

<b>Job Title</b>	Senior Medical officer: Outpatient Department /Emergency Department
<b>Sub - Division</b>	Medical Services
<b>Position Reports to</b>	Medical Director
<b>Position Supervises</b>	Outpatient Medical Officer / Registered Clinical Officer Casualty Medical Officer / Registered Clinical Officer

**Purpose of the Job**

1. To be the Clinical lead in the OPD/Casualty department for the Medical officers, clinical officers and interns.
2. To provide oversight of all clinical officers and Medical officers in OPD by assuring that SOPs for patient care are followed closely
3. To meet monthly with the team to assess quality health care delivery as well as identification of areas that need improvement.
4. To Provide quarterly objective appraisal for the Team so as to foster excellence at the work place for the benefit of the patients.

**Main Duties and Responsibilities**

The duties and responsibilities are:

**I. Operational Roles and Responsibilities**

1. Hold on-duty available OPD COs and MOs accountable for attending regular morning hospital CME sessions.
2. Conduct a case review session with OPD MO, RCO and nursing staff every 2 weeks.
3. Follow up weekly with the inpatient MO in charge of each service to receive feedback on quality of triage given to patients admitted from casualty.
4. Be available for room consultation from the clinical officers on duty to assure excellence in health care delivery.

**II. Core Responsibilities for this position include:**

1. Practice of Evidence Based Medicine.
  - a. The Senior MO should teach, model and implement evidence-based medicine.
  - b. The Senior MO should demonstrate and interest in and knowledge of evidence-based medicine.
2. Foster Cost effectiveness in health Care delivery
  - a. The MO should routinely evaluate standard MMH OPD practices to assess cost-effectiveness, especially in light of NHIF capitated agreements
  - b. S/he should institute changes to bring value for money to the MMH OPD.

3. Quality assurance / quality improvement
  - a. Every six months (once in the first year), the Senior MO should, at his or her discretion, institute a QA/QI project, in collaboration with OPD staff, examining routine OPD processes and practices.
4. Pharmacovigilance
  - a. The Senior MO will teach and monitor the principles of safe prescribing and drug interactions in the context of adherence and cost-effectiveness.
  - b. S/he will work closely with the pharmacist to identify concerning trends in prescribing and recommend pharmacy regulations for junior clinicians.

**Key Result Areas:**

The jobholder's accountability areas are as follows;

- Submission of accurate, timely and relevant reports
- Successful implementation of quality control standards for services offered by the department
- Effective supervision of Clinical officers and Medical officers assigned to the team in OPD
- Continuous process improvement of services through efficient working

*Note: Every month, the Senior Medical Officer will meet with the Medical director to evaluate progress in assigned duties:*

1. Report on CME attendance of the clinical and medical officers in OPD.
2. Progress report for selected QI projects (monthly progress evaluation for each selected QI project)
3. Pharmacovigilance reports: every month, the Senior MO will discuss with the Medical director areas of concern on prescribing practices so as to come up with timely solutions to reduce resistance and non-evidence based prescribing practices.
4. Every 2 months, appraisal for the clinical officers and medical officers will be discussed in the light of clear assigned KPIs that would have been agreed upon with the medical director.

**Knowledge and Skills Required:**

The job holder must possess:

- MBCHB from an accredited institution
- A minimum of one (1) year related work experience
- Experience with and interest in QA/QI is an advantage
- Registered with the Medical Practitioners and Dentists Board
- Possess a valid private practicing License
- Must have ability to plan, organize, implement and evaluate assigned goals
- Must demonstrate ability to handle multiple and conflicting priorities, and work under strict deadlines.
- Must have high standards of integrity and ethical practice

- Must be capable of functioning effectively both as a team player and a team leader
- Must have management skills
- Should have problem solving and decision making abilities
- Should be an effective communicator with the ability to handle both internal and external communication
- Should have effective people management and conflict resolution skills
- Must have knowledge in use of MS office packages
- Must be a born again and committed Christian with evidence of maturity in faith
- Must be an honest person full of integrity in their personal conduct and handling of job responsibilities.