

Position: Medical Doctor

Hua Mei Centre for Successful Ageing

Responsibilities

Medical

- Provide comprehensive geriatric assessment, diagnosis and appropriate quality treatment, in compliance with established clinical standards
- Ensure timely and professional delivery of medical services to the patient, in their homes as well as at the clinic, through effective utilisation of internal and external resources, effective work processes and guidance of nursing staff
- Facilitate patient and caregiver decisions on patient care pertaining to medical/functional/social issues through appropriate medical advice or prognosis, education and necessary interventions with the partnership of in-house or external service providers
- Build and sustain effective collaboration with other medical professionals in hospitals and community services in order to facilitate good patient outcome and also to advance the Foundation's mission. Establish geriatric care standards to ensure quality and competitiveness based on industry best practices/benchmark

Clinic Management

- Clear and succinct medical record keeping in both electronic and hard copy
- Track clinical activities and all medical information to ensure accuracy and compliance with the Foundation's and regulatory requirements
- Manage or advise the Nursing Staff in managing the drug inventory according to the Foundation's guidelines
- Responsible for timely and accurate submission of medical claims/clinical data to the government agencies responsible for disbursement of CHAS and Medisave claims
- Participate in building a Person-Centered Medical Home model in the Foundation's Primary Care clinics

Others

- Establish and constantly update geriatric care standards for Hua Mei Mobile Clinic to ensure quality and competitiveness based on industry best practices/benchmark
- Review and refine existing processes to enable continuous improvement in service standards and quality
- Provide education and training to the Foundation staff and external clients (such as medical and allied health professionals, caregivers and students through talks, internship /attachment /visits)
- Represent the Foundation in presentation to external parties including the media, participate and lead in activities or outreach projects (internal or joint) that promotes the Foundation's cause and mission, where appropriate
- Participate in networking and advocacy with relevant medical, social or educational partners to review and manage new challenges or changes in home aged care

Requirements

Educational Qualifications

- MBBS from NUS or an equivalent medical qualification from a medical school recognised by Singapore Medical Council
- Graduate Diploma in Geriatric Medicine (either available or with intent to pursue)
- Graduate Diploma in Family Medicine / Palliative Medicine will be an added advantage

Experience

- At least 5 years post-graduate working experience
- Completed at least an Internal Medicine or a Geriatric Medicine posting
- Knowledge of community aged-care services and has a strong passion for elder care
- Good verbal and written communication skills, ability to communicate in dialects
- People centric sensibility and a good team player with strong relationship management skills
- Capacity to multi-task, work independently, adapt and respond effectively to diversity and changing situations/demands
- Ability to drive innovation and continuous improvement
- Knowledge of or ability to learn to harness the tools of technology to achieve desired objectives e.g. electronic communication, IT system etc.
- Ability in operational management skills or a willingness to learn will be a bonus. E.g. set up clinical system and procedures, establish plan and budget for clinical equipment and develop nursing staff to enable the smooth running and maintenance of the clinic
- Flexible with regards to working arrangements- willing to travel for house calls as well to run clinic sessions, willing to take on-call function on regular, scheduled, ongoing basis
- VWO experience will be an added advantage

Interested applicants, please email your resume, current and expected salaries to:
recruitment@tsaofoundation.org.

We regret that only shortlisted candidates will be notified.