**THE DUBLIN WELL WOMAN CENTRE, JOB SPECIFICATION FOR CLINIC DOCTOR SEPTEMBER 2016**

**Job Title:**

Clinic Doctor

**Function:**

Women’s healthcare services at clinic level.

**Reporting to:**

The Operations Manager / Medical Director

**Minimum Requirements / Qualifications (for full and part-time roles)**

All Clinic Doctor requirements:

* Full registration with the Irish Medical Council, along with legal right to work in Ireland
* Eligibility for medical defence insurance at G.P. level
* MB Family Planning Certificate
* Gynaecology training (at least 6 months as SHO)

G.P. registration preferable

Competence in fitting intrauterine devices preferable

**Further Desired Experience:**

Diploma from the Royal College of Obstetrics and Gynaecology

**Clinic Doctors should have the following qualities:**

The ability to work with medical, nursing, counselling, administration and management

The ability to relate to patients

Competence in diagnosis and treatment

A willingness to keep up to date with current medical developments and to be trained in new Well Woman services

An ability to operate the Well Woman client management I.T. system

**The role of Clinic Doctor will involve the following duties:**

* Responsibility for managing all clinical issues at centre level
* Responsibility for ensuring test results are dispatched in a timely fashion
* Administration of test results for sessional doctors
* Managing the introduction of any new clinical services in the centre
* Co-ordinate the practical aspects of any once-off research initiatives or clinical research projects
* Attending regular Practice Management meetings with the Medical Director

**In addition, the following Clinic Doctor responsibilities:**

* S/he will undertake a specified number of three hour clinic sessions per week, including performing general medical examinations, breast examinations, advising on menopause and/or sexually transmitted diseases, etc.
* S/he will prescribe any medication or contraceptive pills, as appropriate (including emergency contraception).
* S/he will be responsible for interpreting the results of tests ordered during the clinic sessions, including blood and infection testing, and arranging any follow up that may be necessary. This is with the exception of cervical smear test results – a referral letter for colposcopy is written by the doctor, and the clinic nurse arranges the hospital appointment.
* S/he will set aside up to an hour either before or after a session to complete administrative tasks, and s/he will report any faulty equipment or materials, or any materials in short supply, to the clinic nurse or directly to the clinic manager.