



NOTES

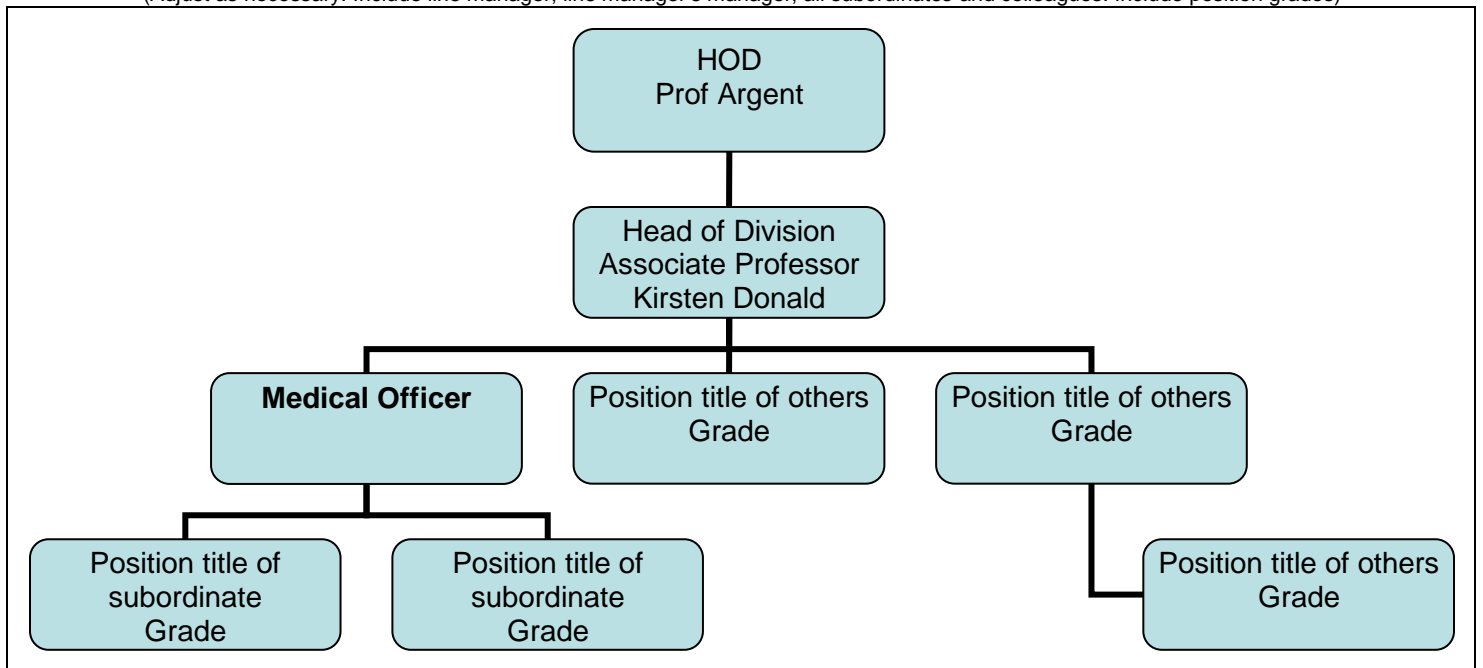
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Medical Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Academic		
Academic department / PASS unit	Department of Pediatrics and Child Health		
Division / section	Division of Developmental Pediatrics		
Date of compilation	June 2018		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to cover essential clinical services at developmental clinics at Red Cross Children's Hospital. The Division of Developmental paediatrics sees both common and rare, complex multisystemic disorders (Autism, genetic syndromes with associated developmental problems, cerebral palsy etc.). The medical officer will be conducting developmental assessments and managing children seen at developmental clinics at Red Cross Children's Hospital. The role also involves undergraduate teaching duties and postgraduate student supervision.

The part-time position is for 5 hours per week.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Clinical assessments	80%	<ul style="list-style-type: none"> • Conducting structured developmental assessments with children • Conducting medical examinations • Make necessary referrals • Writing medical reports • Make decisions regarding suitable school placement for the patient • Providing feedback and advice to child's caregiver regarding their medical and developmental needs • Liaising with other medical practitioners and relevant stake holders regarding child's medical care • Directing caregivers and patients to support groups and resources pertaining to child's diagnosis • Directing caregivers and patients to receive necessary therapies 	<ul style="list-style-type: none"> • Children are assessed following standard procedures • Patients are referred to appropriate clinical services where necessary • Patients are added to waiting list at suitable special needs school • Patient care meets Good Clinical Practice requirements and standards • Other medical professionals are adequately informed of the patient's medical and therapeutic needs • Patients and caregivers have access to support groups • Patients receive necessary therapy (e.g., physiotherapy).
2	Clinical teaching	15%	Teaching undergraduate students	<ul style="list-style-type: none"> • Aiding students in developing their core knowledge of common paediatric diseases • Students gain skills conducting paediatric assessments • Students are prepared for their clinical examinations
3	Student supervision	5%	<p>Supervise post graduate students</p> <p>Provide students with constructive feedback</p>	Post graduate students receive necessary feedback to develop their clinical skills

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> Bachelor of Medicine and Bachelor of Surgery (MBChB) Current registration with the Health Professional Council of South Africa (HPCSA) as an Independent Practitioner 			
Minimum experience (type and years)	<ul style="list-style-type: none"> At least 5 years' experience conducting developmental assessments and managing children with developmental disorders in the clinical context 5 years clinical teaching experience 			
Skills	<ul style="list-style-type: none"> Conducting clinical developmental assessments with children Presentation skills Excellent verbal and written fluency in English Strong interpersonal skills Fluent in one of the following languages advantageous: Xhosa or Afrikaans 			
Knowledge	<ul style="list-style-type: none"> Experience with developmental disorders (e.g. ADHD, ASD or intellectual disability etc.) Experience working with patients in resource challenged environments Knowledge of common pediatric diseases for the purpose of teaching 			
Professional registration or license requirements	Current registration with the Health Professional Council of South Africa (HPCSA) as an Independent Practitioner			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Planning and organizing / work management	3
	Building interpersonal relationships	3	Quality commitment/ work standards	3
	Client/student service and support	3	Teamwork / collaboration	3
	Communication	3	University awareness	3

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> Administering developmental assessments to children Managing children's care. I.e., referring children to suitable education and therapeutic services Decision making regarding suitable school placement Undergraduate teaching and post graduate student supervision
Amount and kind of supervision received	Supervised by line manager
Amount and kind of supervision exercised	Managing patient care. Managing referrals for school placement.
Decisions which can be made	Decisions related to patient diagnosis and care
Decisions which must be referred	Defer queries to line manager

CONTACTS AND RELATIONSHIPS

Internal to UCT	Line manager, students at UCT
External to UCT	Patients, Red Cross Hospital staff, local stakeholders (special needs schools, crèches, therapeutic services, support groups)