

Job Description Medical Officer

BACKGROUND

The Organisation, established in 2009, is a Public Charitable Trust that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. The Organisation undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. The Organisation's Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. The Organisation's programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, The Organisation has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

GENERAL

Location of Job: Ranchi, Gumla, Ramgarh, Chakradharpur, Simdega, Giridih

Type of Employment: Contractual for a period of one-year, renewable basis of performance and project requirements

No. of Position: 10

Reporting to: Project Manager

Annual Salary – As per Organisation's policy, and candidates last drawn CTC.

1. JOB PURPOSE

The Medical Officer will be responsible for medical check-ups of the serving community through Camp duties at MMU following the visit roster, treating and providing consultation to the patients and maintaining. The Medical Officer will analyse medical check-up data and conduct regular inspection of equipment's, maintaining the inventory of medicine required at MMU. S/he ensure compliance of the requirements and protocols as per Govt Rules. S/he will present the data to management and make suitable action plan.

2. KEY ACCOUNTABILITIES

- Conduct MMU camp duties as per visit roster and perform medical check-ups of the serving community.
- Supervise and ensures the availability of inventory and supplies of drugs, reagents and equipment as required at MMU.
- Conduct home visits for elderly/ severely sick patients and persons with disabilities.
- Collaborate with other specialists and health facilities for timely, right referral of required cases.
- Analyse medical check-up data of the patients and provide counselling sessions as required.
- Management of the team and their capacity building.
- Ensuring optimum utilisation of available resources of the MMU.
- Maintain the confidentiality of the patient data and adhere the IPHS/IMC protocols for the treatment.
- Adhere and ensure implementation & enforcement of Protocol/Quality systems.
- Ensure that documents like OPD, medicines and reagents consumption, patients' cards etc. are updated and maintained regularly.
- Inspect the requisition and viability of medical equipment & instrument at the MMU.
- Create awareness on health topics by participating in campaigns organized through MMU.

- Share the success stories/anecdotes from the field.
- Prepare trends of communicable and non-communicable diseases.
- Attend the periodic review meeting organized by organisation team.
- Any other duties that may be assigned from time to time by the organisation management.

3. Other Indicative Requirements

Educational Qualifications	MBBS with State Medical Council Registration.
Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)	<ul style="list-style-type: none"> ▪ Minimum of 1-3 years of experience in public health programs with good team management skills. ▪ Candidate must have good communication skills in Hindi.

The Organisation is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.

Interested candidate please share your cv at:

contact@pmspl.net.in

