

AMDA Nepal
Siddhartha Children and Women Hospital
Butwal-7, Rupandehi

Terms of Reference

- A. Type of Employment:** Special Service Agreement (Time based employment)
B. Job title: Medical Officer
C. Level: 7 (Seven)
D. Location: Siddhartha Children and Women Hospital
E. Date: xxxxxxxx
F. Reporting to: Medical Superintendent

G. Background

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 as a chapter of AMDA-International, Japan and was officially registered in the government office as a NGO in 1990. It is a humanitarian, nonprofit-making, non-political, non-sectarian, Non-Governmental Organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan “Better quality of life for better future.” Under AMDA Nepal, Siddhartha Children and Women Hospital (SCWH) in Butwal, Rupandehi district started with 50 beds and is currently operating with 100 beds. Since its beginning, Siddhartha Children and Women Hospital has been working especially in the field of children's and women's health.

H. Job Purpose:

The Medical Officer will provide comprehensive medical care to paediatric and women patients, including emergency, inpatient, outpatient, and maternity services. The role requires active participation in a 24-hour duty roster, ensuring continuous, high-quality clinical services in alignment with AMDA Nepal policies and national health standards.

I. Critical Responsibilities and Duties:

- 1. Clinical Duties:** Provide medical care to **children, women, and neonates** in OPD, IPD, Emergency, and Maternity units wherever is deployed. Conduct thorough **clinical assessments**, diagnosis, treatment, and follow-up of patients. Manage **emergency cases** during duty hours, including night and on-call shifts. Stabilize critical patients and refer cases appropriately when required. Perform minor medical procedures as per hospital protocol. Participate in **normal deliveries and obstetric emergencies** as assigned. Ensure rational use of medicines and adherence to treatment guidelines.
- 2. 24-Hour Duty Responsibilities:** Work in a **rotational 24-hour duty roster**, including nights, weekends, and public holidays. Provide continuous patient care during assigned shifts. Ensure proper handover of patients between shifts. Remain available for emergency calls during duty hours.
- 3. Documentation & Reporting:** Maintain accurate and complete **medical records**. Prepare duty reports, referral notes, discharge summaries, and medico-legal documents. Report notifiable diseases as per national guidelines.

4. **Quality & Safety:** Follow hospital policies, clinical protocols, and infection prevention guidelines. Participate in clinical audits, mortality meetings, and quality improvement activities. Ensure patient safety, confidentiality, and ethical medical practice.

J. General Responsibilities and Duties:

5. **Coordination & Teamwork:** Coordinate with consultants, nursing staff, paramedics, and support staff. Communicate effectively with patients and family members regarding diagnosis, treatment, and prognosis. Support interns, nursing staff, and junior medical personnel.
6. **Administrative & Other Duties:** Participate in hospital meetings, trainings, and CMEs. Support public health programs, outreach activities, and emergency responses as required by AMDA Nepal. Perform any other duties assigned by hospital management.

K. Terms and condition of employment

1. **Type of Employment:** Time based employment (Special Service agreement).
2. **Post:** Medical Officer
3. **Initial duty station:** AMDA Nepal, Siddhartha Children and Women Hospital, Butwal (can be relocated in other duty station as needed).
4. **Duty Hour:** At least 42 hours a week; from 09:00am to 05:00pm, Monday to Friday or as per duty roster assigned by hospital administration. The office authority can assign extra duty hour, for which substitute leave/overtime allowance can be granted.
5. **Job Description:** As specified in section H, I and J.
6. **Salary, benefits and allowances (Gross) :** NRs. 53,984/ month
Income/wage tax in affect will be applicable as Tax Deduction at Source (TDS).
7. **Leave:** Home/Casual leave (max. 15 day per Six month). Entitled leave, remained balance at the end of employment will not be compensated.
8. **Holidays:** Office will remain closed as per the holiday's calendar of AMDA Nepal. AMDA can deploy staff to continue their work during weekend and public holidays for the emergency and urgent services.
9. **Validity and Termination:** Maximum for Six month (renewable). Employment contract can be terminated by either a party, giving written notice of one-month. It can be terminated with immediate effect as a disciplinary action that includes the breeching of the code of conduct. No further notice shall require to end/terminate special service agreement on the last date of the validity.

L. Person Specification

1. Essential Qualification and Skills

- a. Must have MBBS degree.
- b. Valid medical license/registration with Nepal Medical Council.

2. Preferences:

3. Strong clinical decision-making skills.
4. Ability to work effectively in a **24-hour duty system**.
5. Good communication and interpersonal skills.
6. Ability to work under pressure in emergency situations.
7. Commitment to ethical medical practice and patient-centered care.