



health

Department:
Health
REPUBLIC OF SOUTH AFRICA

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

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| 1. NAME OF POST HOLDER | |
| 2. PERSAL NO | |
| 3. JOB TITLE | CLINICAL ASSOCIATE |
| 4. CORE: | <u>MEDICAL SCIENCE AND SUPPORT PERSONNEL</u> |
| 5. POST LEVEL | GRADE : Job Evaluation |
| 6. COMPONENT | |
| 7. POST REPORTS TO | CLINICAL MANAGER (administrative issues) and CLINICAL DOCTOR (Technical issues) |
| 8. LOCATION | DISTRICT HOSPITAL/S |
| 9. DATE INTO THE POST | |

B. **STRUCTURE: (please draw the structure/ attach one)**

C. **JOB PURPOSE (why does the post exist)**

TO RENDER MEDICALLY RELATED CLINICAL SERVICES WITHIN THE DISTRICT HOSPITAL/S

D. **MAIN OBJECTIVES (100%)**

| | OBJECTIVES AND ACTIVITIES |
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| | <p>Perform patient-centred consultations across all ages in a District Hospital 20%</p> <ul style="list-style-type: none">• Identify patient's needs and problems with effective listening.• Take a relevant history.• Perform an accurate and relevant physical examination.• Utilise diagnostic tools effectively.• Ensure continuity of care by making arrangements for follow up and review• Explain the role and function of a clinical associate to the patient.• Apply basic ethical principles.• Apply the Batho Pele principles at all times in the work situation.• Recognise and appropriately manage ethical problems, and refer when necessary.• Comply with statutory and professional obligations.• Demonstrate appropriate and sensitive attitudes to patient, family, communities, and colleagues.• Demonstrate reliability in work situations.• Reflect all relevant information in patient records and medico-legal forms accurately and legibly.• Appropriately answer and complete patient referral letters• Accurately complete patient statistics. |

Apply clinical reasoning in the assessment and management of patients 20%

- Timeously identify high-risk situations and conditions in a patient and take appropriate action.
- Make clinical hypotheses from information obtained (differential diagnoses).
- Collaborate with the patient in all aspects of the consultation to include but not limited to initial and follow-up patient assessment, discussion of differential diagnoses and discussion of diagnostic and/or therapeutic options.
- Make an assessment based on information gathered from the patient (history, physical examination, investigation results).
- Contextualise the assessment within the bio-psycho-social model
- Create a management plan based on the assessment, including appropriate referrals e.g. rehabilitation.
- Consider preventive, promotive, curative and rehabilitative aspects of care in the management plan
- Review assessment and management plan on an ongoing basis with the multidisciplinary medical team and adjust accordingly.
- Obtain special investigations by the multidisciplinary medical team guided by information needed to confirm or reject a hypothesis.
- Take cost effectiveness into consideration when making assessment and management decisions.
- Interpret results of relevant special investigations in common conditions in consultation with the supervising doctor
- Present assessment and management plan to the supervising doctor and justify these on the basis of information obtained.

Provide emergency care 10 %

- Timeously identify, evaluate, and act upon potentially life-threatening conditions in patients.
- Assess, manage and appropriately refer emergency conditions
- Perform medical and surgical interventions in accordance with his / her capabilities under the supervision of the medical practitioner
- Apply clinical reasoning (as above) in the emergency situation
- Implement appropriate triage to the management of patients in a district hospital emergency room, working with the multidisciplinary team

Perform investigative and therapeutic procedures appropriate for a District Hospital 15%

- Explain and/or describe the procedure in lay and medical terms.
- Explain indications, contra-indications, and possible complications for a specific procedure.
- Prepare for a procedure, including patient preparation.
- Perform all those investigative and therapeutic procedures that he/she has been trained to do
- Assist at surgery

