



## GWT (N) JOB DESCRIPTION

Job Title	AWC- Cluster Female Doctor Dharan	Post Ser No:	
Grade/Entry Spine	MMP	Dept/Loc:	Cluster- 4
<p>1. <b>Core Competencies:</b></p> <p><b>1.1: Delivering results: Achieving Good Outcomes and Delivering at Pace (Knowledge, Skills and Performance):</b> sound history taking and examination skills, applying best clinical evidence, following clinical guidelines, keeping clear records, basic general management and time keeping skills, being accessible to colleagues and patients;</p> <p><b>1.2: Delivering results: Managing a Quality Service (Safety and Quality):</b> raising and responding appropriately to clinical incidents; asking for advice when needed; responding constructively to feedback; responding positively to patient complaints; following clinical governance and infection prevention guidelines; recognizing and dealing appropriately with safeguarding issues; supervising own staff appropriately; protecting patients from risk;</p> <p><b>1.3: Engaging People (Communications and Relation with Patients):</b> Listening to patients; establishing good relationships with patients, showing respect to patients; communicating well in health education and behaviour change communication activities; treating all patients equally;</p> <p><b>1.4: Engaging People (Communications and Relation with work colleagues, teamwork):</b> Professional integrity; communicating effectively with colleagues / staff; showing respect to others; coping with stress and pressure; being prepared to help out others;</p> <p><b>1.5: Engaging People (Leading and Communicating):</b> providing leadership to junior health professionals; giving praise where appropriate; communicating well with all the staff,</p> <p><b>1.6: Setting Direction : Changing and improving:</b> taking part in audit and learning activities of the staff, identifying staff strength/weakness and then giving ways to improve, making room for learning,</p>			
<p>2. <b>Essential Qualifications, Skills and/or Experience:</b></p> <p>2.1: Must have qualified as a Medical Doctor (MBBS).</p> <p>2.2: Current unrestricted registration with Nepal Medical Council (NMC)</p> <p>2.3 MDGP or MD in Medicine will be preferable</p> <p>2.4: Must have good command of both spoken and written English and Nepali</p> <p>2.5: Must be computer literate</p> <p>2.6: Minimum 3 years work experience post-graduation, at least 2 years in Nepal</p> <p>2.7: High level of communication skills</p> <p>2.8: Working knowledge and application of relevant Country legislation governing Medical Service Delivery</p>			
<p>3. <b>Desirable Qualifications, Skills and/or Experience:</b></p> <p>3.1: Experience in reputed private hospitals an advantage</p> <p>3.2: Prior Experience working with international organisations will be an advantage.</p> <p>3.3: Ability to work independently and as part of a team, paying careful attention to detail and managing multiple tasks.</p> <p>3.4 Showing proactive-ness and solutions focused</p> <p>3.5: Able to work effectively with both medical and non-medical staff</p>			
<p>4. <b>Key Responsibilities:</b> The AWC - Cluster female doctor's main role is to provide primary care consultations for the beneficiaries of GWT in conjunction with the AWC GP doctor and the Cluster Medical Lead (CML), working alongside them, and supporting and sharing the workload in a coordinated manner. She is one of the key members of the GWT medical team, ensuring that beneficiaries can access skilled medical personnel and receive high quality, patient centred, evidence based primary medical care. The female doctor will take a lead in the AWC on caring for the 60% female patient population, including the cervical cancer screening programme.</p> <p>The doctor will also be required to visit rural AWCs in the Dharan cluster for doctor clinics in coordination with the AWC Dr and CML. The doctor under direction from AWC GP Dr Dhuran is also responsible for the holistic medical care of all residents or rehabilitation patients in the attached residential home (RH). This includes taking responsibility for 24 hour emergency cover, providing telephone support and visits as required during silent hours and ensuring that appropriate cover is in place during periods of absence from post.</p>			

#### **4.1: Clinical Care:**

To provide holistic primary medical care on site to the beneficiaries in accordance with the latest evidence based guidelines. This care includes, but is not limited to:

- Diagnosis and management of all common acute and chronic medical problems, including active management of chronic diseases and holistic management in a psychosocial model
- Appropriate screening activities (such as colon / cervix cancer; diabetes)
- Ensuring appropriate referral of cases which need specialist or secondary care input.
- Follow up on specialist referrals and communicate with other professionals to ensure patients get the best and most appropriate care
- To work proactively to ensure continuity in the delivery of the medical program to the beneficiaries.
- Health Promotion; to integrate preventive services into the normal course of medical support duties e.g. health promotion programs, immunization updates.
- Assessment and immediate treatment of serious illness or injury including assessment, treatment, and regular follow up of all cases until complete resolution.
- Immediate treatment using Basic Life Support skills in the event of serious trauma, shock, or cardiac arrest
- To take a special clinical interest in health problems related to the ageing female population and provide clinical leadership to other AWC staff in providing excellent care to female patients, including taking the lead on the cervical cancer screening programme

