



CIRCULAR MEMORANDUM NO. 23 OF 2024

MY REF: STAFF/GEN/13/09/24 (36) Vol. IV

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – THREE (3) POSITIONS OF MEDICAL OFFICER II, PLACENCIA POLYCLINIC, SOUTHERN HEALTH REGION, MINISTRY OF HEALTH AND WELLNESS

DATE: 15th April 2024

Applications are invited from suitably qualified persons to fill **Three (3) positions of Medical Officer II, Placencia Polyclinic, Southern Health Region.**

1. ACCOUNTABILITY OBJECTIVE:

The Medical Officer II is required to support the day-to-day activities of the Medical Physician Unit by providing professional and effective health services to all patients.

The Medical Officer II is required to uphold the policies, standards and strategies relating to Physician Care that guides the overall effective and efficient operations of the Unit. Additionally, the incumbent conducts physical examination of patients and interviews them, orders laboratory test, X-rays, and other diagnostic procedures, analyses findings to determine the nature of disorders or illnesses, records patients' medical information and history and exchanges information, to name a few.

The Medical Officer II is expected to foster teamwork and display the communication skills required to interact with stakeholders, colleagues and subordinates and is conducive to motivation towards productivity and success in the achievement of set goals and objectives.

2. ANALYSIS OF POSITION

II . Essential Duties and Responsibilities

1. **CONDUCTS** physical examination of patients and interviews them and their families to determine their health status.
2. **ORDERS** laboratory test, X-rays, and other diagnostic procedures and analyses findings to determine the nature of disorders or illnesses.
3. **PROVIDES** continuous medical care for patients including prescribing, administering, counselling on and monitoring curative treatment and preventive measure, to provide the best care possible to patients.
4. **ANSWERS** all questions and queries that patients may have, or authorized caregivers (family member), so as to ensure patient understand methods and means of treatment and intake of medication.

5. **PERFORMS** minor surgeries and other clinical procedures that are within their scope of duties and responsibilities.
6. **MAKES** clinical rounds along with the medical specialist(s) and Nursing Supervisor, to assess patient's progress and be able as a medical team discuss changes in conditions and review plans of care.
7. **PRESENTS** daily medical evolution of the patients to immediate supervisor, etc., in order for the supervisor to be informed of the current medical status of the patient.
8. **RECOMMENDS** to supervisor, referrals to patients and families for specialized care to the National Referral Hospital, private hospitals, rehabilitation centres or other types of healthcare centres, in order to assist in the facilitation of continuous quality health care.
9. **RECORDS** patients' medical information and history in electronic health records and shares information with specialist practitioners and other authorized health workers, as required for continuous medical care.
10. **FORWARDS** to immediate supervisor births, deaths and notifiable disease to relevant government authorities to meet legal and professional requirements.
11. **PARTICIPATES**, in programs designed to prevent the occurrence and spread of common diseases, in an effort to mitigate the spread of such diseases.
12. **ADVISES** individuals, families and communities on health, nutrition and lifestyle which aid prevention or treatment of diseases and disorders.
13. **COLLABORATES** in conducting research in human health and medical services and disseminates the findings through scientific reports and publications.

II. QUALIFICATION AND EXPERIENCE

Recognized First Degree in Medicine and Surgery and a valid Belize Medical Practitioner's Certificate.

III. COMPETENCIES/SKILLS

- Positive role model
- Ability to communicate clearly, concisely, and accurately with all levels of staff and patients both verbally and in writing.
- Sound leadership qualities.
- Ability to promote quality improvement activities in assigned region.
- Competent in use of computers and basic computer programs such as Excel, Word, and PowerPoint.

3. REPORTING RESPONSIBILITY

The Medical Officer II will report to the Medical Chief of Staff.

4. CONDITIONS OF SERVICE

The conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

5. SALARY

Government of Belize pay scale 20 of \$35,770 x 1,644 - \$67,006 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Monday, 29th April 2024.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,*
President, Public Service Union of Belize President,
Association of Public Service Senior Managers