

**JOB TITLE** : **MEDICAL OFFICER**

**JOB REFERENCE NUMBER** : **WMC0023**

**SALARY SCALE** : **JG6-(MED)**

**REPORTS TO** : **SENIOR MEDICAL OFFICER**

**RESPONSIBLE FOR** : **N/A**

**JOB DESCRIPTION**

As a Registered and Licensed Medical Officer (MO), you will provide and maintain curative and preventive health care to patients at Wyra Medical Centre in accordance with the Health Service Delivery Standards.

- **Primary Location:** Kasangati, Wakiso District, Uganda
- **Posting End Date:** 15-MAY-2021
- **Employee Class:** TBD
- **Date Available:** 15-JUN-2021
- **Hours per Shift:** Varies
- **Length of Shift in weeks:** Varies
- **Shifts per cycle:** Varies
- **Shift Pattern:** Days, Evenings, Nights, Weekends, On Call
- **Days Off:** TBD
- **Salary/Month:** Negotiable

**KEY FUNCTIONS**

- i. Provide comprehensive primary care services to patients, working independently and interdependently with other Healthcare providers.
  - ii. Assess patient needs for specialty referrals, diagnostic and in-patient care and make appropriate referrals for service.
  - iii. Provide patients and family members with counseling and education regarding health maintenance, disease prevention, diagnosis, treatment, and need for follow up as appropriate during each patient visit. Verify and document that the patient understands diagnosis, treatment and follow up recommendations.
  - iv. Responsible for accurate, timely, and complete documentation in patient medical and billing records.
  - v. Participate in patient triage system.
  - vi. Perform minor outpatient procedures in accordance with licensure as per policy.
  - vii. Provide consultation to other healthcare providers, either in person or by telephone.
  - viii. Consult with physicians, specialists, or other health care professionals as appropriate.
  - ix. Assist with meeting patient care team productivity and quality care standards.
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- x. Participate in development and utilization of WMC practice guidelines and procedures.
- xi. Participate in audits and meet standards of WMC Quality Improvement, Risk Management and Utilization Management programs.
- xii. Maintain credentials essential for practice, to include licensure, certification, and Medical Council Memberships.
- xiii. Complying with WMC's Code of Conduct, Bylaws, Policies, Procedures and Guidelines, as well as the Professional Code of Conduct and Ethics.
- xiv. Attend staff meetings and in-service meetings and participate in Board committees or task force activities as required.
- xv. Participate in continued professional development.
- xvi. Preparing and submitting periodic reports.

#### **PERSONAL SPECIFICATIONS**

##### **i. Qualifications**

- Must have MBChB or its equivalent from a recognized University or Institution.
- Must be registered and licensed with the Medical and Dental Practitioners Council

##### **ii. Experience**

- Preference given to applicants with minimum of Two (2) years working experience in Clinical Practice.

##### **iii. Competencies**

- Planning, organizing, and coordinating
  - Concern for quality and standards
  - Communication
  - Ethics and integrity
  - Time management
  - Team building
  - Information management
  - Report writing
  - Accountability
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