



# Career Opportunity

**Exciting Career Opportunities  
in Healthcare**





# Management & Physician

### **Chief Executive Officer**

Reporting to the Board of Directors, the job holder in partnership with the Board shall provide direction and general oversight in the day-to-day operations of The Hospital, ensure a safe functioning and efficient Hospital and the achievement of corporate objectives.

#### ***Summary of Functions & Responsibilities***

- Develop, propose and execute strategies, plans, policies and programs that achieve the purpose and objectives of The Hospital in consultation with the Board
- Organize and facilitate regular Board meetings, committee meetings and special meetings and provide liaison between the Board of Directors and the Professional Staff of the Hospital
- Implement Clinical Quality Improvement activities and establish appropriate measures and indicators to monitor quality of care, progress and achievement of objectives
- Establish a respectful workplace environment and implement effective and efficient practices that enables recruiting and retaining the best talent
- Direct the filing of all legal and regulatory documents and monitor compliance with relevant laws and regulations
- Oversees the fiscal activities of the organization including budgeting, reporting and audit
- Report on the progress in achieving the goals and objectives of the hospital to the Board of Directors
- Provide direction to the hospital Management team in the management of activities to attain corporate objectives

#### ***Qualifications and Experience***

- Minimum of a MBA in Health Care Management or equivalent post graduate qualification
- Must have a minimum twelve (12) years with at least eight (8) years in an executive management position in the Health services sector

#### ***Required Knowledge, Skills and Abilities:***

- Ability to build relationships with people in a variety of levels and types of organizations, including with senior leaders
- Familiarity and experience in working with and supporting effective governance Boards
- Ability to engage, inspire, coach and sustain high value contributions from stakeholders
- Understanding and experience of best practices in operating and meeting the statutory and regulatory obligations of a general hospital
- Proven leadership ability and vision and drive to determine Company's future in the Health Industry in Ghana
- Proven financial, analytical, oral and written communication skills
- In-depth understanding of the Health Services Sector

### **Medical Director**

Reporting to the Chief Executive officer (CEO), the job holder will provide leadership and direction for all aspects of medical services provided by the Hospital, including dental and ancillary services such as perinatal, laboratory and pharmacy services aligned with the overall clinical division goals to ensure the success of the organization

#### ***Summary of Functions & Responsibilities***

- Work in collaboration with the hospital's management team to develop and implement a strategic plan for the growth and expansion of clinical and non-clinical aspects of the hospital's operations and services.
- Develop policies that will enhance the achievement of the hospital's goals in collaboration with the Hospital's Management Team
- Provide direction to all providers in the practice of quality care according to standards and benchmarks set by the hospital, licensing boards and funding agencies.
- Ensure quality and appropriateness of care are monitored based on agreed quality assurance processes and ensure appropriate actions based on monitoring results are taken
- Manages administrative responsibilities such as clinical budget/finance management, and personnel management for clinical staff

- Monitor and solve personnel issues in a timely manner including performance gaps and violation of standards of care or personnel policy.
- Establish systems of accountability for all providers to include productivity benchmarks, performance measures and controls for clinical quality assurance.
- Provide overall direction in the recruitment of qualified clinical staff and new-hire orientation process ensuring consistency in training among all clinical providers.
- Ensure medical services and operations are in compliance with all applicable regulatory and licensing agencies and provide timely recommendations for corrective action and quality improvement.
- Provide overall direction and coordination of continuing medical education, training, and support for health care personnel
- Represent the Hospital at all required meetings with affiliated agencies

### ***Qualifications and Experience***

- A Doctor of Medicine Degree (MBCHB) or its equivalent
- A Postgraduate Degree in any discipline (Specialization) is an added advantage
- Must present evidence of a current license to practice medicine in Ghana
- A minimum of twelve (12) years' experience in general medicine with at least eight (8) years in a management-related positions within a primary health care environment

### ***Required Knowledge, Skills and Abilities:***

- People management Skills
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Total commitment to client oriented care and quality standards
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.
- Chairperson of the Drug and Therapeutic Committee, Procurement Committee
- Member of the waste management committee

### **Cardiologist**

Reporting to the Medical Director, the jobholder will support the development and delivery of a cardiology service in the Hospital and be responsible for the care of in-patients based at the hospital supported by trainees and other specialist doctors

### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other health care professionals
- Assess and interpret medical and psycho-social histories; conduct physical examinations; diagnose problem; detail a plan of treatment and evaluate effectiveness of treatment
- Consult with or refer patients with abnormal conditions or other medical, psychological or social problems to the appropriate specialist / physician when required
- Order and interpret the results of laboratory tests as part of the physical examination and health management.
- Perform and oversee cardiac stress testing and other appropriate cardiac/vascular procedures.
- Conduct health teaching and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education consultative direction as needed for nursing, laboratory and clinic assistant staff
- Prepare periodic reports and sign death certificates of patients
- Maintain professionalism and adhere to patient confidentiality

- Participate as a member of the Waste Management Committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports
- Attend meetings and staff durbars when required

#### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBCHB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

#### **Required Knowledge, Skills and Abilities**

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of cardiology and broad based experience in General Acute Medicine & Cardiology
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

#### **Dental Surgeon**

Reporting to the Medical Director, the job holder will be responsible for administering, maintaining and growing a program of primary and preventive dental care in the Hospital and provide dental advice and counsel as required

#### ***Summary of Functions & Responsibilities***

- Examine patient's teeth and diagnose dental conditions, assess treatment options and treatment plans with patients and carry out agreed clinical treatment in conformance with approved clinical protocols and guidelines
- Record patient-dentist transactions in the patient's dental record including the condition of the patient and the care or treatment provided
- Educates patients in the nature of oral health related conditions and in the general promotion of oral health related disease prevention
- Serve on the dental staff and other committees of the Hospital as assigned
- Prepare and submit monthly reports on Dental Department issues, concerns, program status, initiatives, and progress to the Medical Director
- Assist in the provision of continuing education, on-the-job training, and the orientation of dental center staff as requested
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Waste Management Committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports

#### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree in Dentistry plus Registration and Licence to Practice
- Must be a member of the Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

#### **Required Knowledge, Skills and Abilities**

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.

- Comprehensive knowledge of primary dental care in outpatient settings
- Knowledge of the principles and practice of modern dentistry

### **Doctor Anaesthetist**

Reporting to the Medical Director, the job holder will provide a safe, efficient and effective Anesthetic service and contribute/participate on the daily schedule for medical management of critically ill/Intensive Care patients in accordance with professional clinical standards

#### ***Summary of Functions & Responsibilities***

- Assess assigned patients pre-operatively and utilise appropriate anaesthetic techniques intra and post-operatively to contribute to the best outcome for the patient
- Conduct scheduled operating sessions, pain rounds and other professional anaesthetic services in an efficient and effective manner
- Participate as member of Trauma Team in Emergency Department for resuscitation of critical cases
- Ensure that the relationship with patients is based on informed consent and that patients are satisfied with services provided
- Ensure that documentation accurately reflects the patient's condition and clinical decision making
- Provide specialist advice and knowledge on anaesthesia, analgesia and critical care for patients referred by hospital specialist and general practitioner colleagues
- Work collaboratively with other clinicians on the responsibility for intensive care patients both on scheduled sessions and in the absence of a specific anaesthetist
- Supervise and teach residents and junior staff (interns, technicians, nurses) involved in aspects of delivering the anaesthesia service in anaesthesia and other disciplines
- Participate as a member of the Waste Management Committee and Internal Control Committee
- Attend meetings and staff durbars when required

#### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBChB) plus Registration and Licence to Practice
- Must be a member of a recognized Medical council/ professional body
- Must have a minimum five (5) years post specialisation experience

#### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Total commitment to client oriented care and quality standards
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **ENT Surgeon**

Reporting to the Medical Director, the job holder will also be responsible for the health needs of all categories of ENT patients including children with congenital and acquired deafness (hearing impairment)

#### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other health care professionals
- Assess and interpret medical and psycho-social histories; conduct physical examinations; diagnose problem; detail a plan of treatment and evaluate effectiveness of treatment
- Participate in patient care through hospital rounds, morning reports, conferences, consultations, participation in ambulatory care and other similar activities.
- Coordinate and provide ENT surgery consultation throughout the Hospital
- Conduct health teaching and counseling during the physical exam, as appropriate, enabling

the patient to make informed choices about health and treatment options.

- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education consultative direction as needed for nursing, laboratory and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Waste Management Committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBCCHB) plus Registration and Licence to Practice as an Ear Nose & Throat Specialist
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of Otolaryngology and rhinology
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Family Health Physician**

Reporting to the Medical Director, the job holder will provide health assessment and direct care to patients as part of the provider team providing services to assigned patient groups at the Hospital

### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other health care professionals
- Assess and interpret medical and psycho-social histories; conduct physical examinations; diagnose problem; detail a plan of treatment and evaluate effectiveness of treatment
- Make appropriate specialty and sub-specialty referrals, but maintain responsibility, assuring continuing of care.
- Participate in patient care through hospital rounds, morning reports, conferences, consultations, participation in ambulatory care and other similar activities.
- Conduct health teaching and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education consultative direction as needed for nursing, laboratory and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Waste Management Committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports
- Attend meetings and staff durbars when required

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBCHB) and Board certified in Preventive Medicine
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Ability to interpret and write comprehensive and technical reports and papers.
- Extensive knowledge of current trends and developments in the field of specialty
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Medical Officer**

Reporting to the Medical Director, the job holder will provide daily consultation covering out-patients care and emergency care and make referrals appropriately

### ***Summary of Functions & Responsibilities***

- Develop a plan of care for each patient, including complete history, physical examination, diagnosis, appropriate treatment and /or referral, use all available resources in an appropriate and cost efficient manner
- Assist / perform general surgical procedures, both diagnostic and therapeutic, using minimally invasive and traditional surgical techniques.
- Make appropriate specialty and sub-specialty referrals, but maintain responsibility, assuring continuing of care.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Manage seriously ill patients at the recovery ward.
- Prepare documentation required at the time of death, including death certificate or make a referral to Coroner.
- Participate in unit and Hospital meetings, grand rounds, clinical review assigned committee meetings and staff durbars
- Provide service cover for absent colleagues to ensure that processes, systems and workflow are maintained
- Attend meetings and staff durbars when required
- Undertake other assignments that would be assigned by the Medical Director

### ***Qualifications and Experience***

- Minimum of a degree in Medicine (MBCHB /MBBS) or equivalent
- Member of the Ghana Medical Association.
- Registered with Medical and Dental Council of Ghana
- Must have a minimum four (4) years post qualification experience in in a Regional or District Hospital

### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-thinking and organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Ability to be creative in handling emergencies
- Good judgment to make decisions in emergency situations
- Ability to perform several tasks together at the same time without making a mistake
- Member of the Drug and Therapeutic Committee, Procurement Committee, Ethics Committee, Medical Records Committee and the Waste Management Committee



### **Obstetrician/ Gynecologist**

Reporting to the Medical Director, the jobholder will provide health assessment and direct care to obstetrics and gynecology patients.

#### ***Summary of Functions & Responsibilities***

- Lead a multi-disciplinary team of doctors, nurses and midwives in the clinical management of patient in line with generally accepted standards of practice.
- Develop a plan of care for each patient, including complete history, physical examination, diagnosis, appropriate treatment and /or referral, uses all available resources in an appropriate and cost efficient manner
- Perform general gynecological and obstetric surgical procedures, both diagnostic and therapeutic, using minimally invasive and traditional surgical techniques.
- Make appropriate specialty and sub-specialty referrals, but maintain responsibility, assuring continuing of care.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Participate in health promotion/disease prevention activities and quality improvement/assurance activities
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Provide patient education consultative direction as needed for nursing and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Waste Management Committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports
- Attend meetings and staff durbars when required
- Perform any other duties as may be assigned by the Medical Director to meet the goal of providing excellent health care

#### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBCHB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

#### ***Required Knowledge, Skills and Abilities***

- Ability to demonstrate medical management of Obstetrics & Gynaecology
- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of Obstetrics & Gynaecology
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Ophthalmologist**

Reporting to the Medical Director, the job holder will provide clinical management services for complex or specific conditions in certain areas of the eye of patients

#### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other health care professionals
- Examine patients' eye health, identify eye irregularities or injuries; detail a plan of treatment and evaluate effectiveness of treatment
- Consult with or refer patients with abnormal conditions or other medical, psychological or social problems to the appropriate specialist / physician when required

- Conduct health teaching and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education consultative direction as needed for nursing, laboratory and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Waste Management Committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBChB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of ophthalmology
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Orthopaedic Surgeon**

Reporting to the Medical Director, the job holder will provide surgical care orthopedic patients. The job holder will also supervise and coordinate orthopedic surgical services: emergency room, orthopedic out-patient consultation, operating department, hospitalisation, dressing room and references.

### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other health care professionals
- Assess and interpret medical and psycho-social histories; conduct physical examinations; diagnose bodily disorders and orthopedic conditions; detail a plan of treatment and evaluate effectiveness of treatment
- Consult with or refer patients with abnormal conditions or other medical, psychological or social problems to the appropriate specialist / physician when required
- Perform surgical and noninvasive procedures, and prescribe drugs and supplements
- Create postoperative-care plans, and recommend lifestyle changes involving diet, exercise, and other matters
- Conduct health teaching and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education consultative direction as needed for nursing, laboratory and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Waste Management Committee, Ethics committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBCHB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Ability to offer expert clinical opinion on range of problems both emergency and elective within specialty.
- Ability to take full independent responsibility for clinical care of patients.
- Experience with degenerative spinal conditions
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Pediatrician**

Reporting to the Medical Director, the jobholder will provide health assessment and direct care to pediatric patients.

### ***Summary of Functions & Responsibilities***

- Lead a multi-disciplinary team of doctors, nurses and midwives in the clinical management of patient in line with generally accepted standards of practice.
- Develop a plan of care for each patient, including complete history, physical examination, diagnosis, appropriate treatment and /or referral, uses all available resources in an appropriate and cost efficient manner
- Consult with or refer patients with abnormal conditions or other medical, psychological or social problems to the appropriate specialist / physician when required
- Order and interpret the results of laboratory tests as part of the physical examination and health management.
- Performs newborn exams and coverage for newborn nursery.
- Conduct health teaching and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education consultative direction as needed for nursing, laboratory and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Waste Management Committee, Ethics committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBCHB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Ability to demonstrate medical management of Obstetrics & Gynaecology
- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills

- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of Paediatrics
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Physician Specialist**

Reporting to the Medical Director, the job holder will provide the full scope of primary care services including but not limited to diagnosis, treatment, coordination of care, preventive care and health maintenance to assigned patient groups at the Hospital

#### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other health care professionals
- Assess and interpret medical and psycho-social histories; conduct physical examinations; diagnose condition; detail a plan of treatment and evaluate effectiveness of treatment
- Participate in patient care through hospital rounds, morning reports, conferences, consultations, participation in ambulatory care and other similar activities.
- Conduct health education and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education consultative direction as needed for nursing, laboratory and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Perform emergency duties and sign patient's death certificates
- Participate as a member of the Drug and Therapeutics Committee, Procurement committee, Medical Records Committee, Ethics committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports

#### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBChB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

#### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-thinking and organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of specialty
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Public Health Physician**

Reporting to the Medical Director, the job holder will provide health advice and promote good health in the area of specialty, involving medical diagnosis and patient care, education and research in order to reduce the risks of disease, disability and death in individuals and in population groups of the Hospital's stakeholders

#### ***Summary of Functions & Responsibilities***

- Work with multi-disciplinary team of doctors, nurses and midwives in the clinical management of patient in line with generally accepted standards of practice.
- Monitor and investigate the occurrence and spread of disease, help people come to terms with their illnesses and develop health care improvement and disease prevention initiatives

- Conduct research to develop and test surgical techniques that can improve operating procedures and help to facilitate improvement in health conditions
- Participate in health promotion/disease prevention activities and quality improvement/assurance activities
- Assist in the review and development of policies, procedures and protocols and be up to date with current medical standards of practice
- Provide patient education and consultative direction as needed for nursing, laboratory and clinic assistant staff
- Participate in staff outreach and off-site health care programs in the Hospital service area as assigned by the Medical Director.
- Perform any other duties as may be assigned by the Medical Director to meet the goal of providing quality health care.
- Coach and supervise staff in their day to day activities and provide yearly assessment reports
- Participate as a member of the Drug and Therapeutics Committee, Waste Management Committee, Ethics committee and Internal Control Committee

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBChB) and Board certified in Preventive Medicine or must have a Master's in Public Health
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical thinking and organizational Skills
- Ability to interpret and write comprehensive and technical reports and papers.
- Extensive knowledge of current trends and developments in the field of specialty
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Radiologist**

Reporting to the Medical Director, the job holder will be responsible for executing and interpreting medical images such as X-rays, CT scans, ultrasounds and MRIs to facilitate quality patient outcomes

### ***Summary of Functions & Responsibilities***

- Diagnose illnesses based on imaging and related tests and develop a plan of care for each patient, including complete history, physical examination, among others
- Consult with other medical, psychological or social problems to the appropriate specialist / physician in the clinical management of patient in line with generally accepted standards of practice.
- Carry out acceptable procedures for diagnosis and assistance in the design of treatment for patients
- Conduct health education and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Perform radiological diagnostic procedures commensurate with the level of expertise
- Participate in theatre radiography procedures.
- Maintain professionalism and adhere to patient confidentiality
- Perform any other official duty that may be assigned.
- Participate as a member of the Waste Management Committee, Ethics committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports

- Attend meetings and staff durbars when required

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBChB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Ability to demonstrate medical management of Obstetrics & Gynaecology
- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of Radiology
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Surgeon (General)**

Reporting to the Medical Director, the job holder will manage the of treatment injuries, diseases, and deformities through operations and the overall provision of quality healthcare to patients at the Hospital

### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other healthcare professionals
- Assess and interpret medical and psycho-social histories; conduct physical examinations; diagnose problem; detail a plan of treatment and evaluate effectiveness of treatment
- Participate in patient care through hospital rounds, morning reports, conferences, consultations, participation in ambulatory care and other similar activities.
- Coordinate and provide surgery consultation throughout the Hospital
- Conduct health teaching and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education consultative direction as needed for nursing, laboratory and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Drug and Therapeutic Committee, the Waste Management Committee, Ethics committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports
- Attend meetings and staff durbars when required

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBChB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of specialty
- Ability to develop and maintain effective working relationships with professional staff, local

officials and the general public.

