

TERMS OF REFERENCE

Clinic Medical Supervisor

St. Rachel Health Clinic | Montalban (Rodriguez), Rizal
Run by the Philippine Center for Population and Development (PCPD)

Location: Montalban (Rodriguez),
Rizal

Schedule: Full-Time | Tue–Sat

Salary: PhP 80,000/month +
benefits

POSITION DETAILS

Position Title	Clinic Medical Supervisor
Duty Station	Primary Health Care Clinic, Montalban (Rodriguez), Rizal
Reporting To	President and Medical Director, St. Rachel Health Clinic
Employment Status	Full-Time. Assessment after 6 months toward permanent status; reassessment at latest after 1 year for promotion in rank and salary.
Working Hours	40 hours per week, Tuesday to Saturday
Salary	PhP 80,000 per month plus legally mandated benefits

POSITION SUMMARY

St. Rachel Health Clinic, run by the Philippine Center for Population and Development (PCPD), is seeking a licensed physician to serve as Clinic Medical Supervisor for its Primary Health Care Clinic in Montalban (Rodriguez), Rizal. The role is responsible for supervising clinic physicians and ancillary staff, ensuring the delivery of quality primary health care services including family planning, overseeing day-to-day clinic operations, and fostering strong relationships with the community and its leaders.

KEY DUTIES AND RESPONSIBILITIES

1. Clinical Leadership and Supervision

- Supervise and provide professional guidance to all clinic physicians and ancillary medical staff (nurses, midwives, nurse aides, medical technologists, radiologic technologists, and others).
- Prepare and ensure adherence to clinical protocols, ethical standards, and applicable healthcare regulations.
- Promote high standards of patient care and clinical practice.
- Conduct regular case discussions and mentoring and knowledge-sharing sessions with clinic physicians and ancillary staff.

2. Clinic Operations Management

- Oversee the day-to-day operations of the clinic.
- Prepare and ensure efficient programs for patient flow, proper scheduling, and optimal utilization of clinic resources.
- Coordinate with administrative and support staff to maintain smooth clinic operations.
- Identify operational issues and implement corrective measures to improve service delivery.

3. Community Relations and Engagement

- Establish and maintain positive working relationships with community leaders, local government officials, and other stakeholders.
- Serve as the clinic's representative in community meetings and health-related activities.
- Promote community awareness of available health services and preventive health programs.

4. Health Education and Community Outreach

- Plan, prepare, and conduct periodic health education forums, lectures, and lay fora for community members in collaboration with the medical staff.
- Lead and collaborate with other clinic physicians in developing and delivering community health education programs.
- Identify priority health concerns within the community and develop appropriate educational interventions.

5. Quality Assurance and Reporting

- Monitor the quality and effectiveness of clinical services.
- Prepare and submit monthly reports to the Medical Director covering clinic operations, service utilization, community activities, and significant clinical or operational concerns.
- Prepare medical statistics and compile and safekeep clinic medical records and statistics.
- Recommend improvements to enhance patient care, operational efficiency, and community engagement.

6. Other Duties

- Perform other related duties and responsibilities assigned by the Medical Director and the Chair and President of the Philippine Center for Population and Development (PCPD), consistent with the objectives and operational development of the clinic.

QUALIFICATIONS

- Licensed Physician in good standing, with membership in the Philippine Medical Association and PhilHealth accreditation.
- Experience in primary health care practice, public health, family medicine, or community-based health programs.
- Demonstrated actual or potential leadership and supervisory capabilities.
- Excellent communication and interpersonal skills.
- Ability to establish productive relationships with community stakeholders and local leaders.
- Commitment to patient-centered care and community health development.

EXPECTED OUTPUTS

- Effective supervision and coordination of clinic physicians and staff.
- Efficient day-to-day clinic operations.
- High-quality primary health care services.
- Regular community health education sessions and lay fora.
- Strong relationships between the clinic and the local community.
- Timely operational and clinical reports submitted to the Medical Director.

TERM OF ENGAGEMENT

This Terms of Reference shall remain effective for the duration of the physician's appointment and may be reviewed or amended by management as necessary.

HOW TO APPLY

Send your curriculum vitae, cover letter, and PRC license to: mike.singh.md@gmail.com