



Job Framework- Medical Officer

The Medical Officer is responsible to ensure effective client screening, maintain clinical procedures as per SPN medical protocol and National Medical Standard to ensure the high-quality care services at Marie Stopes Center. The Medical Officer will also be responsible for training of team members and liaising with external stakeholders.

Job Title:	Location:	Reporting to:	Probationary Period
Medical Officer	Marie Stopes Centre, Birgunj	Deputy Director - Operations	6 months

It is a role requirement that the job holder must fully comply with and live the following core values of the organization.

Mission driven	Client centered	Accountable	Courageous	Resilient	Inclusive
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The below responsibilities are included for the position, but not limited to;

Key Responsibilities	Measure
1. Client Screening: <ul style="list-style-type: none"> Examine all the clients. Ensure necessary treatment & prescribe necessary drugs. Ensure quality care while providing service to the clients being within SPN clinical guidelines and Nepal Medical Standard. Be responsible for proper recording of clients' medical profile in detail. Provide Family Planning Services as per need of the clients. 	<ul style="list-style-type: none"> - Client documentation - Observation - Client feedback
2. Clinical Procedures: <ul style="list-style-type: none"> Be responsible for maintaining medical standard as per the SPN medical protocols and National Medical Standard to ensure the high-quality care services at the Marie Stopes Services Centre. Advise the Staff Nurse/ANM on monthly drug requirements and see that necessary drugs are maintained in the procedure room. Support the team leader in controlling the drug consumption. Be responsible for ensuring that SAC register is properly maintained and duly signed by the concerned persons on day-to-day basis. 	<ul style="list-style-type: none"> - Client Experience - Reduction in complication management
3. Training: <ul style="list-style-type: none"> Train clinical and other staff as per requirement. Follow and maintain the clinical standard of SPN and Nepal Medical Standard as per the necessity. 	<ul style="list-style-type: none"> - Assessing clinical skills
4. Liaison: <ul style="list-style-type: none"> Work in liaison with the Team Leader under the guidance of SPN Management. 	<ul style="list-style-type: none"> - Stakeholder's feedback

<p>5. Clinical Governance</p> <ul style="list-style-type: none"> • Report all incidents (Red Green and Amber) to clinical lead using Incident Notification Form. Red incident should report within 12 hours and Amber should report within 24 hours. • Ensure that clients are given 24 hours contact and SPN toll free number is given to clients routinely. • Accompany client to referral centre in the case of serious emergency. • Actively participate in quarterly emergency Mock drill basing on SPN guidelines. • Involve actively in monthly staff monthly meeting according MDT staff meeting TOR and develop the monthly action plan. • Encourage clients for their feedback after received services and involve in implementation action points of clients' feedback. • Conduct monthly self QTA of clinical services/ areas of working centre. 	<ul style="list-style-type: none"> - Incidents record/INF - Mocked drill documentation - Meeting minutes - Clients feedback record - Filled up copy of QTA
<p>Others:</p> <ul style="list-style-type: none"> • Be responsible to centre management and cooperate with the technical staff. • Assess the performance of technical staff at the Centre as requested by the LM (when required). • Conduct FP/RH camps in various field sites as per the requirement of organization and as directed by the LM. • Any other related works requested by Support Office management. • Attend outreach camps for at least 8-10 weeks in a year. 	<ul style="list-style-type: none"> - QTA / Clinical Audit

Skills and Experience

- **Qualifications:** MBBS

Experience:

- 3 years of professional work experience in the field of Family Planning
- Trained on CAC, minilap and vasectomy will be an advantage

Skills:

- Proven ability to train others
- Fluent English and Nepali language
- Excellent verbal and written communications skills

Attitude / Motivation:

- Committed to Excellence
- Results-orientated
- Strong committed to the goals and vision of SPN
- Pro-Choice on abortion