### **Urologist**

Reporting to the Medical Director, the job holder will be responsible for the health needs of all categories of urology patients including children with surgical and medical diseases of the male and female urinary tract system and the male reproductive organs

### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other healthcare professionals
- Assess and interpret medical and psycho-social histories; conduct physical examinations; diagnose problem; detail a plan of treatment and evaluate effectiveness of treatment
- Participate in patient care through hospital rounds, morning reports, conferences, consultations, participation in ambulatory care and other similar activities.
- Coordinate and provide surgery consultation throughout the Hospital
- Conduct health teaching and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Provide patient education and consultative direction as needed for nursing, laboratory and clinic assistant staff
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Ethics committee and Internal Control Committee
- Coach and supervise staff in their day to day activities
- Prepare periodic reports and provide yearly assessment reports

### ***Qualifications and Experience***

- Minimum of a Doctor of Medicine degree (MBCHB) plus Registration and Licence to Practice
- Must be a member of Medical and Dental Council of Ghana / a recognized professional body
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of specialty
- Profound understanding of the human body
- Experience with sophisticated medical equipment and complicated procedures
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.



# Allied Health Staff



### **Chief Biomedical Scientist**

Reporting to the Medical Director, the job holder will provide leadership and direction in the delivery of all diagnostic services with overall responsibility for standard and quality of results.

#### ***Summary of Functions & Responsibilities***

- Oversee the day-to-day delivery of efficient laboratory services in the health facility.
- Contribute to the management of research, service planning and development activities for continuing improvement of laboratory diagnostic services.
- Play a lead role in managing laboratory staff within the health facility including performance reviews.
- Ensure that preventive maintenance schedules have been carried out on laboratory instruments before being used for patient investigations.
- Undertake the supervision of routine and specialist clinical laboratory tests within the health facility to ensure efficient delivery of such services.
- Advise the clinical care team where necessary on the results of laboratory tests which impact on patient care.
- Manage effective liaison with the clinical care division to ensure the smooth running of clinical technical service delivery.
- Play a lead role in the audit of clinical technical services and other quality assurance activities in the health facility.
- Supervise and ensure the provision of accurate laboratory reports within acceptable turnaround times.
- Participate as a member of the Quality Assurance Committee and waste management committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports
- Undertake other duties and responsibilities as may be directed by the Medical Director.

#### ***Qualifications and Experience***

- BSc in Biomedical Science / Medical Laboratory Science or equivalent plus;
- A related post graduate / professional qualification
- Must possess a Professional Licence which should not be committed
- Must have a minimum of eight (8) years' work experience with at least three (3) at a senior level.

#### ***Required Knowledge, Skills and Abilities:***

- Specialist knowledge of specialist diagnostic techniques;
- Expertise in quality assurance procedures and in Health and Safety and risk management.
- Excellent writing and verbal communication skills.
- Ability to work, lead and manage a multi-disciplinary team.
- Ability to organize workload, work under pressure and meet tight deadlines.
- Computer skills and familiarity with relevant software.
- Excellent analytical and problem-solving skills
- Strategic thinker.

### **Biomedical Scientist**

Reporting to the Medical Director, the job holder will be responsible for processing biomedical specimens, analysing and reporting on results as part of integrated biomedical services within the hospital.

#### ***Summary of Functions & Responsibilities***

- Perform manual, semi-automated and fully automated laboratory investigations accurately and safely according to best practice and professional protocols..
- Identify, analyse and report on microscopic, cytology, haematology or other examination of specimens / patient's conditions and explain results to the physician, to support patient diagnosis and treatment
- Perform detailed blood typing, antibody screening, compatibility testing, and antibody identification procedures to ensure patients receive compatible blood
- Match computer orders with specimen labeling; sort specimens; log in specimens and arrange reports for delivery
- Ensure that reagents are prepared stored and used in a manner suitable for patient

investigations.

- Measure and monitor the accuracy and precision of laboratory investigations using professionally acceptable quality control procedures.
- Serve as technical resource by participating in training ; answering questions of other professionals
- Contribute to the implementation of molecular techniques into the laboratory where professionally acceptable.
- Attend monthly durbars and meetings
- Prepare periodic reports and provide guidance to junior colleagues
- Participate as a member of the Infection Control committee, Medical Record committee and waste management committee

***Qualifications and Experience***

- A minimum of a Degree in Biomedical Science/Medical Laboratory Science or equivalent plus a relevant post graduate qualification (academic or professional).
- At least three (3) years' work experience in a reputable hospital or medical laboratory

***Required Knowledge, Skills and Abilities:***

- Knowledge of biomedical procedures
- Ability to manage complex laboratory techniques and equipment
- Knowledge of Health and Safety and Quality Assurance Issues
- Ability to train others on standard operational procedures.
- Ability to work under pressure and meet tight deadlines
- Competence in word processing and use of spreadsheets

**Biomedical Engineer**

Reporting to the Medical Director, the jobholder will provide overall technical leadership for all components of The Hospital's Medical Equipment management program and maximize overall safety in the application and operational performance of Patient care equipment.

***Summary of Functions & Responsibilities***

- Develop work schedules for Technicians of the unit in line with required workload
- Supervise Biomedical technicians in performing routine checkup and maintenance on equipment's
- Liaise with other support units in the management of the hospital's equipment and systems
- Manage all technical queries from hospital staff, safety testing and preventive maintenance on clinical equipment
- Ensure guidance / instructions materials on the proper use of medical equipment are available and complied with
- Plan and conduct research concerning biological, psychological, behavioral, and other life systems that affect the health of patients.
- Develop mathematical models and computer simulations in order to better understand the life processes that affect our health.
- Coach and supervise staff in their day to day activities as appropriate
- Submit periodic assessment reports related to work completion, preventive maintenance completion rate and on any equipment failures
- Perform any related assignment when required

***Qualifications and Experience***

- A minimum of a Degree in Biomedical Engineering Technology or equivalent plus a relevant post graduate qualification (academic or professional).
- Must possess a professional license which should not be committed
- At least three (3) years' work experience with biomedical equipment in a clinical engineering environment.

***Required Knowledge, Skills and Abilities:***

- Strong interest in the integration of engineering and medicine.
- Excellent communication skills in order to liaise with a variety of people.
- Good attention to detail
- The capacity to combine a high degree of technical knowledge with creativity.
- The ability to design products that are effective and practical as well as cost effective and

aesthetic.

- Commercial awareness, in order to appreciate a product's marketability.
- Excellent problem-solving skills and the ability to work under pressure.

### **Dietician**

Reporting to the Medical Director, the job holder will be responsible for promoting health of individuals through comprehensive nutrition education initiatives, in-patient and outpatient dietherapy services and health behavior-change programs.

#### ***Summary of Functions & Responsibilities***

- Consult with clinicians and other health personnel to determine nutritional needs and diet restrictions for clients/patients.
- Assess patients' nutritional status and screen for potential risks in a timely manner.
- Establishes and implement appropriate therapeutic diets for clients/patients
- Formulate menus for therapeutic diets based on medical and physical condition of clients/patients.
- Monitor patients' response to the daily nutrient intake making appropriate recommendations for nutritional intervention when necessary.
- Collaborate with catering officer in planning patient menus and/or menu modifications according to approved diet manual, in order to provide nutritional care for in-patients
- Meet directly with patients to identify nutritional educational needs; provide individual instruction and educate patients/families and groups on nutritional care of medical conditions.
- Identify ways to improve care of patients, and make recommendations to the Medical Director and participate in various patient program committees.
- Perform research and recommend ways to expand and improve nutrition programs.
- Perform research duties and participate in health education programs
- Perform other official duties that may be assigned.

#### ***Qualifications and Experience***

- Minimum of a BSC in dietetics / BSC. Degree in Food and Nutrition
- At least three (3) years post specialisation experience
- MSc. in Dietherapy / MSc. in Food and Nutrition is a plus
- Evidence of Registration and Licence to Practice

#### ***Required Knowledge, Skills and Abilities:***

- Understanding the importance of hygiene, Health and Safety
- Knowledge and understanding of quality assurance issues
- Knowledge of Hospital Protocols
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of specialty
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public.

### **Physiotherapist**

**Reporting to the** Medical Director, the job holder will be responsible for the provision of physiotherapy service to in-patients out patients, paediatrics, adult orthopaedics, spinal injuries and rehabilitation.

#### ***Summary of Functions & Responsibilities***

- Take delegated responsibility from senior colleagues for managing and treating patients with particular conditions within each rotation
- Liaise with physicians/doctors and other paramedicals to best meet the assessed physiotherapy needs of patients
- Ensure the patients' understanding of treatment proposals to ensure valid patient consent.
- To understand and work within a legal framework with patients who lack the capacity to consent to treatment.
- Provide physiotherapy services in accordance with national standards, ensuring safe use of

physiotherapy equipment.

