



Job Profile Occupational Medical Practitioner



JOB INFORMATION SUMMARY	
JOB TITLE:	Occupational Medical Practitioner
REPORTS TO:	General Manager: Strategic Portfolios
OCCUPATIONAL LEVEL	Medical Practitioner
FUNCTIONAL AREA:	Occupational Health and Employee Wellness
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

ROLE PURPOSE
The purpose of this role is to perform occupational medical related functions of an Occupational Medical Practitioner (OMP) associated with the effective operation of the assigned clinic.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Conduct pre-employment/pre-placement, exit and fit for duty medical examinations and Medical Surveillance Programs	<ul style="list-style-type: none"> Perform medical examination on PIKITUP employees scheduled for examination once the Occupational Health Nurse Practitioner (OHNP) has prepared the necessary medical examination test; Facilitate referrals to doctors, specialists or hospitals; Liaise with the professional colleagues where necessary for advise; Monitor and treat chronic health conditions e.g. hypertension; Manage the medical examination targets set by the PIKITUP service level agreement; Complete or ensure completion of medical administration; Keep records and write reports.
b) Provide occupational medical and health advisory management and educations services	<ul style="list-style-type: none"> Conduct educational awareness campaigns on Occupational Health Services programmes within PIKITUP's road shows; Provide inputs into medical surveillance projects; Participate in Health risk assessment projects; Provide inputs into accident investigations involving PIKITUP employees; Advise on Occupational Hygiene requirements and results, issues relevant to PPE; Participate on the relevant Health and Safety Committees; Advise on disability and absenteeism management.
c) Legislative compliance, policy development and implementation	<ul style="list-style-type: none"> Comply, maintain, review and recommend OHS policies and processes; Communicate and guide employees on relevant OHS policies and procedures. Ensure compliance with applicable Occupational Health and Safety Act, COIDA and other relevant Acts.
d) Project Management	<ul style="list-style-type: none"> Participate in various projects as identified in the HR strategy as well as Employee Wellness projects such as substance and drug abuse,

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ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	stress management and incapacity management etc.
e) Conduct research	<ul style="list-style-type: none"> • Research and benchmark on appropriate Occupational Health Services e.g. incapacity, primary health care and etc; • Conduct surveys on specific topics such as SA vs. Global Trends.
f) Supervision/Management of employees and Staff Development	<ul style="list-style-type: none"> • Supervise staff through informal and formal discussions; • Manage staff performance through implementing the performance management system and using it as fully as possible; • Conduct needs analysis discussions based on performance appraisal and determine staff training needs • Maintain an open door policy with regard to subordinates to empower them to seek assistance and to motivate them when required; • Comply with internal staff regulations and HR related legislation; • Provide and support on-going training and development; • Counsel and discipline staff if required.

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships</p> <ul style="list-style-type: none"> • Pikitup Managing Director • EM: Human Resources • GM: Strategic Portfolios • Executive Team and Senior Management • Pikitup staff particularly Operations <p>External Relationships (with departments and other key parties)</p> <ul style="list-style-type: none"> • Health Professional Council of South Africa HPCSA • Local Government • NGO's • Community Based Organisations (CBOs) • Private Sector (e.g. De Beers, Eskom regarding training, service providers, other professional organisations and nurses and medical practitioners) • City of Johannesburg

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Behaviours
<ul style="list-style-type: none"> • Strong communication and diplomacy skills; • Analysis and problem solving; • Strategic formulation and implementation; • Reporting writing skills; • Human Resources Management skills including performance management; • Conflict Management including negotiation and mediation; • Influencing and collaboration skills; • Effective verbal and written presentation at all levels; • Computer skills including Ms Word and Excel; • Change Management; 	<ul style="list-style-type: none"> • Integrity and Honesty; • Strategic Thinking; • Organising and prioritising; • Judgement and decision making; • Adapting and responding to change; • Developing relationships; • Dynamic and Influential; • Networking and collaboration.

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<ul style="list-style-type: none"> • Project Management; • Basic Finance and Budgeting. 	
<p>Knowledge</p> <p>State the job knowledge required</p>	<ul style="list-style-type: none"> • Strong commercial understanding; • Understanding of Municipal Finance Management Act (MFMA) and related regulations; • Knowledge of Treasury Regulations and Public Service Regulations; • Knowledge of the South African Auditing Standards; • Knowledge of South African labour legislation; • Knowledge of industry standard, best practices and trends in the discipline.

Qualifications

Minimum

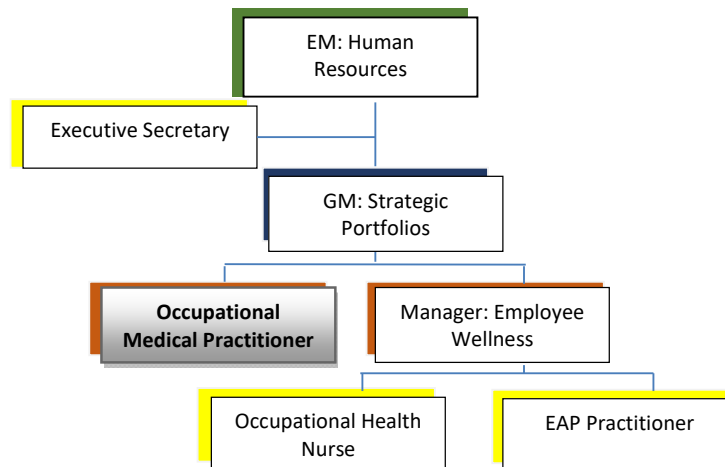
- MBChB qualification recognised by the Health Professional Council of South Africa (HPCSA)
- Occupational Medicine qualification recognised by the Health Professional Council of South Africa (HPCSA)

Experience

Minimum

- At least 8 years' experience as a registered Occupational Medical Practitioner
- 5 years' work experience in managing incapacity and disability cases and other occupational health related issues such as medical surveillance programs
- Experience in biological monitoring programs
- Experience in undertaking Health Risk Assessments
- Emergency care experience

STRUCTURE



Job profile approved by:

Name (Incumbent)

Signature

Date

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Executive Manager

Signature

Date