JOB DESCRIPTION – SENIOR CLINICAL PHYSICIAN / CHIEF OF SERVICE

Job Title: Senior Staff Physician / Chief of Outpatient Services
Reports to: Chief Medical Officer
Location: Kigutu, Burundi

Background

Village Health Works (VHW) is a joint American-Burundian NGO based in Kigutu, Bururi Province whose mission is to provide quality, compassionate health care in a dignified environment while treating the root causes of illness, poverty, violence, and neglect in collaboration with those we serve. VHW's approach integrates clinical services with education, food security, economic development, environmental protection, music and the arts.

Currently VHW operates a comprehensive health clinic and community health worker program with a 60-bed inpatient hospital, which provides basic adult and pediatric non-operative inpatient services including treatment of malnutrition and performs uncomplicated obstetrical deliveries. These services are administered by our staff of generalist physicians under the supervision of our Medical Director and Chief Medical Officer.

Village Health Works has embarked on an ambitious project to build a state of the art 150-Bed Hospital with 4 operating rooms that will be a foundation for educational, training and research programs. The facility will provide comprehensive medical care focusing on establishing surgical and obstetrical services in the region and developing the capacity to provide specialty clinical services not available in Burundi. Projected clinical opening for this facility is the summer of 2022.

Integral to the success of this project is the high-quality functioning of our Outpatient Clinical Services, Community Health Worker Program, and general public health interventions. The candidate must have a high degree of skill and comfort with managing a variety of outpatient clinical services including general medicine and pediatrics, gynecologic and obstetric primary care and family planning, and a robust community health worker program.

Position Overview

As the leader of Village Health Works Outpatient Services, the Chief of Department (Senior Staff Physician) will be engaged in work spanning clinical, educational, and administrative domains. They will be responsible for enthusiastically serving our community through the delivery of high
quality of clinical care, providing training and education focused on excellence and maintaining efficient and cost-effective outpatient and community clinical services.

Liaises with: Chief Medical Officer, Chiefs of Services (Including: Obstetrics and Gynecology, Internal Medicine and Surgery), Ancillary Service Chiefs (Including: Pharmacy, Laboratory, Radiology, Biomedical Engineering, Sterilization), Chief Financial Officer, Head of Information Technologies, Head of Procurement.

Qualifications

- 5 years clinical experience in Internal Medicine or Family Practice with a primary focus on outpatient services or community health
- Public Health experience preferred
- Experience with quality assurance and monitoring and evaluation frameworks
- Experience in resource poor settings
- Demonstrated Leadership qualities
- Fluency in English is required and fluency in French is preferred

Duties and Responsibilities

Clinical

Domain 1 – Clinical Care
1. Ensure that all outpatients are evaluated and treated promptly.
2. Ensure that clinical plans are effectively and clearly communicated to care team and patient.
3. Facilitate engagement with clinicians when appropriate and necessary.
4. Engage in continual and ongoing maintenance of skills and certifications.
5. Oversight of care rendered by community health workers.

Domain 2 – Clinical Staff Management
1. Coordinate the continual coverage of all patients presenting for outpatient services, which includes the creation of on call systems and schedules.
2. Regular review and evaluation of outpatient clinical staff including written evaluations and feedback sessions.
3. Recruit and hire staff, as necessary.
4. Develop and execute strategic plan for delivering and expanding services.
5. Oversee management of community health workers and programs.

Domain 3 – Documentation
1. Ensure daily clinical documentation of care for all patients under department care and review for quality.
2. Ensure the documentation of patient consent when needed for non-surgical procedures.
3. Work with IT and EMR team to facilitate accurate and timely documentation.

Domain 4 – Quality
1. Ensure regular morbidity and mortality review for outpatient services.
2. Monitor indicators of quality for outpatient services and community health programs services on a regular basis.

**Education**
1. Provide appropriate educational experience for core clinical team.
2. Execute a curriculum (created or adapted) covering topics in family medicine and public health, which includes basic science and the evaluation and application of up-to-date guidelines and research for staff and medical students.
3. Provide additional skills training to staff for non-surgical procedures.
4. Engage with medical education for rotating medical students and trainees.
5. Engage with post-graduate trainees for all training program based at VHW.

**Administrative**
1. Work with clinical leadership to achieve strategic goals.
2. Engage with Financial team to create annual budget requests for financial resources needed for pediatric services.
3. Engage with finance and procurement for all pediatric related capital purchases.
4. Engage with finance and procurement to ensure consistent and reliable supply of essential consumable items.
5. Engage with Biomedical Engineering team to ensure functionality of necessary equipment.
6. Engage with Development team to aid in fund raising when necessary.

**Salary and Benefits**

Competitive salary, commensurate with experience.

**How to apply:**

Qualified candidates are encouraged to submit a CV and a thoughtful cover letter describing your experience and how it applies to this position along with 3 professional references to: physicianjobs@villagehealthworks.org and tmcintyre@villagehealthworks.org. Please include “Senior Staff Physician / Chief of Outpatient Services” in the subject line of your email. Submissions should be in English.

**Village Health Works considers all applicants on the basis of merit without regard to race, color, religion, gender, gender, age, national origin, disability, marital status, sexual orientation, veteran or military status.**