



## **MEDICAL AND DENTAL PRACTITIONERS COUNCIL OF ZIMBABWE**

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### **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 should include a Medical/Dental practitioner. The Medical Director 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 is different but the responsibilities relating to issues of professionalism, ethics and standards for which the medical officer is held accountable are the same in any health institution.

#### **2. DEFINITION OF A HEALTH INSTITUTION**

In this Policy, health institution as provided in Statutory Instrument 132 of 1995 (Health Institutions) amongst other things is referred to as a hospital, local authority, polyclinic, emergency rooms, mission hospital or private health institution.

#### **3. POLICY**

##### **3.1 MEDICAL DIRECTOR**

**Every health institution shall have a post of Medical Director who shall be a registered Medical/Dental practitioner with the Council with a valid practising certificate. Section 8 of the Registration of Health Institutions Regulations and fees (Regulations, 2011) refers.**

#### **4. GENERIC DUTIES FOR THE INCUMBENT**

4.1 The generic duties of a Medical Director in a Health Institution include the following:

- Shall relate to overall patient care in the institution
- Shall liaise with all heads of professional and administrative departments in the institution.
- 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.

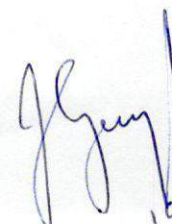
4.2 Shall vet all Clinical and Para Clinical staff seeking employment at the institution.

4.3 Shall advise in the hiring of clinical and non clinical personnel in all units.

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- 4.4 Shall review the adequacy of health services provided by the institution.
- 4.5 They shall supervise medical staff deployment to all units;
- Supervise leave applications, sick leave etc.
  - Supervise duty rosters **and attendance** register at work.
  - General/Professional practice supervision
- 4.6 Shall attend Hospital Management/Full Board meetings.
- Liaises with other members of the management board in the institution.
- 4.7 Shall supervises 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.
- Is responsible for putting in place an effective complaints system.
  - Attends to staff indiscipline as prescribed by regulations of that institution.
  - Coordinates clinical responses in cases of litigation, in consultation with the lawyers.
  - 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 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 Should 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 as delegated by head of institution.
- 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.**

  
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