- Participate in the education of patients, their families and the community to prevent injury and disability and to lead healthy lifestyles.
- Prepare periodic reports and maintain detailed records of client' treatment and progress.
- Participate as a member of the procurement committee and waste management committee
- Provide caregiver education to patients
- Perform other official duties that may be assigned.

#### ***Qualifications and Experience***

- BSc. In Physiotherapy from an Accredited Institution
- Must have a minimum five (5) years Post Qualification experience with at least 3 years at senior level

#### ***Required Knowledge, Skills and Abilities:***

- Knowledge and understanding of quality assurance issues
- Knowledge of Health and Safety
- Knowledge of Hospital Protocols
- Demonstrated human relations and effective communication skills
- Ability to work under pressure
- Ability to demonstrate and participate in effective team working
- Ability to initiate and maintain clear, concise documentation.

#### **Quality Assurance Officer**

**Reporting to the** Medical Director, the job holder will be responsible for monitoring and evaluating compliance with quality assurance guidelines and regulations and preside over quality audit.

#### ***Summary of Functions & Responsibilities***

- Plan, coordinate, and implement the quality management and quality improvement programs for diagnostic services.
- Provide consultation and direction to ensure programs and services are implemented at the highest standards and patients receive the highest level of care.
- Ensure policies and procedures are monitored and updated to include regulatory changes.
- Report on the status of the quality levels of staff, systems and production activities.
- Assure proper qualification, maintenance and calibration of lab equipment and on-line test instruments.
- Coordinate and ensure regular quality control audits on operations of the Diagnostics Unit.
- Ensure that investigator, vendor, health facility and system audits are conducted.
- Communicate any critical compliance risks noted from these activities (immediate above) to senior management.
- Assume a lead role for the preparation, conduct, and responses to regulatory agency.
- Ensure compliance with the Hospital's Quality Assurance Policy guidelines and work within the prescribed quality standards for all services.
- Participate as a member of the Quality Assurance Committee, procure waste management committee and Infection Control committee.

#### ***Qualifications and Experience***

- Degree in Health Sciences and Post Qualification degree in Project Management or Quality Management and/or Clinical Laboratory Management or related field.
- A minimum of five (5) years post-graduate experience in a Life Science/Research Quality Control or Quality Assurance

#### ***Required Knowledge, Skills and Abilities:***

- Familiar with standard concepts, practices, and procedures of quality assurance issues
- Knowledge of information systems and process improvement techniques
- Experience I qualifying, maintaining and/or calibrating equipment
- Data management and analysis expertise is essential specifically Excel.
- Knowledge of Health and Safety
- Demonstrated ability to work on own initiative

## **Optometrist**

**Reporting to the** Medical Director, the job holder will be responsible for providing general optometry care for the patients in the Hospital.

### ***Summary of Functions & Responsibilities***

- Work as part of a multi-disciplinary team supporting the work of other health care professionals
- Assess and interpret medical and psycho-social histories; diagnose, treat and manage diseases, injuries and disorders of the visual system, the eye and associated structures
- Work together with the ophthalmologist so as to achieve the best possible outcomes for all patients
- Perform complete eye examination, contact lens fittings and prescribe therapeutic procedures to correct or conserve vision.
- Offer help and advice to patients and care givers with regard to eye health, spectacles required, choosing frames and lenses
- Conduct health teaching and counseling during the physical exam, as appropriate, enabling the patient to make informed choices about health and treatment options.
- Complete patient clinical record documentation in a timely manner specific to the clinical services provided, according to applicable policies and procedures.
- Assist in the review and development of policies, procedures and protocols to be up to date with current medical standards of practice
- Participate in quality improvement/assurance activities
- Maintain professionalism and adhere to patient confidentiality
- Participate as a member of the Waste Management Committee, Ethics committee and Internal Control Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports
- Conduct weekly clinical research activities.

### ***Qualifications and Experience***

- Minimum of a Doctor of Optometry.
- Must be registered with Allied Health Professionals Regulatory Council
- Must have a minimum four (4) years post specialisation experience

### ***Required Knowledge, Skills and Abilities:***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Extensive knowledge of current trends and developments in the field of Optometry
- Ability to develop and maintain effective working relationships with professional staff, local officials and the general public

## **Central Sterilization and Storage Department (CSSD) Supervisor**

**Reporting to the** Chief Biomedical Scientist, the jobholder will lead the sterilization and other actions on medical devices, equipment and consumables; for subsequent use by health workers in the operating theatre of the hospital and also for other aseptic procedures.

### ***Summary of Functions & Responsibilities***

- Provide effective disinfection and sterilization services
- Supervise the preparation, processing, and distributing sterile and non-sterile medical and surgical supplies and equipment required for patient diagnosis, treatment and ongoing care
- Supervise the destruction of potentially infectious material on reusable devices, and distribute appropriately processed items throughout the Hospital.
- Apply the principles of microbiology and infection control to all activities in restricted and semi restricted areas.
- Maintain a safe and clean environment using only authorized cleaning products and adhere to the principles of infection control.
- Supervise and assist in the set up instrument wash room with distinct areas for clean and dirty instrument, and sort, count and package clean instruments, equipment and other articles for sterilising

- Maintain strict confidentiality in relation to all matters pertaining to the hospital's activities and objectives.

**Qualifications and Experience**

- Registered Nurse (Diploma)
- Minimum of 3 years' experience in Infection Prevention and Control

**Required Knowledge, Skills and Abilities:**

- Knowledge of Health and Safety.
- Demonstrated ability to work on own initiative
- Communicate effectively both orally and written.
- Ability to work under pressure
- Able to supervise and follow standard operational procedures
- Able to work as a member of a team
- Good manual dexterity.

**Central Sterilization and Storage Department (CSSD) Staff**

**Reporting to the** CSSD Manager, the jobholder will carry out sterilization and other actions on medical devices, equipment and consumables; for subsequent use by health workers in the operating theatre of the hospital and also for other aseptic procedures.

**Summary of Functions & Responsibilities**

- Provide effective disinfection and sterilization services
- Prepare, process, and distribute sterile and non-sterile medical and surgical supplies and equipment required for patient diagnosis, treatment and ongoing care
- Destroy potentially infectious material on reusable devices, and distribute appropriately processed items throughout the Hospital.
- Apply the principles of microbiology and infection control to all activities in restricted and semi restricted areas.
- Maintain a safe and clean environment using only authorized cleaning products and adhere to the principles of infection control.
- Set up instrument wash room with distinct areas for clean and dirty instrument, and sort, count and package clean instruments, equipment and other articles for sterilising
- Maintain strict confidentiality in relation to all matters pertaining to the hospital's activities and objectives
- Perform any other duties as may be assigned.

**Qualifications and Experience**

- Registered Nurse (Diploma)
- Minimum of 1 year experience in Infection Prevention and Control

**Required Knowledge, Skills and Abilities:**

- Knowledge of Health and Safety.
- Demonstrated ability to work on own initiative
- Communicate effectively both orally and written.
- Ability to work under pressure
- Able to follow standard operational procedures
- Able to work as a member of a team
- Good manual dexterity.

**Dental Clinic Assistant**

**Reporting to the** Dental Surgeon, the job holder will provide assistant with dental treatment, infection control procedures, laboratory procedures and patient education.

**Summary of Functions & Responsibilities**

- Prepare equipment, instrument and filling materials for dental surgery/treatment
- Assist dentist during examination and administration of nitrous oxide for analgesia or sedation
- Take dental radiography, develop, mount and store.
- Schedule appointments for patients and record dental procedures performed.
- Provide first aid to dental clients and make referrals to the Dentist for treatment e.g. controls bleeding after extraction, apply head band suspenders, manage trauma cases and give pain

relief.

- Clean and maintain order arrangement of the dental clinic.
- Undertake properly sterilization of instruments and equipment.
- Dispatch prosthetics work to the laboratory.
- Educate patients on oral hygiene and assist with other oral health outreach programmes.
- Perform any other official duty that may be assigned.

#### ***Qualifications and Experience***

- Post SSCE Certificate in Dental Clinic Assistant from a recognized health institution
- General Knowledge in dental hygiene or therapy
- A minimum of three (3) years working experience from a recognized medical institution

#### ***Required Knowledge, Skills and Abilities:***

- Knowledge of Health and Safety.
- Demonstrated ability to work on own initiative
- Communicate effectively both orally and written.
- Ability to work under pressure
- Able to follow standard operational procedures
- Able to work as a member of a team
- Good manual dexterity.

#### **Physician Assistant COHO**

**Reporting to the** Nurse Manager, the job holder will provide support and assistance to a designated clinician or therapist in the delivery of dental care services to patients, in line with practice procedures.