#### **4.2: Quality Maintenance and Quality Improvement:**

- Ensure that patient care is carried out in accordance with local Regulations and Legislation.
- Strictly adhere to confidentiality guideline - To treat all medical information and information about patients in the strictest confidentiality.
- Implement all applicable Clinical Governance program.
- Follow GWT procedures and guidelines as defined in the GWT (N) Standard Operating Procedures (SOPP's), Instructions and Guidelines.
- Support AWC GP & CPM in the AWC Medical Centre achieve 90% benchmark for the delivery of Clinical Medical Services.
- Support CML in visiting rural AWCs in the Dharan cluster for doctor clinics in coordination with the AWC GP Dr and CML.
- engage in regular audits of quality of clinical care
- provide clinical leadership for the cervical cancer screening programme and other areas specific to women's health

#### **4.3: Recording and reporting:**

- Maintain accurate and complete medical records using SOAP format including responsibility in maintaining confidentiality of medical records.
- Documentation of all activities as per GWT (N) requirements in line with Global Best Practice procedures.
- Participate in departmental meetings and working groups as required;
- Report all Non Compliance issues, Incidents, Accidents and Near Misses (Knowledge/ Skills/Equipment/ Non Compliance to standards, procedures and clinical guidelines) in line with the Incident management Procedure.
- Perform medical record audits at the stipulated intervals and clearly identify gaps, action plan to address those gaps and monitoring till closure of gaps identified.
- To prepare the agreed upon reports describing the activities of the medical facilities and to ensure that all necessary reports are provided on any schedule.

#### **4.4: Staff health and wellbeing:**

- Motivate other clinical staff to a high level of performance.
- Facilitate effective and positive teamwork and clear channels of communication both internally and externally.
- Present information to employees on healthy lifestyles (alcohol, drugs, smoking, diet, weight control, exercise etc.)
- Engage in providing health education based on disease trends
- Local environmental health risks; be aware, recognize, prevent and treat as appropriate.
- provide advice and clinical care for female staff on reproductive health issues

#### **4.5: Learning, Teaching and Staff development:**

- Take responsibility for and record own ongoing professional development and learning
- Keep updated by reading related healthcare materials, attending and passing all required courses, completing all identified e-learning as required.
- Support AWC GP Dr and CML in participating and facilitating group learning CPD/CME for medical staff

#### **4.6: Emergency Preparedness:**

- support CML and AWC GP Dr to ensure that the site medical emergency response plans are updated.
- Provide first aid training for site staff using GWT (N) material and approved guidelines.

#### **4.7: Other Duties:**

- Participate in appropriate social, professional and networking events.

- take part in medical camps or other GWT activities as required
- Perform after hours and weekend duties as needed.
- occasional travel as required within the geographic area of responsibility to visit pensioner's homes, or between clusters as directed by DMD
- To work within, promote and ensure compliance with GWT (N) policies, practices, Equal Employment Opportunity (EEO) and corporate values.
- Engage in any other duties and tasks as necessity may arise as directed by Deputy Medical Director or Medical Director

**5. Generic Objectives**

- 5.1: Treat patients in accordance with the latest evidence based guidelines
- 5.2: Type clear, complete and appropriate notes for all consultations and undertake periodic peer review of these, using SOAP format using the electronic medical records system.
- 5.3: Participate and facilitate group learning in the organisation by organising and documenting regular CPD activities for the medical staff you are working with
- 5.4: Undertake a minimum of 30 hours of reflective learning appropriate to scope of practice

**6. Pre-Appointment Training/Briefing:**

- 6.1: Generic Induction as per GWT(N) Training policy.
- 6.2: 1 week of Medical induction training

**7. Post-Appointment Training:**

- 7.1: Access to Fourteen Fish CPD tool, NHS e-learning and UpToDate site
- 7.2: Twice monthly GWT internal remote CME classes and specific trainings as appropriate
- 7.3: Mandatory Individual Continuation Training as per GWT Training Policy
- 7.4: Take part in regular AWC doctor online peer support group meetings

**8. Reporting Chain:**

- 8.1: 1<sup>st</sup> Appraiser: AWC GP Doctor Dharan
- 8.2: 2<sup>nd</sup> Appraiser: Deputy Medical Director
- 8.3: Appraisal Input from: SAWO (Admin)

<u>Deputy Medical Director</u> Drafted by 2 <sup>nd</sup> Appraiser	.....6 <sup>th</sup> Sept 2021... Date	.....Medical Director..... Approved	Date
..... Post Holder's Signature	..... Date	..... Fd Dir Signature	..... Date
Version 1 as at (date)	6 <sup>th</sup> Sept 2021		