

Terms of Reference and Scope of Services for NHI Clinic

MEDICAL OFFICER II

Date:	February 9 2023
Job Title:	Medical Officer
Reports To:	Medical Coordinator
Payscale:	21
Job Summary:	<p>The Medical Officer provides medical management to patients at the primary and secondary levels of care including but not limited to: complete assessment, diagnosis, treatment, follow up, and referral-when appropriate, and inclusive of Family health education. This position works under the direction of specialists and medical chiefs of staff.</p> <p>The medical officer forms part of a team that provides integrated health care, through collaboration and-consultation with other medical officers on staff. The medical officer must be available for inter-consultations by other members of the medical team and responds in a timely manner when called upon or in emergency situations. The medical officer participates and/or prepares continued medical education sessions relating to medical management of patients and participates in case reviews for patients.</p>
Qualifications	<ul style="list-style-type: none">· First Degree in Medicine and Surgery· Must be a Registered Medical Practitioner in Belize· Must be fluent in the English Language
<p>MAJOR RESPONSIBILITIES / DUTIES</p> <p>The Medical Officer will:</p> <ol style="list-style-type: none">1. Be knowledgeable of and upholds regulations, guidelines, policies and standards, of the Ministry of Health and Wellness, related to the management of diseases and infection prevention and control measures.2. Ensures compliance with quality improvement initiatives and commits to provision of quality health care services for the community he/she serves. This includes being able to provide much needed feedback to concerned patients and relatives on health related topics.3. Provides complete, exhaustive and comprehensive medical evaluation, treatment and consultation services to patients within public facilities with the responsibility of being available to respond to emergencies at all times.4. Obtain and document in the Belize Health Information System (BHIS) and Registration and Clinical Activity Web Application system (RAWA) the following findings for each patient: appropriate main complaint, past medical, family and social history, vital signs, allergic reactions, physical assessment of organ systems, laboratory results, imaging findings, diagnosis, medications and treatment plan, where applicable5. Provides medical orders for prescription refills, administration of medications, laboratory testing, and/or referrals. This includes the review and interpretation of all laboratory tests with the responsibility of notifying and educating the patient on findings and health issues in general.6. Provide holistic and integrated care utilizing a team approach to patient care7. Is responsible for evaluating and presenting all new cases admitted to the ward/observation room, including medical history, findings of the physical examination, clinical findings, procedures, tests and treatment, and the rationale for the management should be explained as per case scenario.	

8. Responsible for presenting the daily evolution, of the patients in the ward/observation room, to the team making the clinical rounds and must ensure adequate, effective monitoring and evaluation are consistently being carried out and recorded as per protocols.
9. Provide adequate management of the critically ill, when indicated as per clinical assessment and diagnosis in the event of a life threatening event, seeking urgent support and guidance by other team members and medical specialist where appropriate.
10. When in doubt concerning the medical/surgical management of a patient, the Medical Officer is to seek assistance from the local management teams such as other medical officers and specialists on call or on duty at the referral hospitals.
11. Responsible for executing routine procedures for the patient; where a medical/surgical procedure requires a particular skill and or/is life threatening the officer must exercise all measures. If further support is needed a specialist would be responsible for such and can delegate with guidance at all times such duties to the assisting Medical Officer who may perform the procedure.
12. Take initiatives in the management of patients and make sound clinical judgement in prioritizing cases in the event of serious illness.
13. Participate in the Continuing Medical Education Program of the institution where employed. This includes continuous case presentations and case reviews, and may include those being offered by other medical bodies or institutions.
14. Properly complete the medical record of the patient on a daily basis and provide medical certificates and Social security forms when required.
15. Report directly to his/her immediate supervisor as determined by the institution where he/she is posted.
16. Make the necessary and appropriate referrals for specialist care. This includes alerting and informing all administrative staff of such transfers to a secondary level of care at all times for support if needed.
17. Responsible for administering first doses of intravenous antibiotic medications to patients.
18. Participate in health promotion and prevention activities as required by the MOHW and administrative facility in the region/district.
19. Support and participates in all research protocols and studies as required to ensure the building of evidence based medicine and the country epidemiological profile.
20. Participate and carry out interventions in the Labor and delivery unit in support of the patient partum, alone or in support of the midwives providing care.
21. Presents and participates in outbreak/epidemic /pandemic and research investigations as per regional profile on a yearly basis with recommendations to the MOHW and facility administration eg. FETP, BMDA congress and others.
22. Participate in the effective transfer of critical cases from the regions/districts once the patient has been stabilized, to ensure clinical and hemodynamic stability of the patient in the process transfer to Regional Hospitals and/or to the KHMHA.
23. Advocate for patient and clients at health facilities to ensure that high quality effective health care is given at all times.

SKILLS & ABILITIES

- *Positive role model
- *Fluent in English, fluency in Spanish would be an asset
- *Sound leadership qualities
- *Sound knowledge of clinical management and national protocols
- *Ability to promote quality improvement activities in assigned facility/region
- *computer literate

*Excellent management skills: Guides staff rather than authoritarian/controlling. Knows how to work under stress and manage behavior effectively

I have read, understood and received a copy of this job description.

Signature of Employee: _____ **Date:** _____

Print Name: _____

Signature of Witness: _____ **Date:** _____

Print Name: _____