#### ***Summary of Functions & Responsibilities***

- Prepare and provide equipment, dental materials and instruments for each patient according to the dental treatment plan
- Record patient-hygienist transactions as they occur in the patient's dental record to accurately reflect the nature of the contact, the condition of the patient and the care or treatment provided.
- Assist with the provision of clinical oral hygiene services including dental prophylaxis, scaling, sealant application and fluoride application consistent with accepted professional practices and standards and in compliance with the Hospital's clinical protocols
- Provide oral health education and appropriate individual counseling for all dental patients
- Coordinate the maintenance of all Dental Department areas in compliance with Dental Department directive and policies as well as the Hospital's policies and procedures relative to infection control, exposure control and safety issues.
- Adher to therapeutic standards; measure health outcomes against patient care goals and standards
- Ensure adequate stocks of required materials and other items within the dental surgery unit
- Maintain a professional approach to work through the provision of quality patient service
- Attend meetings and staff durbars when required.

#### ***Qualifications and Experience***

- Registered Nurse (Diploma) plus Community Oral Health Officer Qualification (In-depth Diploma) and
- Must be a member of a recognized and related professional body
- Must have a minimum three (3) years post specialisation experience in dental care services with at least three (1) year community oral health officer's internship

#### ***Required Knowledge, Skills and Abilities:***

- Ability to educate patients on preventative and oral health care.
- Ability to correctly prioritize a patient's condition and if necessary provide appropriate pain relief.
- Excellent decision making, communication and interpersonal skills.
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- IT Skills



# Nursing Staff



## **Nurse Manager**

Reporting to the Medical Director, the job holder will directly oversee and promote excellence in patient care by providing leadership and direction to an integrated Nursing team, in the hospital and ensure that processes are in place to support the achievement of the goals of the Clinical Division and that of the Hospital.

### **Summary of Functions & Responsibilities**

- Contribute to the development, implementation and monitoring of standards, policies and procedures for the delivery of quality nursing care.
- Lead and direct staff in complying with nursing service standards of practice and policies of the Hospital and the Ministry of Health.
- Monitor and evaluate patient care processes on a unit to unit basis to ensure the effective delivery of competent, compassionate, and efficient care
- Ensure the provision of a safe and therapeutic environment for patient care in the department
- Allocate, coordinate, monitor and assess the work of ward/unit managers in the facility and effective utilization of Nurses
- Monitor staff in the implementation of preceptor programmes and orientation of newly employed nurses.
- Draw upon a wide range of clinical and technical expertise to support skills development and on-going training of nurses
- Maintain a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
- Participate as a member of the Drug and Therapeutics Committee, Clinical Practice and Quality Assurance Committee, procurement committee and waste management committee
- Coach and supervise staff in the day to day care activities and provide yearly assessment reports
- Attend staff durbars and meetings

### **Qualifications and Experience**

- Minimum of a Bachelor's degree in Nursing plus a relevant Post-graduate qualification
- Must be a member of the Nursing and Midwifery Council of Ghana
- Must have a minimum ten (10) years post qualification experience with at least five (5) in a managerial position

### **Required Knowledge, Skills and Abilities:**

- Excellent communication and interpersonal skills coupled with a strong ability to influence both internal and external stakeholders
- Excellent presentation and organizational skills
- Must possess teaching abilities, leadership qualities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development.
- Must demonstrate multi-tasking ability

## **Emergency Care Nurse**

Reporting to the Nurse Manager, the role holder will be responsible for the provision of high quality and effective pre-hospital / hospital clinical care to adults and children. The role holder will also respond to a wide variety of situations including medical emergencies, inter-hospital transfers, urgent hospital admissions and other allocated operational activities.

### **Summary of Functions & Responsibilities**

- Manage basic life support needs and stabilize patients based upon nursing standards and protocol, until the availability of the attending surgeon physician / specialist
- Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care / recovery plans based on record symptoms as well as a detailed patient history
- Assist surgeons physicians and various other treatment specialists during exams, diagnostic testing and treatments
- Administer both primary and specialty care to patients and record prescribed medications

- Provide basic, bedside care and report adverse reactions to medications and treatments in accordance with the policy regarding the administration of medications by a licensed registered nurse
- Record all care information concisely, by charting in-patient and department records. accurately and in a timely manner
- Educate patients and significant others how to manage their illness/injury, as prescribed by physician, by explaining: post-treatment home care needs, diet/nutrition/exercise programs, self-administration of medication and rehabilitation
- Displays professionalism while completing multiple urgent tasks in a timely manner
- Participate as a member of the Ethics Committee and the Infection Control Committee
- Coach and supervise staff in their day to day care activities
- Attend meetings and staff durbars when required
- Prepare daily taking up and handing over notes / reports

### ***Qualifications and Experience***

- Minimum of a degree in Nursing plus a relevant post graduate specialisation
- Must be a member of the Nursing and Midwifery Council of Ghana
- Must have a minimum five (5) years post specialisation experience in emergency care

### ***Required Knowledge, Skills and Abilities:***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical -thinking and organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Ability to be creative in handling emergencies
- Good judgment to make decisions in emergency situations
- Must demonstrate multi-tasking ability

### **General Nurse**

Reporting to the Nurse Manager, the job holder will work collaboratively with physicians and multidisciplinary team members to assess, plan, implement and evaluate patient care to improve health outcomes. The job holder will also provide professional nursing care to patients through the provision of physical and psychological support to patients, friends and families to promote and restore patient health.

### ***Summary of Functions & Responsibilities***

- Identify patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
- Undertake assessment, planning and implementation of interventions for addressing patient care problems.
- Position and prepare patient for physical examination and observe examination except when excused by patient with doctor's consent.
- Document patient care services by charting in-patient and department records.
- Guide patients to ward for admission if availability of bed is assured and inform ward nurses about all admissions.
- Maintain a safe and therapeutic patient care environment by adhering to infection-control policies and protocol, medication administration and storage procedures and controlled substance regulations.
- Provide basic education information to patients and family, focusing on self-care appropriate to their age and identified learning considerations and needs.
- Evaluate patient responses to interventions and modify plans as needed.
- Undertake and demonstrate nursing tasks in the best interest of patient care and professional standards.
- Undertake the last offices for deceased patients and give relevant information to relatives/care givers.
- Participate as a member of the Ethics Committee, the Infection Control Committee and the

#### Medical Records Committee

- Attend meetings and staff durbars when required
- Prepare daily taking up and handing over notes / reports
- Perform any other official duties as may be assigned.

#### **Qualifications and Experience**

- Minimum of a Bachelor's Degree in Nursing.
- Member of the Nursing and Midwifery Council of Ghana.
- Must have a minimum three (3) years post specialisation experience in general nursing Or;
- Diploma in Nursing with no less than five (5) years working experience

#### **Required Knowledge, Skills and Abilities**

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Good judgment to make decisions in emergency situations
- Must demonstrate multi-tasking ability

#### **Intensive/Critical Nurse**

*Reporting to the Nurse Manager, the job holder is responsible for the provision of direct and individualised nursing care to acutely and critically ill patients, in an extremely technical and 24-hour care monitoring environment. The job holder will also offer emotional and psychosocial health support to the patient, family and significant others through counselling and other support services.*

#### **Summary of Functions & Responsibilities**

- Manage basic life support needs and stabilize patients based upon nursing standards and protocol, until the availability of the attending surgeon physician / specialist.
- Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care / recovery plans based on record symptoms as well as a detailed patient history.
- Assist surgeons/physicians and various other treatment specialists during exams, diagnostic testing and treatments
- Administer both primary and specialty care to both adults and children accordingly and record prescribed medications
- Provide basic, bedside care and report adverse reactions to medications or treatments in accordance with the policy regarding the administration of medications by a licensed registered nurse
- Record all care information concisely, by charting in-patient and department records. accurately and in a timely manner
- Teach patients and significant others how to manage their illness/injury, as prescribed by physician, by explaining: post-treatment home care needs, diet/nutrition/exercise programs, self-administration of medication and rehabilitation
- Responds to life-saving situations based upon nursing standards and protocol
- Monitor and adjust specialized equipment used on patients, and interpret and record electronic displays accordingly
- Participate as a member of the Ethics Committee and the Infection Control Committee
- Coach and supervise staff in their day to day activities
- Attend meetings and staff durbars when required
- Perform any related services assigned

#### **Qualifications and Experience**

- Minimum of a degree in Nursing plus a relevant post graduate specialisation

- Must be a member of the Nursing and Midwifery Council of Ghana
- Must have a minimum five (5) years post specialisation experience

#### **Required Knowledge, Skills and Abilities**

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Ability to be creative in handling emergencies
- Good judgment to make decisions in emergency situations
- Must demonstrate multi-tasking ability

#### **Perioperative Nurse**

Reporting to the Nurse Manager, the job holder is responsible for the provision of care and support to patients before, during and after surgical procedures as well as attending to patients under treatment with pharmaceuticals to manage illness.