| | |
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| | <p>Prescribe appropriate medication within scope of practice 15 %</p> <ul style="list-style-type: none"> • Apply standard treatment guidelines for common and important conditions as per the Standard Treatment Guidelines appropriate for district hospitals and as per local standard operating procedures • Prescribe the drugs from the Essential Medicines List appropriate for district hospitals for common and important conditions, taking into account indications, contra-indications, side effects and drug interactions. • Write prescriptions including dosage and frequency to comply with legal requirements and scope of practice. • Explain the prescription to a patient (drug literacy, adherence). • Take into consideration the history of over the counter, traditional, complementary and alternative drug use. • Administer and dispense medication with due regard to safety and legal requirements |
| | <p>Facilitate communication and provide basic counselling 10%</p> <ul style="list-style-type: none"> • Utilise effective listening in order to identify patient's needs and problems. • Share health information in appropriate cultural and language terms. • Give appropriate amount and level of information. • Use a suitable environment to communicate with the patient and/or family. • Facilitate patient feedback and questions. • Ensure confidentiality. • Explore appropriate solutions. • Facilitate mutual decision-making. • Provide continual support and follow-up. |
| | <p>Integrate understanding of family, community and health system in practice 10%</p> <ul style="list-style-type: none"> • Assess and manage each patient within the context of his or her family and community / social / work environment. • Draw an eco-map and genogram for a family when appropriate. • Collaborate with team members that include but are not limited to health professionals, health promoters, community health workers, pastors, traditional healers. • Collaborate with organisations in the district health system that include but are not limited to NGOs, hospices, crisis care facilities. • Engage in community oriented primary care as is appropriate in the local context • Initiate and participate effectively in quality improvement activities. • Appropriately deal with the principles and practice of comprehensive primary health care as it affects individuals, families and communities, including but not limited to, water, sanitation, nutrition, housing, pollution, personal health care and health programmes |

E. INHERENT REQUIREMENT OF THE JOB (Competency profile)

E.1 KNOWLEDGE

1. Sound and in-depth knowledge of the Health Act and the regulations pertaining to the Act
2. Knowledge of provision of health care as delegated by the supervising doctor, medico-legal issues and other relevant legal framework such as Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc
3. Knowledge and understanding of Code of Ethics and Professional Practice of the HPCSA
4. Knowledge, skill and understanding of the Scope of Practice for the Clinical Associate
5. Broad knowledge of the HIV-AIDS and TB epidemic and of the programme(s) to fight it.
6. Broad knowledge and understanding of the Department's programmes and priorities
7. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service
8. Knowledge of all Social services related Acts and Regulations
9. Management of Trauma and Emergencies
10. Knowledge to treat chronic illnesses such as Diabetes Mellitus, Hypertension and COAD

E.2 SKILLS

- Problem Solving
- Time Management
- Strategic Planning
- Good Communication skills (presentation and report writing);
- Group dynamics;
- Collaboration and liaison skills;
- Clinical Problem solving skills;
- negotiation skills;
- Information Management skills;
- Planning and Organising;

- Psychomotor skills to be able to perform clinical/medical/skilled procedures;
- Computer literacy
- Facilitation skills;
- Co-ordination skills;
- Leadership skills;
- Change and knowledge management;
- Planning and organization skills

E.3 LEARNING FIELD AND INDICATORS

1. Qualifications:

- Three (3) year Bachelor of Clinical Medical Practice (BCMP) University Degree
- Current Registration with the Medical and Dental Board of the Health Professions Council of South Africa as a Clinical Associate

2. Training: *(please indicate if applicable)*

3. Proven experience in: *(please indicate if applicable)*

4. Ability to work under pressure

5. PERSONAL ATTRIBUTES

- Responsiveness;
- Pro-activeness;
- Accuracy; flexibility;
- Initiative; cooperative; assertive
- Team player; supportive; and
- Compassionate;

F. COMMUNICATION / NETWORKING (internal and external)

- Provinces
- Health programs
- Government departments
- Non Government departments
- Traditional Health Practitioners
- Service Providers
- District Health and Primary Health Care
- Other Departments (National Health & Social Development, , etc)
- General public (Community, students, patient, etc)

G. INDIVIDUAL/DEVELOPMENT PROGRAMME (PRIORITY)

TO BE DETERMINED BY INDIVIDUAL JOB HOLDERS (*N.B this should be linked to the PMDS identified gaps*).

H. AMENDMENTS TO JOB DESCRIPTION

The Senior Manager as delegated by the executive authority reserves the right to make changes and alterations to this Job Description, as he/she may deem reasonable, after due consultation with the jobholder.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas

J CAREER PATHING

J.1. PROMOTION TO NEXT HIGHER POST: (*relevant field*)

• **Horizontal articulation:**

Learners with this qualification may proceed to specialise, under the supervision of a doctor, in clinical practice in relevant disciplines to include but not limited to: obstetrics, anaesthesiology, and orthopaedics after receiving Postgraduate Certificates in these areas.

• **Vertical articulation:**

Various post-graduate possibilities exist, to include but not limited to: , Postgraduate Diplomas in appropriate fields, Master of Public Health (to include health management, epidemiology, health policy, etc), Diploma in Medical Education, etc

• **NATURE OF WORK IN THE NEXT HIGHER LEVEL:** *refers to functions of the next higher level*

L. JOB DESCRIPTION AGREEMENT

We, the undersigned agree that the content of the completed Job Description gives an accurate outline and picture of the job as expected from the incumbent in this job

SIGNATURE OF JOBHOLDER

DATE:

SIGNATURE OF SUPERVISOR

DATE: