

# Lubaga Hospital



## Employment Opportunities

### ABOUT US

Lubaga Hospital, founded in 1899 (incorporated as Uganda Martyrs Hospital Lubaga) is the second oldest hospital in the country. The facility is a Private-Not-for-Profit Hospital, owned by the Archdiocese of Kampala and accredited by the Uganda Catholic Medical Bureau. The Hospital offers Out-Patient, Inpatient and Diagnostic services, Internal medicine, Maternity and Antenatal care, Paediatrics, Surgery, Physiotherapy, Public Health, Clinical Research and undertakes training of human resources for health. Lubaga Hospital has 250 beds and is undergoing transformation in accordance with the Strategic Plan in order to meet the aspirations of society and most importantly, to become a health facility of choice.

In response to the increasing demand for high quality healthcare services and need to venture in specialised services, Lubaga Hospital is seeking to recruit a highly qualified person to fill the position stated herein:

<b>Job Title:</b>	<b>Medical Director</b>
<b>Directorate:</b>	<b>Medical</b>
<b>Reports Directly to:</b>	<b>Executive Director</b>
<b>Responsible for:</b>	<b>Specialists, Medical Officers, Intern Doctors, Nursing, Pharmacy, Laboratory, Radiology, Physiotherapy</b>

## MAIN PURPOSE OF THE JOB

The Medical Director is a Member of the Hospital Management Team and provides strategic leadership, management and Operational direction of the Medical Directorate.

The Medical Director assures delivery of high quality health services to all patients in a timely manner and is the lead clinician in charge of Clinical Governance.

The Medical Director ensures that all medical services and operations are in compliance with the applicable regulatory and licensing agencies.

The Medical Director is responsible for the quality improvement process that seeks to improve patient care and outcomes.

The Medical Director shares in the Administrative and Human resources functions which directly shares impact on Medical services and collaborates with the Hospital Management Team in the developing and implementation of the Hospital Strategic plan.

## KEY ROLES & RESPONSIBILITIES

## **GENERAL JOB RESPONSIBILITIES**

1. Supervises clinical operations and assigned professional staff.
2. In consideration with the various department heads within the Directorate, advises the Hospital management on the distribution and efficient utilization of personnel. The Medical Director actively participates in recruitment and performance management of medical staff.
3. Chairs the Clinical Quality Committee of the Hospital and directs Quality Improvement programs, advises on internal policies and procedures in order to maintain and improve the quality of patient care within the Hospital. The Medical Director oversees the formulation and implementation of clinical protocols, and ensures that staff update themselves on existing protocols. The Medical Director guides Clinical Audit.
4. Is responsible for ensuring continuous professional development of all clinical staff
5. Develops and implements the clinical performance measurement tools to ensure staff competence and productivity.
6. Ensures compliance with the rules and regulations set by the various regulatory authorities such as KCCA, Atomic Energy Council and National Drug Authority etc.
7. Serves as the final office in the handling of patient grievances and ensures that complaints are addressed to the satisfaction of the clients and staff.
8. Coordinates the preparation of monthly rotas for the various departments within the directorate to ensure maximum productivity and delivery of seamless patient services.
9. Defines and tracks Key Result Areas (KRAs) for the various departments in the Directorate.
10. Ensures that Morning Clinical meetings are held to address patient safety issues and follow up on recommendations made.
11. Chairs the Medicine and Therapeutic Committee in order to exercise oversight on the supply of medicines, quality, cost and promote rational use of medicines in the hospital.
12. Provides technical guidance on medical equipment and health infrastructure development.
13. Participates in the annual budgeting process and provides clinical perspective to strategic planning and annual monitoring and evaluation process of the strategic plan
14. Coordinates the Clinical Internship program in the Hospital for Government posted interns.
15. Prepares and submits the Medical Directorate performance report to the Executive Director on a quarterly basis.
16. Performs any other duties which may be reasonably assigned from time to time.

## EDUCATION & WORKING EXPERIENCE

- a) Holder of a Bachelor's Degree in Medicine and Surgery (MBChB)
- b) Master's Degree in Medicine (MMED) in Emergency Medicine/Internal Medicine/Obstetrics and Gynaecology / Surgery/Paediatrics/Family Medicine obtained from the recognised institution of higher learning
- c) Additional Qualification in Management is of added advantage.
- d) At least three years of managerial experience obtained from a busy health facility.
- e) Licensed to practice Medicine in Uganda.

## SKILLS & COMPETENCIES:

- Exemplary in demonstrating ethical behaviour, taking responsibility and following through on tasks
- Demonstrates care and concern for patients and have an in-depth understanding of complex patients and family dynamics.
- Communicates effectively with healthcare professionals, patients and their families
- Reflects a caring and professional manner in all aspects of work.
- Consistently sensitive to cultural issues
- Able to cope with a high and varied work load including emergency situations.
- Time Management skills and ability to prioritise tasks
- Dedicated team player
- Computer literate
- Has a commitment to quality and accuracy and is keen to learn and develop new skills.
- Knowledge of Quality Management Systems, Clinical audit and accreditation principles, and a commitment of continuous quality improvement.
- Ability to maintain confidentiality with discretion at all times
- Demonstrates initiative and flexibility
- Highly proactive, resourceful and result oriented
- **Management Competences.**
- Ability to think and act strategically – should have a clear understanding of Lubaga Hospital's Philosophy, Vision, direction and be able to disseminate this to the team and results.
- Good interpersonal and Communication (verbal and written) skills – including ability to communicate to others their roles and responsibilities at all levels and ensures they appreciate their contribution in terms of success of the Hospital.

- Ability to motivate others – being able to identify what employees aspire to attain, their needs and respond to them appropriately.
- Ability to develop others - being able to optimise talents through training, feedback processes, seeing people in terms of strengths and their key developmental aspects
- Competency in resource budgeting and planning – able to spearhead the planning process of the Directorate by taking into account competing aspects, short and long agenda and the need to transfer Lubaga Hospital into a health facility of choice.
- Knowledge and ability to use Hospital Management Information Systems – ability to analyse data and creating meaning.

### **TERMS OF ENGAGEMENT FOR THE POSITIONS**

Three years (03) Employment Contract renewable, subject on Performance.

### **HOW TO APPLY**

All interested and qualified persons should submit the following:

- Cover letter,
- Updated and detailed Curriculum Vitae/Resume, with names, contact telephone numbers and email address of three (3) professional referees.
- Copies of Academic Transcript and Certificates.
- Any other information deemed necessary

#### **Addressed to.**

The Human Resource Manager

Lubaga Hospital

P. O. Box 14130

Kampala, Uganda

**Deadline for submission is 12<sup>th</sup> February 2021 at 1700 hours.**