

JOB DESCRIPTION

Job Title	: Medical Officer
Location	: Aberdeen
Legal Entity	: International SOS (Medical Services) UK Limited
Reports Functionally To	: Medical Director
Reports Administratively To	: Head of Onshore Operations
Works Closely with	: OH Nurses, OH Physicians, Medical Director
Direct Reports	: None

A. Overall Purpose Of The Job *(Brief description of the primary purpose of this position)*

The Medical Officer is responsible for performing Occupational Health related duties in accordance with client contracts including but not limited to:

- OGUK medical examinations
- Examination and appraisal for fitness for work
- Pre-placement and back-to-work medical assessments

The Medical Services team provides Topside support (provision of remote advice and oversight of treatment provided by trained medics in remote locations offshore and onshore). The role holder may be asked to participate in the on-call rota dealing with requests for support (calls are initially managed within the International SOS alarm centre medical provision, however if medical evacuation is necessary or onshore assessment is required an on call doctor is required to advise and assist decisions regarding evacuation, onshore care and subsequent assessment of fitness to resume work.

B. Key Responsibilities *(Critical responsibilities and skills of this position, listed in order of importance)*

- Ensuring high clinical quality standards, and maintaining good clinical records using the company's IT based systems and operating within the International SOS clinical governance framework.
- Complete medical assessments and provide medical reports, as appropriate, in compliance with International SOS policies, practices and processes
- Interpreting results from health screening or diagnostic testing and advising on fitness to work, in compliance with statutory, industry or client standards
- Corresponding with patients' medical advisers and employers as and when appropriate in managing resolution of issues detailed in referrals
- Liaising when appropriate with clinical colleagues or other clinical practitioners to ensure effective case management
- Liaise with the operations and management teams to optimise quality assurance and ensure that appropriate medical outcomes are consistently attained with respect to clinical service delivery.
- Take responsibility for quality of own medical service delivery
- Provide support, guidance and mentoring for clinical staff when working as a member of a multi-disciplinary team, as and when necessary
- As part of quality assurance, ensure that documentation is maintained to highest standards and in accordance with International SOS guidelines
- In close co-operation with the Medical Director OH Services, Operations and Business Development teams demonstrate an understanding of clients' contractual agreements and work with the Sales and Marketing department to ensure that relationships with clients are at all times positive and consistent with the contractual obligations.
- Cooperation in the efficient running of the company by performing other reasonable duties requested

C. Job Profile

Required Skills and Knowledge *(Brief description of technical knowledge or skills needed to perform the job)*

- Quality of care focus
- Professional written and verbal communication skills
- Good interpersonal skills
- Able to work under pressure
- Flexibility
- Enthusiastic and motivated
- Ability to take responsibility
- Information and communications technology (computer) skills
- Keep knowledge and skills up to date

Required Competencies (*Critical behaviours necessary to successfully perform the job*)

- **Applying Expertise & Technology:** applies specialist and detailed technical expertise; Develops job knowledge and expertise through continual professional development; Shares expertise and knowledge with others; Uses technology to achieve work objectives; Demonstrates an understanding of different organisational departments and functions.
- **Working with People:** demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and acknowledges the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight.
- **Delivering Results & Meeting Customer Expectations:** focuses on customer needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals.
- **Writing & Reporting:** writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience.

Required Work Experience (*Brief description of the job-related experience needed to perform the job*)

- Medical doctor with postgraduate experience

Required Qualifications (*Brief description of the educational background needed to perform the job*)

- Medical doctor
- Full GMC registration and a current licence to practice

Required Languages (*Brief description of the language skills needed to perform the job*)

- N/A

Travel / Rotation Requirements (*Brief description of any travel or rotation requirements*)

- The role may also involve attending meetings on client premises, workplace visits and visits to other clinical facilities.

This job description outlines the types of responsibilities the incumbent is required to perform. The incumbent may be required to perform job related tasks other than those specifically presented in this job description. This job description is subject to regular review.

Name & Signature of Reporting Manager

Name & Signature of Employee

Date

Date

Name & Signature of Country General Manager
or Regional General Manager

Date

Version: V1.0