

NOTES

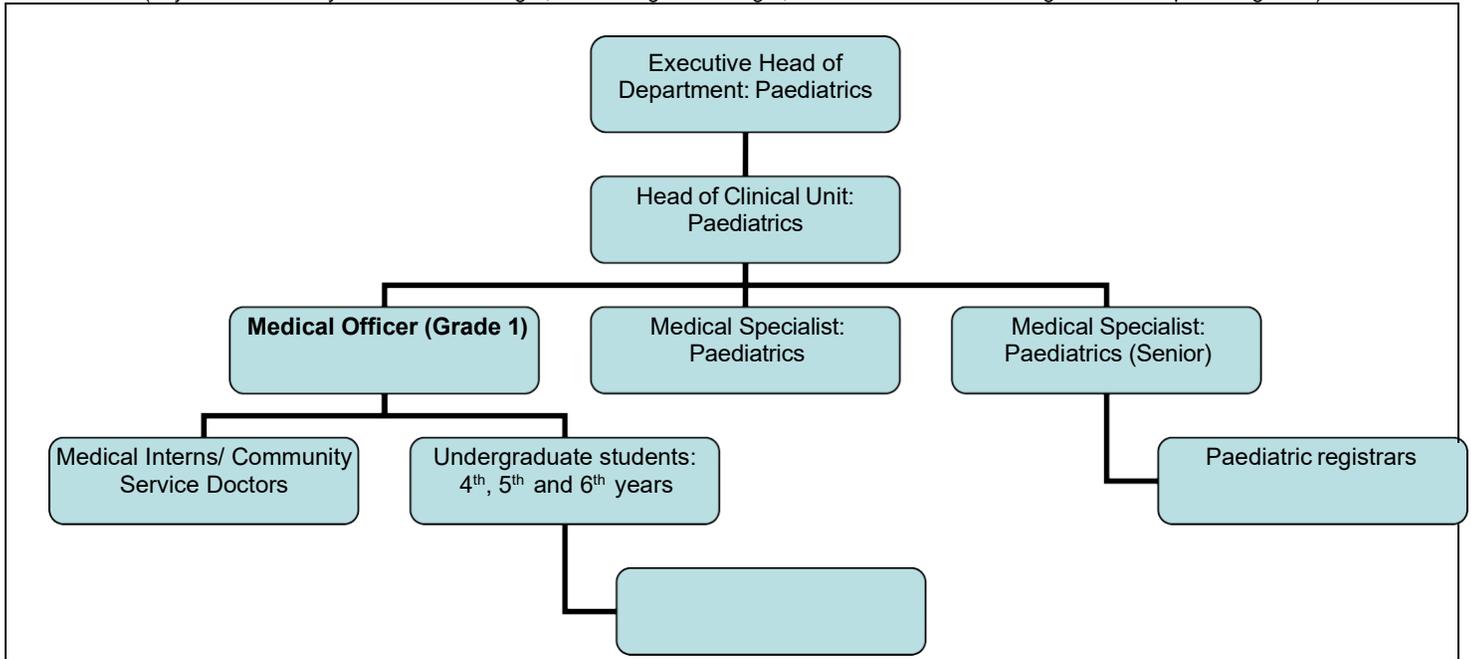
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Medical Officer(Grade 1): General Paediatrics and Neonatology		
Job title (HR Business Partner to provide)	Medical Officer		
Position grade (if known)	Grade 1	Date last graded (if known)	
Academic faculty / PASS department	Academic faculty		
Academic department / PASS unit	Academic Department		
Division / section	Paediatrics / New Somerset Hospital		
Date of compilation	March 26, 2025		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is: provide MMED research leaver cover for the Paediatric registrars during their 4 year training. The incumbent takes over the clinical responsibilities of the registrars, except for commuted overtime, to allow the registrar time to carry out their MMED research at scheduled intervals. The clinical duties are paediatric and neonatal in-patient care, paediatric outpatient clinics, emergency care cover and outreach support.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Clinical: in-patient management of Children and newborns including in neonatal intensive care unit (NICU) as well as ambulatory child health service.	60%	Clerking and management of in-patients including performing necessary procedures in all clinical areas. Computer competency including but not limited to virtual meeting platforms. Teamwork with medical, nursing and allied health teams Team work with members of others disciplines, such as emergency care, obstetrics, etc.	Maintain an appropriate standard of care for a Regional Hospital. Presentation in academic meetings Appropriate documentation Follow management protocols Maintenance of comradeship culture within the department and facility
2	Teaching 4 th year neonatal students	10%	Gives standard tutorials to the 4 th year neonatal students and becomes the student support when during the local convener's periods of leave of absence.	Students satisfaction Students progress to next level
3	Teaching 5 th and 6 th year paediatric students	15%	Teaches the 5 th and 6 th year students during ward rounds and supports them for their in-block academic presentations.	Students satisfaction Students progress to next levels
4	Teaching and examination of 6 th year neonatal students	15%	Local convener of the 6 th year neonatal block. Orientates the students for every 2 weeks intake. Examines students at monthly intervals. Collects all examination documents and logbooks and submits marks accordingly. Escalates any mark queries for investigation.	Students satisfaction Students progress to next levels Maintains high standard of documentation Easier for convener to access, collate and present marks in the faculty education meetings.

