



Junior Medical Doctor Responsibilities:

Administrative

- Contributing clinical expertise to patient care and providing guidance to medical staff.
- Performing administrative duties and risk management.
- Ensuring the highest standards in patient care are maintained.
- Verifying complex diagnoses and facilitating treatment plans.
- Hiring, supervising, and mentoring healthcare professionals and collaborating with consultants.
- Managing allocated budgets and identifying areas of improvement in inpatient care.
- Keeping informed on advancements in the field and contributing to medical research programs.
- Ensuring compliance with healthcare regulations and safety standards.
- Reporting to senior management, as well as liaising between administrative and medical staff.
- Ensuring consistent and accurate medical recordkeeping practices.

Medical

- Responding to patients' medical problems by referring to their history, carrying out diagnosis, treatment, counseling, and referral, where necessary.
- Ordering lab tests and interpreting the test results.
- Maintaining confidentiality and impartiality at all times.
- Collecting, recording, and maintaining sensitive patient information such as examination results, medical history, and reports.
- Explaining procedures or prescribed treatments to patients.
- Discussing and evaluating EWR products/ supplements with the patient.
- Keeping up-to-date with medical developments, treatment, and medication.

Requirements:

- Degree in medicine
- 3 years of clinical experience
- Fantastic counseling and listening skills.
- Superb organizational and time management skills.
- Excellent decision-making skills and communication.
- Ability to work under pressure in a fast-paced environment.
- Compassionate nature with the ability to make patients feel at ease.
- Great management and leadership skills.
- Clinical risk management experience.
- Extensive knowledge of medical recordkeeping practices.
- Advanced ability to ensure the highest standards in patient care and compliance with healthcare regulations.
- Excellent interpersonal, communication, and leadership skills.
- Must be willing to work in Tagaytay