



MILLENNIUM HEIGHTS MEDICAL COMPLEX

Annex B- Job Profile

JOB TITLE: Consultant (Paediatrics)	DEPARTMENT: Paediatrics/NICU
REPORTS TO (TITLE): Head of Department of Paediatrics/NICU	
Primary objective of the job:	
<ul style="list-style-type: none"> • Provide a high quality of consultancy services in the Paediatric and Neonatal Intensive Care Department at OKEUH. • Responsible for the medical care of children from neonates to infancy and adolescence. • Ensure high quality care to all patients, in a respectful, safe, and compassionate environment. • Work under the direction of and reports to the Head of Department (HOD). 	
Number of persons managed/ supervised and their positions:	
<ul style="list-style-type: none"> • Direct reports as per the approved Organizational Structure 	
Main Duties and Responsibilities:	
<ul style="list-style-type: none"> • Direct, co-ordinate, and provide clinical care to patients in the department. • Provide patient care via outpatient consultations, inpatient rounds, bedside both routine and emergency. • Consider a patient’s medical history to examine pediatric patients and meticulously document the plan of care as well as progress notes in the medical records. • To assess and clerk patients from the Emergency Department. • Advise patients, parents, and guardians on diets, activities, hygiene, and disease prevention. • Plan and execute medical care programs to aid in the mental and physical growth and development of children and adolescents. • Guide the parents/ attenders on the child’s vaccination schedule and plan. • Administer vaccines according to the governmental vaccination plan. • Admit patients and perform procedures independently according to the privileges bestowed upon them as per the hospital’s policy. • Conduct daily in-patient rounds independently and with the respective junior doctors. • Review patients in the Paediatric ward and Neonatal unit on a regular basis. • Verify examination findings & medication orders written by the junior doctors. • Mention date, time, name, and signature against all entries in the medical records. • Countersign any verbal order given to junior doctors as and when needed. • Communicate the patient’s condition and treatment plan to the patient’s family and the collaborating physicians. • Communicate to all relevant parties, including the patient, nursing personnel and registrars/ SHO about the transfer of care to another consultant physician and ensure that the required documentation is entered in the patient’s chart. • Instruct the nursing staff about the necessary orders to be carried out. • Ensure Informed Consent is obtained prior to the provision of care. • Prepare the discharge summary and explain the necessary instructions to be followed by the patient/ attenders after discharge. 	

- Maintenance of continuous measurement and reporting in terms of - access, discharge, service provision and clinical care.
- Conduct/attend a minimum of one out-patient clinic per week for new and returning patients
- Attend to patient's complaints reported by junior doctors or the nursing staff as and when required.
- Share responsibility for data protection arising out of the use of computers and maintain good practices in the handling of confidential information.
- Ensure that medical documentation and charting is written in a legible and professional manner. Supervise the documentation done by junior doctors.
- Participate in the development of neonatal and pediatric care treatment protocols and guidelines.
- Develop and maintain collaborative relationships with medical colleagues in other specialties and participate in regular clinical meetings and other activities.
- Take responsibility for the professional supervision and development of Junior doctors within the specialty.
- Receive and respond to referrals from clinicians in a timely manner.
- Refer patients to other specialties when their condition exceeds expertise/scope of practice.
- Collaborate with health professionals to reduce medical errors and adverse outcomes.
- Contribute to and promote the patient's safety agenda.
- Coordinate with other departments for ease of operations.
- Participate in departmental staff meetings and communicate patient care issues to the management.
- Ensure that there is total adherence to infection control policies and practices.
- Participate in the relevant committees requiring participation as assigned.
- Prepare police and/or coroner's reports as required.
- Ensure participation and commitment in the different quality improvement, risk management and patient safety activities in the hospital.
- Engage actively in the clinical audit and other clinical governance processes.
- Participate in and facilitate production of all data/information required to validate delivery of duties and functions and inform the planning and management of service delivery.
- Contribute to the development of efficient pathways of care in accordance with the current best practices and national guidelines.
- Participate in the unit's strategic approach towards education, training, and development, while considering the requirements of each staff, service requirements, and the availability of in-house and commissioned education programmes.
- Engage in research activities when opportunities arise and ensure the use of evidence-based practice within the department/unit.
- Contribute to achieving and maintaining key performance indicators for the department.
- Provide teaching and oversee medical students and junior physicians in the care and treatment of patients and performance of required procedures.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks and participating in professional organizations.
- Provide on call/emergency duties as required.
- Perform additional duties as required and assigned by the HOD.

Academic qualifications and experience required for the job:

- Registered Medical Practitioner with the St. Lucia Medical & Dental Council.
- Postgraduate qualification in Paediatrics from a recognized institution.
- Preferred minimum of 3 years of experience as a Pediatric Consultant.
- Preferred work experience in the area of Neonatal Intensive Care
- Preferred valid BLS, NALS and PALS certifications.

Knowledge, Skills and Abilities

- Extensive knowledge and understanding of the health care industry, including national and international trends in the provision of paediatric services.
- Sound verbal and written communication and interpersonal skills.
- Advanced ability to collaborate with colleagues and maintain mutual trust and respect with peers and patients.
- Ability to foster effective relationships with clients and key stakeholders.
- Experience in the implementation of change management within a complex clinical department, including strategic planning skills.
- Great attention to detail with excellent analytical skills.
- Ability to think and act quickly in a stressful environment.
- Advanced knowledge of safety regulations and emergency response skills.

SALARY

Salary is commensurate with qualifications and experience.

When submitting your application please indicate the title of the position which you are applying for in the **SUBJECT LINE**. Interested persons are invited to submit a letter of application, Curriculum Vitae, along with certified copies of documents pertaining to qualifications, plus two (2) recent references via email careers@mhmc.lc and addressed to:

Human Resource Consultant
Millennium Heights Medical Complex
Millennium Highway
Castries, St. Lucia

The deadline to send applications is February 24, 2024.

Only shortlisted candidates will be contacted.

