

2.6 MEDICAL OFFICER SPECIAL GRADE (OBSTETRICS & GYNAECOLOGY)

JOB TITLE: MEDICAL OFFICER SPECIAL GRADE (OBSTETRICS & GYNAECOLOGY)

SALARY SCALE: U2

REPORTS TO: Principal Medical Officer/Medical Superintendent/In charge, General Hospital

RESPONSIBLE FOR: Medical Officer

Job Purpose

To manage the delivery of effective and efficient Obstetrics and Gynecology services in the hospital.

Key Outputs

- i. Plans and budgets for Obstetrics and Gynecology Health programs prepared and implemented.
- ii. Patients diagnosed and treated.
- iii. Patients referred.
- iv. Staff and students trained and mentored.
- v. Research in obstetrics and Gynecology carried out.
- vi. The Code of Conduct and Ethics enforced.
- vii. Supervise, coach, mentor and appraise staff.
- viii. Allocated resources accounted for.
- ix. Obstetrics and Gynecology programs monitored and evaluated.
- x. Reports compiled and submitted.

Key Functions

- i. Planning and budgeting for Obstetrics and Gynaecology programs
- ii. Diagnosing, treating and referring patients.
- iii. Monitoring and evaluation of programs
- iv. Developing and implementing continuous professional development programs.
- v. Supervising, coaching, mentoring and appraising staff.
- vi. Training and mentoring staff and students.
- vii. Initiating and carrying out research activities.
- viii. Enforcing adherence to the Code of Conduct and Ethics.
- i. Accounting for the allocated resources.
- ii. Compiling and submitting periodic reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Obstetrics and Gynaecology or its equivalent.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management

2.7 MEDICAL OFFICER SPECIAL GRADE (GENERAL SURGERY)

JOB TITLE: MEDICAL OFFICER SPECIAL GRADE (GENERAL SURGERY)

SALARY SCALE: U2

REPORTS TO: Principal Medical Officer/Medical Superintendent/In charge, General Hospital

RESPONSIBLE FOR: Medical Officer

Job Purpose

To manage the delivery of effective and efficient surgical services in the hospital.

Key Outputs

- a) Plans and budgets for Surgical Health programs prepared and implemented.
- b) Patients diagnosed and treated
- c) Patients referred.
- d) Staff and students trained and mentored.
- e) Allocated resources accounted for.
- f) Research in Surgery carried out.
- g) Code of Conduct and Ethics enforced.
- h) Supervise, coach, mentor and appraise staff.
- i) Financial Medical and other resources accounted for.
- j) Monitoring and evaluation of surgical programs done.
- k) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for surgical programs
- b) Diagnosing, treating and
- c) Referring patients.
- d) Monitoring and evaluation of programs
- e) Developing and implementing continuous professional development programs.
- f) Supervising, coaching, mentoring and appraising staff.
- g) Training and mentoring staff and students.
- h) Initiating and carrying out research activities.
- i) Enforcing adherence to the Code of Conduct and Ethics.
- i) Accounting for the allocated resources.
- ii) Compiling and submitting periodic reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Surgery or equivalent.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

2.11 MEDICAL OFFICER

JOB TITLE:	<i>MEDICAL OFFICER</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Senior Medical Officer</i>
RESPONSIBLE FOR:	<i>Clinical Officer</i>

Job Purpose

To manage the provision of quality nursing care services and public health interventions in the health unit.

Key Outputs

- a) Plans and budgets for nursing services and public health interventions prepared.
- b) Nursing services monitored and evaluated.
- c) 24-hour Nursing services coverage to patients coordinated.
- d) Staff and students trained and mentored.
- e) Staff supervised, mentored and appraised.

- f) Quality assurance activities planned and implemented.
- g) Continuous professional development programs developed and implemented.
- h) Professional Code of conduct enforced.
- i) Allocated resources accounted for.
- j) Reports complied and submitted.

Key Functions

- a) Planning and budgeting for nursing services.
- b) Carrying out Public Health Interventions.
- c) Coordinating provision of 24-hour Nursing services coverage to patients.
- d) Monitoring and evaluating Nursing services. e) Training and mentoring students and staff.
- f) Supervising, mentoring and appraising staff. g) Participating in research activities.
- h) Enforcing professional Code of Conduct and Ethics.
- i) Planning quality assurance activities.
- j) Accounting for allocated resources. k) Compiling and submitting reports. Person Specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Nursing or Midwifery from a recognized Institution.
- ii. Must have a Diploma in Management or Administration from a recognized Institution.
- iii. Must be registered with the Nurses and Midwives Council.
- iv. Must have a valid Practicing License.

