



# Nkhoma CCAP Hospital

All correspondence to be addressed to The Principal Hospital Administrator



MD 6.5/02/18

21 February 2018

**To Whom It May Concern:**

## **Re Medical director needed for Nkhoma hospital, Malawi**

Nkhoma hospital is 102-year-old medical institution providing hospital based and primary health care to a population of 83,000 and referral care to approximately 435,000 people in rural Malawi, 50 km outside the capital Lilongwe. Outpatients visits have averaged over 60,000 per year over the last three years highlighting the critical need for medical care in the population. As contrasted with outpatient departments in developed nations, a significant percentage of these patients will be admitted with severe or life - threatening illnesses. Hospital admissions averaged 13,000 per year over the last three years. The hospital does around 1500 surgeries every year and about 3000 deliveries take place annually.

The hospital is linked to Blantyre and Lilongwe as academic referral centers, but is also receiving medical students from the only medical university in the country for their 4 week "GP in African context" (called family medicine, FM) rotation. The hospital also started with a FM residency/registrar training on site in September 2016 currently with two doctors in training.

The hospital has a good senior management team, good governance structures and good relationships with the Nkhoma Synod church secretariat. The 250 bed hospital has an obstetric, medical, surgical, pediatric, eye wards and a well developed neonatal- and burns units.

The current MD was also involved in doing and teaching local staff different surgical procedures. In March 2018 the hospital will receive a Dutch internist that will bring endoscopic equipment to the hospital. The hospital could use additional surgical programs like these to complement the already active surgical unit and expand the scope of what can be offered. However, an Nkhoma employee Malawian surgeon should finish his training in November 2018 and the candidate does therefore not need to have surgical interest.

The current medical director Reynier Ter Haar has worked at Nkhoma for 21 years. After the initial 10 years he took a sabbatical for a year and returned energized and refreshed and started different new initiatives e.g. FM training and indoor spraying for malaria prevention. After another 10 years he is taking

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Swift code NBM AM WMW

Nkhoma Hospital Euro Account, number: 267708; Nkhoma Hospital Dollar Account, number: 256773  
Nkhoma Hospital Pound Account, number: 365033 Nkhoma Medical Account number: 1609912

another sabbatical. There are educational challenges with his youngest two children still in school and one of his daughters hope to start her university studies in the Netherlands in September 2018.

The hospital is therefore looking for a mature, patient person with emotional elasticity for challenging situations. Management background would be an added advantage. The medical director is sought from June 2018 for a period of initial 12 months (possibly longer) preferably with a strong medical and mission background. See also attached detailed job description.

This professional will need to provide management and medical leadership for the hospital. The medical director's office is responsible for:

- All clinical activities (wards/OPD/Lab/X-ray/ Pharmacy/ HIV/TB/ Palliative Care/Eye department/cervical cancer screening)
- Administration(Finance/HR/Infrastructure/Transport/Purchasing/Stores/Security/Grounds)
- Other Projects (PHC/Malaria)
- Nkhoma CCAP Health Centers (there are 9)
- Chaplaincy

Weekly program:

- Where there is a need in the clinical field eg Rey currently attending the Tuesday Labour ward team meeting,before Friday morning surgical ward; Dave running medical chronic disease clinic on Tuesday mornings and Epilepsy Clinic on Thursday mornings)
- Part of clinical team in a department
- Weekly Internal procurement meeting Friday mornings
- Management meeting every second Wednesday morning
- Training committee intermittent, as needed, maybe 4 times a year.
- Board meeting once a quarter
- Hospital representation for ad hoc meetings called by donors, MOH.

If more information is needed, please do not hesitate to contact the under mentioned.

Yours sincerely

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## **Job Description, Medical Director**

### **GENERAL**

The medical director is the chief executive officer and chief of medical staff for a 250 bed rural African hospital averaging annual statistics of 60,000 outpatient visits, 13,000 inpatients, 1,500 surgeries and 3,000 deliveries. The hospital has 300 staff. In addition, the hospital supervises 9 church rural health units with total staff of 200, in the region, and runs the following projects: primary health care with 14 outreach clinics per month, TB/HIV, mental health, palliative care, cervical cancer screening and care, malaria control, and Eye. Nkhoma also is a training site for Family Medicine residency, International Medical and Family Medicine residents, Malawian and international medical and nursing students, and palliative care students at Bachelors level.

The medical director serves as the chair of the hospital management team made up of the senior staff currently including the following: Principal Hospital Administrator, Deputy Medical Director, Principal Nursing Officer, Accountant, Primary Health Care Coordinator, Principal of the Nkhoma Nursing College, and the Hospital Chaplain. The Medical Director also serves as Secretary to the Synod Health Board, which is the Church body overseeing the hospital, health centers and all hospital projects.

The position requires strong clinical, managerial, relational, and Christian spiritual skills and experience.

### **SPECIFIC RESPONSIBILITIES**

1. To ensure health facilities compliance and adherence to the prevailing policies of Nkhoma Synod, CHAM and MOH and represent faith based organisations involved in the health services at the district assembly health subcommittees
2. Shall act as link between the proprietor, CHAM secretariat and the individual Nkhoma Synod health units submit written reports to the proprietor or CHAM secretariat as needed
3. To facilitate maintenance of quality assurance in the health facilities eg maintenance, infection prevention practices, code of conduct, dressing code administrative procedures and financial accountability
4. To ensure effective planning, budgeting, management, co-ordination and monitoring of health programmes and projects. Develop new programmes where needs are identified.
5. To participate in the planning and soliciting of funds for the development and maintenance of the Nkhoma health units, health projects and programmes.
6. To co-ordinate the selection and recruitment of senior staff (as defined by Health department constitution) for the Nkhoma Health department.
7. To convene Nkhoma Synod health Board meetings and act as Secretary to the Board producing timely minutes and agenda notices.

8. Coordinating all Nkhoma hospital catchment area health centres activities with the PHC department and other stakeholders in the Nkhoma catchment area.
9. Facilitating in-service training and quality improvement for clinical staff both at the hospital and Nkhoma hospital catchment area health centres.
10. Assist with managing medical equipment of the Nkhoma health department in collaboration with the maintenance department and relevant in charges.