

Job Description

Title	Nursing officer/Midwife –
Position	Nursing Officer/Midwife – Well Women’s clinic
Department	Madang Provincial Hospital, OBS/GYN unit and Papua New Guinea Institute for Medical Research
Reporting To	Catherine Tona (HEO), Dr John Bolgna

Scope of Position (Short paragraph describing the main aspects of the role)

This position will be responsible for providing cervical cancer screening services and treatment to women in the Madang Province Well Women’s clinic and rural communities.

Position Requirements (List of main responsibilities and the outcomes/standards required)

1. Register women, collect clinical and socio -demographic information.
2. Provide screening and testing of women for human papilloma virus using Genexpert machine.
3. Treat women using cold thermal coagulator, as required.
4. Experience in maternal health, obstetrics and gynaecology
5. Provide clinic and community-based health education and services. Outreach activities will require overnight(s) in Province travel

<u>Main Responsibilities</u>	<u>Required Outcomes</u>
1. Perform operations as directed by supervisor on a daily basis	Clinic always operates at full capacity and provides high quality services to patients
2. Conduct quality data collection to ensure patient confidentiality and privacy is maintained at all times.	Informed consent performed, case report forms completed to a sufficient standard, specimens processed and labelled properly.
3. Screen patients for Human Papilloma Virus (HPV) using Genexpert system	Adhere to SOP for use of Genexpert including routine maintenance and cleaning.
4. Perform pelvic examination of women as and when required and provide appropriate referral to OBS/GYN and other patient services as necessary.	Examinations adhere to best practice client services according to Madang Provincial Hospital policy. Women are referred as and when required for specialist or other clinical care.
5. Provide appropriate treatment to women in accordance with treatment algorithm and guidelines	Cold thermal coagulation performed with high degree of accuracy and minimal discomfort for patients
6. Contribute to stock monitoring and replenishment	Stockouts do not affect the clinic operations
7. Always comply with employment and work policies of the Madang Provincial Hospital and Madang PHA	All policies are always adhered to
8. Always comply with Madang PHA policy and best practice guidelines for occupational health and safety in the workplace.	A safe and healthy work environment at all times.
10. Attendance at work Monday to Friday,	Punctual and consistent attendance, some overnight(s) travel will be required
11. Building relationships with other team members including outreach service providers	Provide supportive and harmonious work environment
9. Other duties as required	