

Medical Officer	
1. Job Environment	
Position Information:	Reporting Lines:
Department/Division: FHH	Report To: Medical Superintendent
Duration: Ongoing	Directly Supervise: Staff Nurse LHV Medical Attendant
2. Job Objective	
Provide medical/counseling services to the clients / patients.	
3. Functions of the Position	
<ol style="list-style-type: none"> 1. Provide menstrual regulation services, treatment for incomplete abortion using vacuum aspiration and related post abortion care. 2. Refurbish family health clinics to ensure adherence to IPPF protocols on quality of care including client flow and infection prevention. 3. To increase uptake of post abortion contraceptive services. 4. To increase the access to family planning services. 5. Refer clients requesting tubal ligation services to the FHHs. 6. To build the capacity building of clinic based and outreach staff to provide counseling , MR and post MR services , family planning and referrals. 7. To increase access to menstrual regulation and treatment for incomplete abortion services as integral component of sexual and reproductive health. 8. Provide when needed technical backup service to mobile & static clinics. 9. To ensure the assess and improve the current client record keeping system through electronic CMIS and train all relevant staff to collect and use services statistics for program management purpose. 10. Ensure the fee system in place to maximize access of poor and marginalized clients to clinics. 11. Partner with the Willows Foundation to create a community level referral mechanism whereby clients requiring MR or treatment for incomplete abortion service will be 	

referred to FPAP clinics in a timely manner.

12. Provide Guidance to staff to improve quality services through better knowledge & skills as well as on job training.
13. Establish strategic partnership with NGOs and private providers in order to operate an effective referral mechanism to the FPAP clinic for clients requiring MR and related services.
14. Prepare monthly, quarterly, annual reports.
15. Quarterly audit of all the surgical / medical equipment & their maintenance record.
16. Train relevant staff on the provision of comprehensive MR services and the management of complications including treatment of incomplete abortions in partnership with Ipas.
17. Proper history writing & twice endorsement of clinical notes.
18. Perform additional assignments and responsibilities as assigned by supervisor.

4. Interaction

Within the organization	Outside the organization
Regional Staff Field Staff	Community Line Departments Partner organizations Market Based Other NGO

5. Competencies

<u>Interpersonal Skill</u>	<u>Leadership Skills</u>	<u>Management Skills</u>	<u>Technical Skills</u>
Speaking Active Listening Reporting Social Perceptiveness	Team Building Conflict Handling Decision Making Counseling Motivating Others	Motivating Others Record Keeping Coordination Monitoring	Service Orientation Problem Sensitivity Problem Solving Critical Thinking Analytical Research

6.Desired Profile of Incumbent Person Specification

1.Education/Qualification:	2.Work Experience & Traits:
MBBS	2 to 3 years' experience on the same position in social sector around the theme of RH/SRH & Rights