MINIMUM REQUIREMENTS

Minimum qualifications	MBChB + DCH and/or FCPaed or equivalent			
Minimum experience (type and years)	At least three years experience in teaching hospital paediatrics after community service placement.			
Skills	<p>Literacy and proficiency in at least two of the three official languages of the Western Cape.</p> <p>Good communication skills with parents, staff and students.</p> <p>Extensive practical experience in inpatient and outpatient care in General Paediatrics and Neonatology Outreach and an understanding of Regional and District level child health services would be an advantage.</p> <p>Effective and efficient clinical governance.</p> <p>Experience in teaching and training undergraduate.</p>			
Knowledge	<p>Broad knowledge of Paediatric and Neonatal conditions</p> <p>Paediatric Life Support</p> <p>Neonatal Life Support</p> <p>Paediatric and Neonatal UCT undergraduate curriculum</p>			
Professional registration or license requirements	HPCSA registration as an Independent Practitioner or Specialist (Paediatrics)			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<p>Ability to handle conflict</p> <p>Computer literacy</p> <p>Ability to triage, initiate and call for help in Paediatric and Neonatal Emergencies</p>			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Student service	2	University awareness	2
	Professional knowledge and skills	2		
	Work management	2		
	Team work and collaboration	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Orientation and block supervision of UCT undergraduate students (Year 4 Neonatology, Year 5 Paediatrics and Year 6 Paediatrics and Neonatology).</p> <p>Tutorials (formal & bedside) as well as ward round based teaching of UCT undergraduate students.</p> <p>Paediatric and Neonatal Life Support training.</p> <p>Duties in paediatric wards and neonatology, outpatient and outreach clinics, including cover to allow rotating paediatrics registrars' research leave cover to complete MMed thesis and attend teaching.</p>
Amount and kind of supervision received	<p>Supervision for all clinical duties.</p> <p>Supervision for 6th year neonatal examinations and submission of marks for the first 2 months or until feels competent, whichever comes last.</p>
Amount and kind of supervision exercised	Supervision of interns and community service doctors, in paediatrics and neonatology, during MMed research leave cover (clinical placement).
Decisions which can be made	Decisions appropriate for an experienced medical officer in general paediatrics and neonatology
Decisions which must be referred	<p>Queries about student absenteeism during the block.</p> <p>Students' mark queries</p> <p>Management of the critically sick child or newborn</p>

CONTACTS AND RELATIONSHIPS

Internal to UCT	Line managers and programme conveners
External to UCT	N/A