#### ***Summary of Functions & Responsibilities***

- Make all necessary preparation in the operating room before the surgical procedure begins
- Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care / recovery plans based on record symptoms as well as a detailed patient history
- Assist surgeons physicians and various other treatment specialists during exams, diagnostic testing and treatments
- Convey the patient to the recovery room after the surgical procedure
- Provide basic, bedside care and report adverse reactions to medications or treatments in accordance with the policy regarding the administration of medications by a licensed registered nurse
- Record all care information concisely, by charting in- patient and department records. Accurately and in a timely manner
- Help patients with recovery immediately following surgery and teach them, and their families, about at-home postoperative care.
- Respond to life-saving situations based upon nursing standards and protocol
- Monitor and adjust specialized equipment used on patients, and interpret and record electronic displays accordingly
- Notify appropriate nursing and medical staff of changes in the patient's status

#### ***Qualifications and Experience***

- Minimum of a degree in Nursing plus a relevant post graduate specialisation
- Must be a member of the Nursing and Midwifery Council of Ghana
- Must have a minimum five (5) years post specialisation experience in emergency care with at least three (3) in a senior position

#### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Ability to be creative in handling emergencies
- Good judgment to make decisions in emergency situations
- Must demonstrate multi-tasking ability

### **Nurse Anaesthetist**

Reporting to the Nurse Manager, the job holder is responsible for the management of nurse anesthesia services in collaboration with anesthesiologists, surgeons and other physicians and medical professionals to deliver anesthesia for medical and surgical procedures

#### ***Summary of Functions & Responsibilities***

- Participate in the performance of pre-anaesthetic care by assessing staff notes, lab work, patient histories and physiology of patients to determine the most appropriate anesthetic management.
- Identify pre-existing medical conditions and communicate to surgeons
- Prepare, set up, maintain and check the anaesthetic equipment and instruments to ensure that they are clean, safe and in good working condition.
- Assist in managing the daily flow of patients through the anaesthetic room and into the theatre in accordance with the theatre schedule, working closely with all members of the clinical team
- Prepare patients for anaesthetic and/or operative intervention
- Participate in administering anaesthetic according to national and local anaesthetic guidelines and procedures, ensuring a high standard of patient care.
- Calibrate and help read out data from monitoring devices during intervention.
- Assist in the management of the anaesthetic procedure by monitoring appropriate physical, physiochemical, and biochemical indicators such as blood pressure, heart rate, EKG, blood loss, patient position, pulmonary compliance, arterial blood bases, etc.
- Assist in ensuring prompt interventions in emergency situations as well as proper evacuation of patients to referral centre
- Assist in difficult intubations and the care of critically ill patients
- Assist in the intra-operative management of blood transfusion
- Make appropriate entries in staff notes, on anesthesia records, and in the patients' charts
- Coach and supervise staff in their day to day care activities
- Attend meetings and staff durbars when required
- Participate as a member of the Ethics Committee, the Infection Control Committee and Clinical Practice and Quality Assurance Committee

#### ***Qualifications and Experience***

- Registered Nurse (Diploma) plus Anesthetist Assistant Qualification (In-depth Diploma) or its equivalent plus a postgraduate qualification in a relevant specialty
- Must be a member of the Nursing and Midwifery Council of Ghana
- Must have a minimum five (5) years post qualification experience

#### ***Required Knowledge, Skills and Abilities***

- Knowledge and competency in: Local and regional anaesthesia
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Ability to be creative in handling emergencies
- Good judgment to make decisions in emergency situations
- Must demonstrate multi-tasking ability

### **Ophthalmic Nurse**

Reporting to the Nurse Manager, the job holder is responsible for the assessment of visual acuity prior to patient consultation with Ophthalmologist and the provision of aftercare and medical therapies for ophthalmic conditions, as required, to promote and maintain ocular health

#### ***Summary of Functions & Responsibilities***

- Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care / recovery plans based on record symptoms as well as a detailed patient

history

- Screen, monitor and initiate treatment pathways for patients with chronic ophthalmic conditions, such as glaucoma, diabetic retinopathy and dry eye.
- Prepare and position patients for surgery, verify the surgical site, and help with the instrumentation.
- Educate patients in the requirements of aftercare and medical therapies for ophthalmic conditions and assess compliance with therapy.
- Contribute to the assessment and management of risk, maintenance of hygiene standards and the control of infection, ensure the safety of the work environment and work processes, for patients, visitors and staff.
- Act as adviser and promoter of ocular health in areas like sports injuries, occupational injuries and infection prevention
- Record all care information concisely, by charting in-patient and department records accurately and in a timely manner.
- Ensure the safe administration, storage and ordering of drugs in the ward/department.
- Participate as a member of the Ethics Committee and the Infection Control Committee
- Coach and supervise staff in their day to day activities
- Attend meetings and staff durbars when required

#### ***Qualifications and Experience***

- Minimum of a degree in Nursing plus a relevant post graduate specialisation
- Must have certification in Ophthalmic Nursing
- Must be a member of the Nursing and Midwifery Council of Ghana
- Must have a minimum five (5) years post specialisation experience

#### ***Required Knowledge, Skills and Abilities***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Ability to be creative in handling emergencies
- Good judgment to make decisions in emergency situations
- Must demonstrate multi-tasking ability

#### **Midwifery Officer**

Reporting to the Nurse Manager, the role holder will provide patient care and education to obstetrical and gynecological patients in accordance with established midwifery practice guidelines.

#### ***Summary of Functions & Responsibilities***

- Provide antenatal, postnatal care and counseling to patients to help improve maternal and new born health outcomes
- Manage assisted vaginal deliveries (i.e. episiotomies, vacuum extraction) for patients according to hospital protocol.
- Administer controlled drugs, intravenous solutions, antibiotics, and other agents as directed and in line with treatment protocol
- Monitor, identify and report deviations from normal infant deliveries and carry out laid down procedures to safeguard the well-being of mothers and babies such as resuscitation of newborns, treatment of hemorrhage and shock, fetal distress, prolapsed cord, and other life threatening conditions.
- Provide inpatient care for obstetrical patients, manage patient records and ensure inclusion of all appropriate findings, recommendations, follow-up care and referral.
- Assist mothers to initiate infant feeding following delivery and with the management of breastfeeding problems.
- Display professionalism while completing multiple urgent tasks in a timely manner.

- Coach and supervise staff in their day to day activities
- Attend meetings and staff durbars when required
- Record all care information concisely, by charting in-patient and department records. accurately and in a timely manner
- Perform any other duties as may be assigned.

### ***Qualifications and Experience***

- Minimum of a degree in Nursing plus a relevant post graduate specialization
- Must be a member of the Nursing and Midwifery Council of Ghana
- Must have a minimum five (5) years post specialisation experience Or
- Registered Midwife with Diploma in Midwifery plus FIVE (5) years' working experience at the level of Midwifery Officer; evidence of continuing professional development and training in management.
- Experience in ward/unit management

### ***Required Knowledge, Skills and Abilities:***

- Strong ability to work well in a team
- Exceptional communication skills
- Critical-Thinking and Organizational Skills
- Attention to detail and capable of remaining calm under pressure.
- Ability to be creative in handling emergencies
- Good judgment to make decisions in emergency situations
- Must demonstrate multi-tasking ability

### **Paediatric Nurses**

*Reporting to the Nurse Manager, the job holder is responsible for the provision of direct and individualized nursing care to to patients (to children and adolescents). The job holder will also offer emotional and psychosocial health support to the patient, family and significant others through counselling and other support services.*

### ***Summary of Functions & Responsibilities***

- Provide age and culturally appropriate care to patient
- Consults and coordinates with health care team members to assess, plan, implement and evaluate patient care plans
- Helps patients to be comfortable and cooperative with examinations/procedures
- Measures patient's vital signs, such as blood pressure, breathing and heart rate, and initiates corrective action whenever the patient displays adverse symptomatology
- Performs physical, medical and diagnostic tests
- Collects samples of patient's urine and stools for laboratory tests
- Prepares and administers and records prescribed medications. Reports adverse reactions to medications or treatments
- Assists treating physician during examination, treatment and procedures
- Provides education, information and support to the patient's family
- Records all care information concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms
- Performs other position-related duties as assigned, depending on assignment setting

### ***Qualifications and Experience***

- Minimum of a degree in Nursing plus a relevant post graduate specialisation
- Must have certification in Paediatric Nursing
- Must be a member of the Nursing and Midwifery Council of Ghana
- Must have a minimum five (5) years post specialisation experience

### ***Required Knowledge, Skills and Abilities***

- Excellent interpersonal communications skills and the ability to interact with a diverse population
- Strong analytical
- Problem solving and decision making skills
- Ability to make independent nursing judgments, and prioritize workload
- Knowledge of available community services
- Ability to multi-task and work independently
- Computer skills

### **Nurse Aid**

Reporting to the Nurse Manager the job holder will assist the nursing staff in providing care for patients in the ward/unit and in the performance of necessary unit tasks and functions in compliance with the hospital's policies, and procedures and applicable health care standards

