

## **Job Description Medical Officer**

### **GENERAL**

**Location of Job:** Prayagraj, Sonbhadra, Mirzapur, Balrampur, Uttar Pradesh

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

**No. of Position:** 09

**Reporting to:** Project Manager

### **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

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

#### How to apply

Interested candidates can mail their detailed resume **at [contact@peopable.co.in](mailto:contact@peopable.co.in)** (Please mention the position name in Subject)