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சுகாதாரம், போசணை மற்றும் சுதேச வைத்திய அமைச்சு

Ministry of Health, Nutrition & Indigenous Medicine

JOB DESCRIPTION

A. Description of position	
A1. Job Title: Medical Officer (Palliative Medicine)	A2. Salary Code:
A3. Institution: Ministry of Health	A4. Department/Division: Tertiary or Secondary care hospital
A5. Service Category: Sri Lanka Medical Service	A6. Grade/class: Medical Officer (Grade I /II)

A7. Summary of job:-

Provision of palliative care under the supervision of Consultant in charge of palliative care consult service, for the patients whom are referred from specialist units (Oncology, Nephrology, Neurology, Chest Medicine, Rheumatology, General Medicine, Paediatrics etc.)

Coordination of palliative care activities up to the community level in coordination with both curative & public health institutions and with other organizations.

B. Role/Responsibilities	
B1. Key Result Areas/ Key accountabilities 1.Provision of clinical palliative care for the palliative care patients 2. Coordination of delivery of palliative care at the hospital level 3. Organizing multidisciplinary team meetings, family meetings in liaising with palliative care team	B2. Key Performance Indicators 1.Care given to the no.of palliative care patients per month – new patients & follow up patients 2. No. of patients referred to the primary care with the shared care plan 3. No. of multidisciplinary team meetings organized for the management of palliative care

4. Coordination of continuity of care for palliative care patients upto the community level 5. Maintain management information system for delivery of palliative care	patients 4. No. of family meetings organized for the palliative care patients 5. No. of training programmes organized in relation to palliative care
B3. Supervisory responsibilities (direct & indirect) Technical supervision of subordinate staff	

B4. Tasks/functions (duty list):

1. Provision of clinical palliative care for patients whom are referred from specialist units under the supervision of consultant in charge.
2. Coordination of palliative care up to the community in coordination with the curative and public health institutions and with other organizations
 - Coordination with Primary level medical care institutions (Divisional Hospitals and primary medical care units)
 - Coordination with MO/NCD, MO / Mental Health, RSPHNO,HEO of the district and Medical Officers of Health (MOH)
 - Liaising with other provincial and district government officials (eg. District Secretary, Divisional Secretary, Social Services Officer etc.
 - Liaising with non-governmental organizations (NGO) and Community Based Organizations (CBO) in relation to provision of palliative care
3. Maintain the palliative care registry of the hospital & other relevant management information system related to palliative care delivery
4. Organize training programmes for health staff, care givers and community volunteers on palliative care and be a resource person in such training programmes
5. Any other duties assigned by the Consultant in charge or the head of institution

C. Person Specifications

C1. Minimum Academic Qualifications:

MBBS or equivalent qualification recognized by the Sri Lanka Medical Council

Medical Officers with Post Graduate Diploma in Palliative Medicine of PGIM, University of Colombo should be appointed when the qualified personnel are available

Until Medical Officers with above-mentioned post graduate qualification are available, experienced medical officers will be appointed.

C2. Skills required:

Early identification of palliative care needs of the patients in relation to physical, psychological, social & spiritual dimensions

Clinical skills to apply broad and holistic perspective to patient care (Clinical care for palliative care patients)

Communication & Counselling

Effective coordination with different levels of care

Leadership

Research

C3. Competencies (General & Career):

Care provider, communicator, scholar, collaborator, manager,

C4. Special circumstances affecting the job, associated risks /working conditions:

Need to collaborate with other units of the hospital, other health care institutions up to community level including general practitioners, government officials and Non Governmental Organizations.

C5. Service Standards:

Standards that are issued by the Ministry of Health need to be followed (guidelines)

C6. Values and ethics:

MO (Palliative Medicine) will function according to the principles of medical ethics.

Ensure dignity and respect towards patients, community, fellow professionals and other hospital staff.

Ensure confidentiality in patient management.

C7. Responsibility of facilities and resources:

Ensure optimum usage of government resources minimizing wastage.

C8. Duty hours :

Week days 8.00 am - 12.00 noon, 2.00 - 4.00 pm

Week ends Saturday - 8.00- 12.00 noon

D. Key Relationships

D1. Authorising Officer: Director or Medical Superintendent of the hospital	D2. Reporting to: Consultant in charge of the palliative care consult service.
D3. Supporting staff: Nursing Officers responsible for palliative nursing Development Officer or any other officer assigned for secretarial work at the Palliative Care Consult Service	

D4. Approved by:

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Secretary / Ministry of Health, Nutrition & Indigenous Medicine

Date