



செலாநாடு சுகாதார அமைச்சு  
சுகாதார அமைச்சு  
Ministry of Health

**JOB DESCRIPTION**

*A. Description of position*

A1. Job Title:	Senior House Officer/ Medical Officer
A2. Salary Code:	SL2 - 2006
A3. Institution:	Ministry of Health
A4. Department/Division:	As per the letter of appointment
A5. Service Category:	Medical officer / curative services
A6. Grade/class:	Preliminary grade/ II/ I

**A7. Summary of job:**

Engaging the effective, safe, ethically, legally and culturally appropriate individually defined holistic care for the needy patients in the hospital and provide services for the catchment population as and when required. Work closely with the team of all other staff categories providing clinical guidance, training, and education and continuously contribute the research and development. Hold the collective responsibility on judicial and legal entities.

*B. Role/ Responsibilities*

No	B1. Key Result Areas/ Key Accountabilities
1.	Engage in Patient care activities according to the instructions of heads of the institution or Unit/consultants/ Guidelines and circulars. Should be engaged in comprehensive care of patients including promotive, curative, preventive and rehabilitative care under the supervision of the Head of the Institution  a. Attend to the emergencies on time

No	B1. Key Result Areas/ Key Accountabilities
	<ul style="list-style-type: none"> <li>b. Attend to the history taking / need identification /Examination/ record keeping / of existing, new, referred and follow-up patients,</li> <li>c. Attend to the regular ward rounds and looking after inward patients depending on the requirement of the unit and the patient</li> <li>d. Participate the ward rounds and present the updates of patients with superiors/ consultants</li> <li>e. Attend to all the referrals and transfers as required</li> <li>f. Attend to A &amp; E unit /PCU etc. on need or in case of life saving of the patients.</li> <li>g. Assist/ conduct the special procedures, Medical interventions and Operation theater work under the supervision of consultant / Heads of the institution</li> <li>h. Act appropriately at the level best of the knowledge of the officer for the benefit of the patients/ lifesaving in an emergency, where the supervisors in -contactable</li> <li>i. Assist/ conduct clinics duties routinely and where appropriate according to the need</li> <li>j. Adhere to the taking over and handing over procedures of the patients before changing the duty shifts</li> <li>k. Provide medico legal and administrative services to the patients abide by the law of the country, rules of the Ministry of Health and regulations of the institution</li> <li>l. Act responsibly for Infection prevention, Disease control, Notification of notifiable diseases and Health Promotion</li> <li>m. Take responsibility in Discharging the patients according to the accepted/ standard discharge guide lines given by the ministry of Health and the advice of the consultant /head of the unit, with taking the responsibility of proper documentation, issuing of diagnosis card, issuing clinic information and follow-up plan to the discharged patients / or guardian</li> </ul>
2.	Adhere to the code of Medical Ethics
3.	Respect and Responsive to the dimensions of the service quality. Responsible for respect and dignity of the patients.

No	B1. Key Result Areas/ Key Accountabilities
3.1.	Provide safe, effective, patient centered integrated care efficiently and timely ensuring equity.
3.2.	Responsible for ensuring privacy, confidentiality and respect to the patients.
3.3.	Cooperate with the other employees to work as a team.
4.	Upgrade knowledge and skills as required to the relevant field of work
5.	Adhere to the protocols, local and international guidelines, regulations and circulars
6.	Perform on call / extra duty and any other duties assigned based on the service requirement of the institution/ country.
7.	Take responsibilities in medical education / teaching medical students, transfer knowledge to Nurses and all other staff categories
8.	Advise and advocate patients and patient's immediate family members regarding the disease, diagnosis, management, follow up and rehabilitation ( Advocacy beyond clinical responsibilities)
9.	Practice good communication strategies Professional skills with all staff categories, patients and relevant stakeholders ensuring the confidentiality of the information
10.	Participate actively in review meetings and Clinical Audits
11.	Participate in investigation of inquiries in disciplinary issues
12.	Contribute to the service improvement and health system development
13.	Maintain a personal diary and necessary records timely and regularly
<b>B2. Supervisory responsibilities (direct &amp; indirect):</b> Supervision of junior colleagues for the patients' benefit. Responsible to the institution / Ministry / Country/ Society	

**B3 Tasks/ functions (duty list):**

- Patient care and maintaining records
- Assist to prepare the drug estimates , rosters and data bases
- Conducting and participating training Programs, Workshops, clinical audits Seminars under local and foreign funded projects as required by the institution

- Participate and contribute in review meetings
- Medico legal assistance
- Infection prevention and control, notification of notifiable diseases
- Ensure quality of care and patient safety

#### **B4 Responsibilities**

1. Provide comprehensive patient care addressing several domains of quality in health care
2. Update with current clinical knowledge and participate in continuous professional development programs.
3. Do clinical presentations / data /legal information in relevant meetings
4. Assist in preparation of reports and records. Should submit the reports to the Ministry of Health and relevant authorities in regular basis
5. Provide inputs for the Annual Health Bulletin and annual performance report of the ministry
6. Any other duties assigned by the head of the institution

### ***C. Person Specifications***

#### **C1. Minimum Educational Qualifications:**

- As per the latest Medical Service Minute.

#### **C2. Skills required:**

- Clinical skills, management skills, information and Communication skills, problem solving skills, Planning and organization skills, decision making skills, research and analytical skills in relation to the patient centered care.

#### **C3. Competencies (General & Career):**

- Should be knowledgeable in Clinical medicine, Surgery, Pediatrics, Gynecology and Obstetrics, pharmacology, Medico legal, financing, resource allocation and utilization, planning and administration according to the rules, regulations and Law of government of Sri Lanka ensuring the safety of patients.

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

- Represent the interests of the Ministry of Health and the institution assigned at national level audits, inquiries and other matters.

**C5. Service Standards:**

- Should abide by service minutes, rules and regulations, circulars and guidelines E- code, Finance Regulation of the Government of Sri Lanka and the Ministry of Health

**C6. Values and ethics:**

- Follow the personal & professional code of ethics and obligations
- Maintain dignity and respect of the chain of command and the Health Ministry and government regulations


**C7. Responsibility of facilities and resources:**

- Responsible for the patient management, assure the confidentiality of patients information, timely maintaining of records, reporting the data to the relevant authorities with ethically, legally and culturally accepted professional manner.
- Accountable for designated inventory items

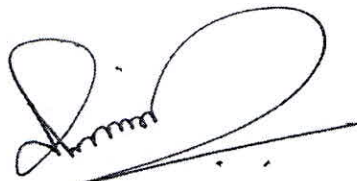
**D. Key Relationships**

<b>D1. Authorizing Officer:</b>	Director General of Health Services
<b>D2. Reporting to:</b>	Head of the Institution / Head of the Unit/ Supervising consultant/ PDHS/RDHS
<b>D3. Supporting staff:</b>	All other staff relevant to the Unit

**D4. Approved by:**

  
**Director General of Health Services**  
Date:

**Dr. ASELA GUNAWARDENA**  
Director General of Health Services  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha  
Colombo 10.

  
**Secretary**  
Date: 15/12/2023

**Dr. P. G. Mahipala**  
Secretary  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Edddegama Wimalawansa Thero Mawatha,  
Colombo 10, Sri Lanka.