



MEDICAL AND DENTAL PRACTITIONERS COUNCIL OF ZIMBABWE

POLICY ON THE ADMINISTRATION OF HEALTH INSTITUTIONS

1. PURPOSE

The purpose of this policy is to ensure that every health institution has a board whose directors shall include a medical/dental practitioner who shall be the Practitioner in Charge and shall sit on the board. The medical/dental practitioner in charge shall be responsible for ethical and professional issues as well as clinical governance of the institution. The member is accountable to MDPCZ for matters relating to the Health Professions Act (Chapter 27:19). It is common cause that each health institution maybe different but the responsibilities relating to issues of professionalism, ethics and standards for which the medical/dental practitioner in charge is held accountable are the same in any health institution. In some cases, the incumbent may be referred to as Medical Superintendent or Clinical Director/Medical Director.

2. DEFINITION OF A HEALTH INSTITUTION

As defined in Section 2 (1) (a) of the Health Professions Act (Chapter 27:19) health institution means 'any hospital, clinic, medical laboratory, consulting room or other premises or part thereof which is used by a health practitioner for any purpose connected with the diagnosis, treatment, mitigation or prevention of any illness, injury or disability or abnormal physical or mental state or the symptoms thereof in human beings.

3. POLICY

3.1 MEDICAL/DENTAL PRACTITIONER IN CHARGE

Every health institution shall have a post of Medical/Dental Practitioner in Charge who shall be registered with the Council with a valid practising certificate. (Section 92 of the Health Professions Act Chapter 27:19 refers).

4. GENERIC DUTIES FOR THE INCUMBENT

4.1 The generic duties of a medical/dental practitioner in charge in a Health Institution include the following:

4.1.1 Shall be responsible for ethical and professional issues.

- 4.1.2 Shall relate to overall patient care in the institution.
- 4.1.3 Shall liaise with all heads of professional and administrative departments in the institution.
- 4.1.4 Shall ensure the provision of quality curative and preventive care through the institution and ensures that the various clinical and nursing departments operate within defined standards of care.
- 4.2 Shall vet and coordinate all clinical and para clinical staff seeking employment at the institution.
- 4.3 Shall authorise the hiring of clinical staff and advise in the hiring of non clinical personnel in all units.
- 4.4 Shall review, maintain and upgrade the adequacy of health services provided by the institution (cf. Health Professions Authority of Zimbabwe Health Institution Registration, Inspection and Renewal Manual).
- 4.5 Shall supervise and coordinate medical staff deployment to all units;
 - 4.5.1 Shall supervise leave applications, sick leave etc.
 - 4.5.2 Shall supervise duty rosters and attendance register at work.
 - 4.5.3 Shall supervise the General/Professional practice.
- 4.6 Shall sit in the Hospital Management and full board meetings.
 - 4.6.1 Shall liaise with other members of the management board in the institution.
- 4.7 Shall supervise Clinical Audit Committee meetings.
- 4.8 Shall set and promote adequate standards of patient care
- 4.9 Shall receive, investigate and ensure settlement and feedback on complaints from the general public regarding the functioning of the institution.
 - 4.9.1 Shall be responsible for putting in place an effective complaints system.
 - 4.9.2 Shall attend to staff indiscipline as prescribed by regulations of the institution which should be within the confines of the law.
 - 4.9.3 Shall coordinate clinical responses in cases of litigation, in consultation with the lawyers for the institution.
 - 4.9.4 Shall be clinically conversant with the medical conditions managed in the institution, to be able to discuss the general issues concerning the case with relatives or patient on behalf of the attending clinician where the latter may not be available.
- 4.10 Shall promote continuing health educational programmes for all registrable staff.

- 4.11 Shall supervise and facilitate in-service training of all health professionals.
- 4.12 Shall be directly involved in procurement of equipment in liaison with the end users.
- 4.13 Shall understand and appreciate the principle of use of equipment belonging to the institution as used on patients.
- 4.14 Shall ensure adequate management of patients in the event that the attending doctor is otherwise incapable.
- 4.15 Shall be responsible for communication with other health institutions and regulatory bodies.
- 4.16 Shall be responsible for any other activity that may be necessary for the provision of adequate health care in that institution.



Approved May 2011.

Amended September 2016

Approved October 2016