine and equipment; ensure sterilization and good maintenance of medical equipment.
- Keep the patient and family informed about the illness and provide appropriate explanations about the treatment to follow; verify understanding to ensure informed consent and adherence to treatment
- Ensure data traceability by recording all medical activities on patients' card and in registration books such that patient treatment is continuous
- Assist with and perform surgical interventions and clinical procedures within competency
- Attend to emergency cases in the health facility
- Participate in the recruitment of medical staff
- Ensure general hygiene standards and universal precautions are followed at all times and implement and monitor actions to reduce bio-hazard risks and improve infection control
- Ensure ongoing training of the medical/paramedical multidisciplinary team in order to optimize the quality of care.
- Participate in the collection and analysis of epidemiological data, checking its validity and informing the Medical Coordinator about any problem or complication of the patient's illness, including medical error
- Ensure direct reports have clear objectives, receive mentorship and participate in capacity building opportunities

##### Data collection and analysis

- Compile and analyse health data, undertake effective information utilization and dissemination amongst the hospital staff and company employees.



## **JOB DESCRIPTION**

### **• Co-ordination of work.**

- Co-ordinate daily schedules with other medical officers and clinicians at the hospital in the delivery of quality health care to patients/employees.

### **Report writing**

- Write periodic reports and submit them to the Medical Superintendent on time for onward delivery to the DDHS and other agencies.

### **Other duties.**

- Participate in planning and budgeting for the hospital.
- Perform any other related duties as maybe assigned by the Medical Superintendent/Management from time to time.
- Provide guidance and supervision of primary health care activities in the hospital.
- Follow up on disease outbreaks.
- Provide education and sensitization to the community in case of disease outbreaks.
- Participate in the pre-employment evaluation to both new and existing employees.

### **Education, Experience, Licenses and Certifications**

Bachelor's Degree in Medicine and Surgery is required and post graduate in surgery is an added advantage.

Registration with Uganda Medical and Dental Practitioners Council

Valid practicing license is required

5 years of work experience in a 100-bed hospital practice relating to primary health care, maternal and child health, reproductive health, HIV/AIDS and communicable diseases is required

### **KNOWLEDGE**

- Knowledge of primary health care, maternal and child health, reproductive health, HIV and AIDS and communicable diseases, surgery, paediatrics, obstetrics and gynaecology
- Knowledge of professional clinical medicine principles, procedures and techniques
- Knowledge of surgery methods and best practices
- Knowledge of medicines, hygiene management and IPC protocol

### **SKILLS**

- Skilled in applying clinical medicine principles and procedures in the evaluation and treatment of patients
- Skilled in performing surgery within competency
- Skilled in prescribing correct medication
- Excellent interpersonal and communication skills
- A good command of both written and spoken English

### **ABILITIES**

- Ability to maintain confidentiality of patient information and adhere to professional code of conduct
- Ability to treat all patients and staff with respect, without prejudice
- Ability to provide high quality, ethical, compassionate care that places the needs of the patient first
- Ability to maintain detailed records with high accuracy
- Ability to be flexible and manage stress