### ***Summary of Functions & Responsibilities***

- Observe disoriented and comatose patients every thirty 30 minutes, note physical condition, attitude, reaction, appetite, etc., and report changes or unusual findings to the charge nurse immediately
- Observe and report the presence of any abnormalities, i.e. skin tear, bruise, etc. to Nurse in charge
- Offer morning and evening basic care to assigned patients on a daily basis and ensure that food is accessible to bed-bound patients, feed patients and complete patient food intake report;
- Prepare in-patients for tests, x-rays, visits by physician, occupational therapy, physicals therapy speech therapy and activities in other areas of the facility as directed
- Assist with manual handling and transferring of patients within hospital environments
- Perform personal care to incontinent patients after each voiding or bowel motion.
- Move and turn patients who are unable to turn themselves as directed at least every two hours.
- Assist the professional nurse to undertake the last offices of deceased patients
- Care for and undertake cleaning of equipment (instruments and bedpans)
- Ensure that all actions undertaken is consistent with the patient's multi –disciplinary plan of care
- Maintain patient confidence and protect operations by keeping information confidential.
- Participate as a member of the Ethics Committee and the Infection Control Committee
- Carry out other official duties assigned by the Ward Manager/Unit In-Charge

### ***Qualifications and Experience***

- Enrolled Nursing Certificate
- At least three (3) years working experience at the level of Enrolled Nurse plus evidence of continuous professional training

### ***Required Knowledge, Skills and Abilities***

- Ability to work with others and under direction.
- Ability to read, write and comprehend simple instructions, correspondence and memos
- Must have a pleasant and courteous disposition and be honest.
- Must have good organizational skills.
- Must show concern for the elderly or physically handicapped residents





# Pharmacy Staff

## **Chief Pharmacist**

Reporting to the Medical Director, the job holder will have overall accountability for the delivery of high quality, progressive pharmacy services, provide technical advice on pharmaceutical matters and ensure the maintenance of pharmaceutical standards through monitoring, policy development and implementation

### ***Summary of Functions & Responsibilities***

- Provide overall professional and management leadership in the delivery of an integrated pharmaceutical service within the hospital.
- Establish and implement policies and procedures of the pharmacy in accordance with the policies of the hospital.
- Instruct, train and supervise all employees of the department.
- Review and approve schedule of duties of the pharmacy staff.
- Ensure that patients are counseled on their medications including the mode of administration, drug interactions and their possible side effects.
- Provide information / technical advice concerning drugs and drug therapy to physicians, nurses and other health personnel of the hospital.
- Provide technical advice for the procurement of medicines and other pharmaceuticals
- Establish, develop and integrate clinical pharmacy practice within patient care services in the hospital.
- Coordinate the management of medical supplies within the hospital regarding selection, quantification, procurement, storage, distribution and use
- Contribute to overall management activities through attendance at various standing committees of the hospital such as Quality Assurance, Infection Control, Drugs and Therapeutics committees etc.
- Ensure that pharmacy services are provided with due regard to patient safety and that systems are in place to control the distribution and dispensing of dangerous and regulated drugs in the hospital.
- Coordinate the relationships between the hospital and its pharmacy-related external customers including regulators like The Pharmacy Council, The Food and Drugs Authority and Pharmaceutical suppliers.
- Submit periodic and timely reports on pharmaceutical activities to the Medical Director
- Participate as a member of the Clinical Practice and Quality Assurance Committee, procurement committee and waste management committee
- Perform secretarial duties for the Drug and Therapeutics Committee
- Coach and supervise staff in their day to day activities and provide yearly assessment reports
- Attend meeting and staff durbars when required

### ***Qualifications and Experience***

- Minimum of a Degree in Pharmacy plus a relevant postgraduate academic or professional qualification
- Evidence as a Registered Pharmacist is a plus
- Must be a member of the Pharmaceutical Society of Ghana
- Must possess a Professional Licence which should not be committed
- Must have a minimum of ten (10) years' work experience

### ***Required Knowledge, Skills and Abilities***

- Good knowledge in Clinical Pharmacy and Health Commodities Supply Chain Management
- Excellent written and verbal communication skills.
- Ability to lead and influence others including other healthcare professionals and senior managers.
- Ability to organize workload and work under pressure to meet tight deadlines.
- Demonstrated ability to work on own initiative.
- Computer skills

- Excellent problem-solving skills
- Maintain a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods

### **Pharmacy Technician**

Reporting to the Chief Pharmacist, the job holder will be responsible for technical functions associated with the provision of medication and delivery of pharmaceutical care products for in patient and out-patient services in accordance with Standards for Pharmaceutical Care and Standard Operating Procedures (SOPs) and Guidelines

#### ***Summary of Functions & Responsibilities***

- Organise medications for pharmacist to dispense by reading medication orders and prescriptions, prepare labels, calculate quantities, and assemble intravenous solutions and other pharmaceutical therapies
- Deliver medications to patients and departments, to ensure medications availability, after checks by the pharmacists
- Maintain records by recording and filing physician orders, prescriptions and medication administered
- Generates revenues by calculating, recording, and issuing charges related to medications administered
- Assist in the delivery of all aspects of storage, record keeping, stock control and inputting order information into the pharmacy system
- Maintain a safe and clean pharmacy by complying with standard and policies and procedures, and protect patients and employees by adhering to infection-control policies and protocols.
- Prepare reports on all the prescriptions, purchase orders, requisitions, and disbursements by collecting and summarizing periodic information on same
- Contribute to team effort by accomplishing related results as required
- Performs any other position-related duties as may be assigned
- Attend meetings and staff durbars

#### **Qualifications and Experience**

- HND in Dispensing Technology
- Minimum of three (3) years post qualification experience in the pharmacy of a reputable Hospital / Clinic

#### **Required Knowledge, Skills and Abilities**

- Knowledge of policy and standards for Pharmaceutical Care
- Ability to analyze information and use logic to address work-related issues and problems.
- Good written and verbal communication skills
- Organised and detail oriented
- Ability to focus and prioritize
- Good interpersonal skills and ability to relate well with customers / team

### **Pharmacist**

Reporting to the Chief Pharmacist, the job holder will be responsible for the safe and effective use of medication by providing medication order verification while assessing for optimal drug product selection, dosage regimen design, effective administration and drug therapy monitoring services at the Hospital.

#### ***Summary of Functions & Responsibilities***

- Compound and dispense medications as prescribed by doctors and dentists, by calculating, weighing, measuring, mixing ingredients and labeling pharmaceuticals
- Engage patients, relatives, etc., to understand defined treatments and dosage of medicines in order to enhance therapeutic outcomes

- Provide medicines information, advice and counselling services to other health staff on the most appropriate form of medication to ensure the best care outcome
- Coordinate and support the requisition or purchase of best quality drugs for the use of the Hospital
- Provide concise, applicable, comprehensive, and timely responses to questions about medicines, requests for drug information from patients and health care providers within the hospital, other hospitals and the general public
- Contribute actively and be up to date with research and development activities in relation to drug management
- Prepare and quality-check sterile medications to determine identity, purity, and strength
- Ensure the establishment and effective functioning of the Medicines and Therapeutic Committees of the hospital.
- Lead the manufacturing of drugs on a small scale.
- Manage procurement of drugs and provide information on expenditure on drugs
- Supervise staff professionally and ensure that daily and weekly tasks are completed
- Attend meetings and staff durbars when required

#### ***Qualifications and Experience***

- Minimum of a Degree in Pharmacy plus a relevant postgraduate academic or professional qualification
- Must be a Registered Pharmacist and a member of the Pharmaceutical Society of Ghana
- Must possess a Professional Licence which should not be committed
- Must have a minimum of three (3) years' work experience

#### ***Required Knowledge, Skills and Abilities***

- Knowledge of the Standards of Pharmaceutical Care and Guidelines
- Ability to work independently, exercising sound judgment, discretion and the initiative to facilitate change
- Excellent analytical and problem-solving abilities and interpersonal, written, and verbal skills.
- Excellent organizational skills, diplomacy, and professionalism
- Involvement in formulary development, drug use evaluation, and quality assurance activities.
- Ambulatory care experience
- Member of the Infection Control Committee

#### ***Pharmacy Store Keeper***

Reporting to the Chief Pharmacist, the job holder will have over-all responsibility for all day to day activities of the pharmacy storeroom including stock receipt, stock issue, and record maintenance

#### ***Summary of Functions & Responsibilities***

- Take delivery of pharmaceutical and medical supplies from vendors and check item specification and quantity for accuracy and completeness
- Stock, classify and organise pharmaceutical and biological items, medical supplies, and office supplies in line with the hospital's stock policy
- Monitor the temperature of refrigerated storage used for pharmaceuticals
- Apply hygiene and security procedures: clean storage room, control pest and rodents in order to maintain the cleanliness and orderliness of the pharmacy storeroom.
- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipate needed medications and supplies; place and expedite orders; verify receipt and remove expired drugs.
- Record all inventory related transactions / requisitions for pharmaceutical and biological items, medical devices, and supplies in line with the hospital's policy
- Prepares packages of drugs and medical supplies for distribution to authorized destinations in the hospital.
- Coordinate and document the inspections of areas where medications are dispensed, stored,

and administered

- Provide accurate, complete and up-to-date information, to the hospital employees, representatives of outside agencies in a courteous, efficient and timely manner
- Attend meetings and staff durbars when required

### ***Qualifications and Experience***

- A Bachelor's degree or a minimum of HND in Dispensing Technology, Purchasing and Supply or Logistics Management
- Must have a minimum of three (3) years' work experience