(b) Work Experience

Minimum of six (6) years working experience, three (3) three of which should be at the level of Senior Assistant Nursing Officer.

(c) Competences

Technical

- i. Planning, organizing and coordinating ii. Financial Management
- iii. Human Resource Management iv. Change Management
- v. Coaching and Mentoring vi. Report writing Behavioral
- i. Effective communication ii. Ethics and Integrity
- iii. Assertiveness and Self confidence
- iv. Leadership v. Team work
- vi. Stress management and self-control vii. Time Management

2.12 DENTAL SURGEON

JOB TITLE:	<i>DENTAL SURGEON</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Principal Medical Officer/Medical Superintendent/In charge, General Hospital</i>
RESPONSIBLE FOR:	<i>Public Health Dental Officer</i>

Job purpose

To deliver curative and preventive Oral/Dental services in the Hospital.

Key Outputs

- a) Patients diagnosis and treated.
- b) Patients referred.
- c) Patients undergoing treatment reviewed.
- d) Accountability for financial and other resources produced.
- e) Outreach for oral/Dental health education carried out.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in diagnosis, treatment and proper management of patients.
- b) Managing and accounting for allocated resources.
- c) Reviewing and evaluating patients undergoing treatment.
- d) Carrying out Oral/Dental Health education for patients and communities.
- e) Imparting knowledge and skills to students and staff.
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Compiling and submitting reports.

Person specifications

- (a) Academic and professional requirements
 - i. Must have a Bachelor of Dental Surgery or equivalent from a recognized University or Institution.
 - ii. Must be registered with the Uganda Medical and Dental Practitioners Council.
 - iii. Must have a valid Annual Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing Behavioral
 - i. Effective Communication
 - ii. Accountability
 - iii. Ethics & Integrity
 - iv. Concern for quality standard
 - v. Public Relations and Customer care
 - vi. Team work
 - vii. Results oriented
 - viii. Time Management

5.6 ASSISTANT NURSING OFFICER (NURSING)

JOB TITLE: *ASSISTANT NURSING OFFICER (NURSING)*

SALARY SCALE: *U5*

REPORTS TO: *Senior Assistant Nursing Officer/Nursing Officer (Nursing)*

RESPONSIBLE FOR: *Senior Enrolled Nurse and Enrolled Nurse*

Job Purpose

To provide quality nursing services in health facility and community.

Key Outputs

- a) Quality nursing and midwifery services provided.
- b) Nursing protocols implemented.
- c) Performance of Enrolled Nurses monitored and evaluated.
- d) Coaching and mentoring undertaken. e) Accountability of available equipment, supplies and drugs provided.

Key Functions

- a) Providing quality nursing services
- b) Preparing and submit report
- c) Allocating and supervising duties of Enrolled Nurses
- d) Coaching and mentoring Enrolled Nurses.
- e) Participating in research activities for evidence based practice
- f) Implementing nursing protocols
- g) Managing performance of Enrolled Nurses.
- h) Accounting for supplies and drugs.
- i) Conducting Primary Health Care and health education.
- j) Adhering to code of conduct and ethics.

Person Specification

- (a) Academic and professional requirements
 - i. A Diploma in Nursing or Comprehensive Nursing.
 - ii. Must be registered with the Uganda Nurses and Midwives Council.
 - iii. Must have a valid practicing license.

(a) Competences

Technical

- i. Records and Information Management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results orientation

5.7 ASSISTANT NURSING OFFICER (MIDWIFERY)

JOB TITLE:	<i>ASSISTANT NURSING OFFICER (MIDWIFERY)</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Senior Assistant Nursing Officer/Nursing Officer (Midwifery)</i>
RESPONSIBLE FOR:	<i>Senior Enrolled Midwife and Enrolled Midwife</i>

Job Purpose

To provide quality midwifery services in health facility and community.

Key Outputs

- a) Quality midwifery services provided.
- b) Midwifery protocols implemented.
- c) Performance of Enrolled Midwives monitored and evaluated.
- d) Coaching and mentoring undertaken.
- e) Accountability of available equipment, supplies and drugs provided.

Key Functions

- a) Providing quality midwifery services
- b) Preparing and submitting reports
- c) Allocating and supervising duties of Enrolled Midwives
- d) Coaching and mentoring Enrolled Midwives.
- e) Participating in research activities for evidence based practice
- f) Implementing midwifery protocols
- g) Managing performance of Enrolled Midwives.
- h) Accounting for supplies and drugs.
- i) Conducting Primary Health Care and health education.
- j) Adhering to code of conduct and ethics.

Person Specifications

(a) Academic and professional requirements

- i. A Diploma in Midwifery.
- ii. Must be registered with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license.

(b) Competences

Technical

- i. Records and Information Management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results oriented