

JOB DESCRIPTION

JOB TITLE:	MEDICAL OFFICER	JOB HOLDER:
DEPARTMENT:		REPORTS TO: DIRECTOR MEDICAL SERVICES
Brief Job Summary:	To work as an in-house Medical Officer responsible for clinical care of patients in these units, wards or clinics and ensuring an efficient, effective and profitable medical service	
Key Duties & Job Responsibilities	<ul style="list-style-type: none"> To carry out conclusive diagnoses and treatment based on comprehensive history taking and examination of the patient(s) following IHK protocols and thorough BUT appropriate investigations (e.g. lab tests/imaging, etc.). To be fully conversant with the hospital and/or health center facilities and systems including the corresponding charges/ fees To follow up on all cases, ensuring that lab tests, imaging, further consultations, etc. are made and medical attention followed through. To provide OPD cover as will be required ensuring that all patients are seen without unnecessary details. It is important that you regularly check the patients' card box to ensure that not patients are waiting To be well-versed with the medical equipment and how to use and maintain it. To liaise with external medical service providers for any information they may have regarding our patients. To liaise with specialists for proper management of patient(s) they have referred or consultations for IHK patient(s). To instruct or train junior medical staff on any issues pertaining to management of the patient(s) e.g. doing triage, patient handling, etc. To keep up to date with the current medical systems through regular CME attendances/ presentations and regular reading. Note: CME sessions are held every Thursday at 8:00 a.m. in the Boardroom and there are Online CMEs on a monthly basis. To review any ambulance cases as will be required to prepare adequate and uninterrupted care of patient in transit. To comprehend policies on charges, health schemes (e.g. scope of cover) and clearly fill out insurance claim forms and ensure that treatment is not made beyond the client's entitlements To continually assess the systems in place and/or suggest ways of improving them To provide ward cover as will be required ensuring comprehensive patient management and providing clear written record of your management of the patient(s) in the patients' files. To conduct regular comprehensive ward rounds as will be required when you are on duty. To prepare comprehensive reports and personally handover to the next Medical Officer on shift as will be required (you should not leave duty unless you have made a proper handover to the next Medical Officer. on duty). Any other added duties as will be assigned from time to time. 	
Person Specifications:	<p>Qualifications:</p> <ul style="list-style-type: none"> A medical degree from a recognized and reputable institution, an Annual Practicing License and a Registration Certificate. Registration as a medical practitioner or eligible for registration with the Uganda Medical and Dental Practitioners' Council. <p>Years of Experience:</p> <ul style="list-style-type: none"> At least one year of professional experience after completing the internship. <p>Skills required to perform the Job:</p> <ul style="list-style-type: none"> Ability to work long hours, often under pressure. Good practical skills. Ability to solve problems. 	

- Effective decision-making skills.
- Leadership and management skills.
- Communication skills, compassion and a good bedside manner.
- Drive to continue learning throughout career.

Approval

HR Business Partner:

----- Date -----

Head of Department:

----- Date -----

Employee Acceptance

I hereby acknowledge receipt of my JD. I wish to confirm that I have read & understood the Job contents & expectation and therefore am willing to offer my services under the terms and conditions given hereto.

Employee Signature: Date: -----