### ***Required Knowledge, Skills and Abilities***

- Knowledge of warehouse procedures including basic knowledge of security requirements for pharmaceuticals
- Excellent organizational/workload prioritizing skills
- Sound written and verbal communication skills.
- Good interpersonal relationship
- Good record keeping skills

### **Clinical Pharmacist**

Reporting to the Chief Pharmacist, the job holder will provide tailored individualized patient centred clinical pharmaceutical care to achieve set therapeutic outcome and provide advice on matters related to pharmaceutical care to patients/clients of The Hospital

### ***Summary of Functions & Responsibilities***

- Initiate, facilitate and participate actively in the development, review and implementation of therapeutic standards and protocols such as hospital formulary and standard treatment guidelines in line with national policy.
- Review clinical notes/records (nursing, pharmacy, medical, laboratory) and patient condition in response to therapy.
- Identify patient pharmaceutical care issues and resolve them, and advise the clinical care team accordingly.
- Document the outcomes of the screening processes and all interventions and recommendations to the clinical in-charge.
- Collaborate with the Chief Pharmacist and clinical team leaders to enhance the quality of pharmaceutical care in the hospital.
- Perform regular clinical presentations on pharmaceutical issues to the clinical care team.
- Serve as a core and active member of the clinical care and quality assurance teams.
- Promote and monitor the Rational Use of Medicines (RUM) in the hospital.
- Play a leading role in the activities of the Medicines and Therapeutic Committee of the hospital.
- Provide adequate counselling services to patients/clients in the hospital.
- Maintain up to date information on relevant medicine and provide advice to healthcare professionals accordingly

### ***Qualifications and Experience***

- Degree in Pharmacy and a Registered Pharmacist plus a Masters qualification in Clinical Pharmacy or PharmD
- Five (5) years post qualification experience at a Clinical Department
- Research experience

### ***Required Knowledge, Skills and Abilities***

- Excellent written and verbal communication skills.
- Ability to work, lead and manage a multi-disciplinary team.
- Ability to organise workload work under pressure to meet tight deadlines.

- Demonstrated ability to work on own initiative.
- Computer skills.
- Excellent problem-solving skills



# Technical Staff

### **Biomedical Engineering Technician**

Reporting to the Biomedical Engineer, the job holder will be responsible for testing, repairing and maintaining electronic test equipment and various types of medical equipment within the Hospital

#### ***Summary of Functions & Responsibilities***

- Perform routine checkup and maintenance on biomedical equipment (establishing, adjusting, calibrating, testing)
- Repair electronic test equipment and ancillary medical equipment ensuring compliance to codes, manufacturer's specifications and applicable policies and procedures
- Maintain records of reviews and test procedures and equipment performance
- Maintain biomedical equipment supplies inventory; anticipating needs; managing orders
- Carry out periodic employee training requirements on the appropriate use of equipment
- Perform monthly biomedical audit and document findings to ensure that dialysis employees are following company policies and procedures
- Maintain a safe and organized production/test lab
- Participate at biomedical and center-specific meetings and educational activities
- Perform any other services as may be assigned
- Experience with the development and implementation of new diagnostic tools
- Ability to manage complex laboratory techniques and equipment

#### ***Qualifications and Experience***

- A minimum of an HND in Biomedical Engineering Technology
- At least two (2) years' work experience with biomedical equipment in a clinical engineering environment is preferred, but not required

#### ***Required Knowledge, Skills and Abilities***

- Knowledge of Health and Safety and Quality Assurance Issues
- Ability to work under pressure and meet tight deadlines
- Competence in word processing and use of spreadsheets
- Great problem-solving skills
- Curious and creative

### **Laboratory Technician**

Reporting to the Chief Biomedical Scientist, the jobholder is responsible for the efficient processing, analysis, interpretation and reporting of results of laboratory tests on specimens received in the Laboratory Department to support clinical technical services in the provision of good patient care

#### ***Summary of Functions & Responsibilities***

- Carry out appropriate antimicrobial sensitivity tests and appropriate procedures, as laid down in Standard Operating Procedures (SOPs), to confirm the identity of micro-organisms
- Work closely with all laboratory personnel to undertake analytical tasks within tight turnaround times to ensure timely client service and accurate test results
- Communicate pertinent information to other members of the health care team in a clinically relevant time frame to enhance the lab's contribution to patient care
- Accurately and safely use and carry out routine maintenance and performance checks on equipment with minimal supervision and report faults to Unit Supervisor.
- Maintain laboratory equipment and facilities in compliance with prescribed procedures and exercise a personal duty of care
- Record requests and match patient records as appropriate and generate printed reports, using the laboratory computer system
- Conduct assays using appropriate analyzers and understand the significance and implications of the results obtained.
- Participate in developmental work on new tests
- Perform appropriate quality checks and complete quality record sheets as required.



- Attend meetings and staff durbars when required
- Check stock levels of consumables and ensure replacement to prevent shortage

#### ***Qualifications and Experience***

- A Technician Diploma/Certificate in Medical Laboratory Technology or equivalent
- At least Three (3) years' work experience at the level of Medical Laboratory Technician (or equivalent)
- Must show evidence of continuing professional education

#### ***Required Knowledge, Skills and Abilities***

- Knowledge of laboratory tests and analyses.
- Knowledge of laboratory terminology and equipment.
- Knowledge of methods of preparing stains, solutions, and media.
- Knowledge of Health and Safety and Quality Assurance Procedures
- Ability to use a range of automated equipment and manual techniques
- Ability to work with others.
- Demonstrate accuracy and attention to detail
- Good verbal and written skills.

#### **Prosector**

Reporting to the Chief Biomedical Scientist, the job holder will provide administrative and maintenance services at the Mortuary premises to support the delivery of high quality autopsy services in the Hospital

#### **Summary of Functions & Responsibilities**

- Take delivery of dead bodies into the mortuary and check for identification tags for all bodies
- Prepare appropriate forms/documents and arrange for routine autopsies of dead bodies in collaboration with the Chief Biomedical Scientist
- Assist with the collection of specimens for histological examination, the removal of organs for transplant and other specialised purposes and organize X-rays / other to be taken as required.
- Maintain a record of specimen, drugs and organs removed from the deceased for further tests or storage in the department and the eventual disposal if required.
- Maintain a record of valuables items removed from the deceased and return of the items to authorized persons
- Manage the correct storage of autopsy specimens for future investigations and ensure the appropriate cleansing, reconstruction and care of cadavers after autopsy
- Assist in keeping the mortuary vehicle and equipment in clean and sanitary condition
- Provide excellent customer services to relatives of the deceased and medical staff to ensure compliance with service delivery procedures
- Attend meetings and staff durbars when required
- Perform any other official duty that may be assigned

#### **Qualifications and Experience**

- Medical Laboratory Assistant Certificate plus special training in Prosectorship.
- Or Certificate in Anatomical Pathology Technology or equivalent
- At least one (1) year work experience in a mortuary/Laboratory

#### **Required Knowledge, Skills and Abilities**

- Ability to follow simple spoken and written instruction
- Ability to deal positively with emotional and stressful situations within the work place

## **Radiographer**

Reporting to the Chief Biomedical Scientist, the job holder will lead the performance of diagnostic imaging procedures in the Radiology Department

### ***Summary of Functions & Responsibilities***

- Undertake a range of radiological services as requested by Physicians
- Prepare patient for radiological procedure by positioning patient; adjusting immobilization devices; moving equipment into specified position; adjusting equipment controls to set exposure factors
- Gain patient cooperation by reducing anxieties; providing explanations of treatment; answering questions and initiate measures to ensure patient safety during procedures and treatment
- Assist in the evaluation of radiograph/sonograms for technical qualities
- Maintain a safe and clean working environment in compliance with procedures, rules, and regulations
- Maintain proper and updated records of services rendered daily
- Maintain production and quality of radiographs by following established standards and procedures; developing radiographs; observing radiographic results; making necessary adjustments
- Maintain radiology supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies from the Hospital's stores
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks, participating in professional societies
- Participate in the theatre radiography procedures.
- Perform any other official duty that may be assigned
- Attend meetings and staff durbars when required

### ***Qualifications and Experience***

- BSc/B-Tech. in Radiography or its equivalent
- Three (3) years' work experience at the level of Radiographer in a recognized health facility plus continuous professional development in radiographic services

### ***Required Knowledge, Skills and Abilities***

- Knowledge of principles of radiation physics, radiation interaction and radiation protection
- Up-to-date Knowledge of quality assurance issues and Health and Safety procedures
- Communicate effectively both orally and written.
- Ability to work under pressure
- Problem solving skills
- Excellent interpersonal skills to liaise with personnel at all levels
- Ability to relate to people from different backgrounds
- Ability to initiate and maintain clear, concise documentation



## Contact us

**KPMG**  
**Marlin House**  
13 Yiyiwa Drive  
Abelenkpe  
PO Box GP242  
Accra, Ghana

**T** +233 (0) 302 770 618  
+233 (0) 302 770 454

[www.kpmg.com.gh](http://www.kpmg.com.gh)

© 2017 KPMG a partnership established under Ghanaian law and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.

The KPMG name and logo are registered trademarks or trademarks of KPMG International.