



AIDS HEALTHCARE  
FOUNDATION

## **JOB DESCRIPTION: MEDICAL OFFICER IN CHARGE**

**Division:** Global  
**Department:** Medical  
**Supervisor Title:** Country Program Manager  
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**Created/Last Revision Date:** January 2011  
**Approved By:**

### **Summary**

The medical officer in-charge is a combination of leadership and clinical care position. It involves management of resources such as staff, infrastructure, equipment, finances; building and maintaining strategic partnerships; reporting and ensuring highest standards of care at AHF clinics. Ultimately this role entails day-to-day operations, quality assurance and decision-making in liaison with appropriate managers/directors.

### **Supervisory Responsibilities**

The Medical Officer In-Charge directly supervises up-to 20 staff (medical and support staff). He/she carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising, mentoring and training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Essential duties and responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Leadership and Management**

- Builds and maintains partnerships with key stakeholders in AIDS and medical service delivery
- Attends or delegates staff to partnership meetings and provides feedback to management through the national medical director
- Provides supervision and mentorship of medical providers and evaluates staff performance

- Ensures adherence to AHF financial guidelines as well as financial discipline and integrity of the center
- Ensures proper management and maintenance of logistics, supplies, equipment and infrastructure of the clinics
- Ensures timely compilation of reports including accountabilities and on-ward submission to CPM
- Organize and chair operational and other relevant meetings at the center and fosters team functionality
- Attends and participates in quarterly meetings with other in-charges
- Works in liaison with other relevant officers on special projects such as renovations, construction, research etc
- Plans, budgets and coordinates outreaches for prevention, testing , care and treatment
- Liasess and coordinates partner activities where there is a collaboration involving delivery of services
- Serves as AHFs advocate at the site level
- Relays information that affects AHFs implementation of activities or progress expressly to the CPM

#### **Clinical care**

- Constitutes and oversees activities of a clinical team and ensures that the team meets regularly
- Ensures that staff adhere to and operate according to set national and international standards
- Ensures provision of high quality care and service delivery at the center
- Responsible for patient chart review and peer review following the guidelines established by the Policies and Procedures Committee
- Provides clinical care in conjunction with other team members
- Ensuring effective implementation of static and outreach services
- Participate in or lead training activities as may be required
- Attend medical provider meetings (at minimum, once a month) to discuss difficult patients.
- Maintains adequate provider staffing in the healthcare center to ensure smooth flow of patients. This will include coordination of vacation schedules such that not more than one provider is out on scheduled vacation.
- Maintains provider productivity to standards set by AHF management. This will include counseling staff and troubleshooting as necessary. Further help can be obtained by contacting the CPM or Medical consultants as required.

- Ensure organization and attendance of healthcare center medical staff at weekly CME seminars and recommending CME (Continuing Medical Education) programs as appropriate based on peer reviews.

### **EDUCATION AND EXPERIENCE**

- Medical Degree (M.D) related experience and /or training. Prior experience treating HIV positive patients. Minimum of at least 3-5 years experience providing clinical care
- Experience in managing a team and building capacity in resource-limited settings. Ability to work in a public sector environment to accomplish goals and favorably influence decision making processes in a diplomatic and collaborative manner
- Familiarity with current HIV&AIDS and TB management practices, and protocols

### **LANGUAGE SKILLS**

- Fluency in English required and proficient in at least two spoken local languages in project sites
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, trainees, political groups, government agencies, private contributors, and the general public
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals;
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community hospital administration.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, percentages and to draw and interpret bar graphs

### **COMPUTER/ SOFTWARE SKILLS AND ABILITIES:**

- Proficiency with word processing, spreadsheets and presentation software
- Proficiency with internet search and electronic mail use; and,

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Medical practitioner license as required and certified by the Medical and Dental Council of Sierra Leone. Valid passport.

**OTHER REQUIRED SKILLS/ABILITIES**

- Must be able to travel at least 30% of the time;
- Needs to be sensitive to patient population and issues surrounding HIV/AIDS;
- Ability to prioritize tasks in a rapidly changing environment;
- Good command of administrative knowledge and practices;
- Ability to work in a team.
- Good interpersonal and communication skills and capacity to work with a partner-based approach.
- Be a strategic thinker, have good organizational and planning skills and ability to prioritize tasks and work quickly and accurately to meet deadlines.
- Ability to communicate effectively in English in a variety of settings such as staff meetings, discussions with partners, and training workshops.
- Pro-active approach and flexible attitude to work.
- Flexible, self-motivating and ability to organize work independently.
- Dynamic, entrepreneurial individual with a proven track record in analysis, problem solving, training and supply chain management

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGEMENT OF JOB DESCRIPTION**

I have read this job description and agree to its contents. I realize that other duties may be requested of me that are not specifically stated here. I agree to perform these duties as directed by my immediate supervisor (s) and when called upon. I agree to assist in the formulation of a revised job description, should the need arise in the opinion of my supervisor(s) and the Director of Human Resources.

<b>Name of Staff:</b>	<b>Signature and date</b>
<b>Name of Supervisor:</b>	<b>Signature and date</b>
<b>Director of Human Resources:</b>	<b>Signature and date:</b>