PPAG

VACANCY ANNOUNCEMENT

The Planned Parenthood Association of Ghana (PPAG), is an NGO and a member of the International Planned Parenthood Federation (IPPF). PPAG, a leading provider of Sexual and Reproductive Health and Rights (SRHR) education, information and services in Ghana, hereby invites result-oriented and committed persons to apply for the following vacant position to be filled in the Association.

Position: Medical Doctor (Physician)

Report to: Director of Programmes and Service Delivery

Location: Cape Coast Specialist Hospital

Job Purpose

The Medical Doctor (Physician) shall be responsible for providing comprehensive, high-quality, evidence-based, person-centred medical services to clients accessing healthcare at PPAG clinics. The position involves clinical assessment, diagnosis, treatment, management and referral of patients, with particular emphasis on general medical care, maternal health, family planning, and preventive healthcare.

The Medical Doctor will ensure that all clinical services comply with Ghana Health Service standards, Ministry of Health policies, professional ethical requirements, and PPAG's Quality Integrated Package of Essential Services. The position will contribute to improved health outcomes, client satisfaction, patient safety, and the sustainability of clinical service delivery.

Key Duties and Responsibilities

Clinical Service Delivery

1. Provide comprehensive outpatient medical consultations, including history-taking, physical examinations, diagnosis, treatment, and follow-up care.
2. Diagnose and manage common acute and chronic medical conditions in accordance with approved clinical guidelines and protocols.
3. Provide emergency medical assessment, initial stabilisation, treatment, and timely referral of patients requiring specialised or advanced care.
4. Prescribe appropriate medications and treatments in accordance with national treatment guidelines and rational medicine-use principles.

5. Request, interpret, and act upon laboratory investigations, diagnostic imaging, and other clinical assessments.
6. Provide preventive healthcare services, including health screening, early detection of diseases, and counselling on healthy lifestyles.
7. Ensure continuity of care through appropriate follow-up appointments, clinical reviews, and referral arrangements.
8. Identify high-risk clients and ensure appropriate clinical management and referral.
9. Diagnose and manage sexually transmitted infections (STIs), including HIV-related clinical conditions, in accordance with national guidelines.
10. Support maternal healthcare services, including antenatal, postnatal, and preconception care, as applicable to the facility's service package.
11. Provide adolescent- and youth-friendly SRHR services, ensuring confidentiality, privacy, informed choice, and non-discriminatory care.
12. Identify and provide appropriate first-line clinical support and referrals for survivors of sexual and gender-based violence.

Quality of Care and Patient Safety

1. Ensure compliance with PPAG's quality of care standards, Ghana Health Service clinical protocols, and other relevant national and international standards.
2. Promote respectful, confidential, rights-based, and person-centred healthcare delivery.
3. Participate in routine Quality of Care (QoC) assessments, clinical audits, and facility quality improvement activities.
4. Identify clinical service gaps and contribute to the development and implementation of quality improvement action plans.
5. Ensure adherence to infection prevention and control standards, including hand hygiene, aseptic techniques, medical waste management, and occupational safety.
6. Monitor and report adverse events, medication errors, near misses, and other patient safety incidents in accordance with institutional procedures.
7. Ensure informed consent is obtained and appropriately documented before clinical procedures.
8. Maintain accurate and confidential clinical records in accordance with professional and organisational requirements.
9. Participate in clinical case reviews, morbidity and mortality reviews, and continuous quality improvement meetings.
10. Support implementation of corrective actions arising from supervision, clinical audits, and quality assessments.

Clinical Leadership and Supervision

1. Provide clinical guidance and technical support to nurses, midwives, physician assistants, and other healthcare professionals within the facility.
2. Promote effective multidisciplinary teamwork to ensure coordinated and comprehensive patient care.
3. Participate in clinical mentoring, supportive supervision, and on-the-job capacity building of healthcare providers.

4. Support the orientation of newly recruited clinical staff on approved protocols, patient safety, and service delivery standards.
5. Identify staff training needs and recommend relevant professional development activities.
6. Participate in clinical meetings, case discussions, and professional learning activities.
7. Support the Facility Head in maintaining high clinical standards and improving service delivery performance

Documentation, Reporting and Data Management

1. Maintain complete, accurate, timely, and confidential patient medical records.
2. Ensure appropriate documentation of clinical consultations, diagnoses, procedures, prescriptions, and referrals.
3. Contribute to the preparation of monthly, quarterly, and annual clinical service delivery reports.
4. Support accurate reporting of clinical indicators through approved health information systems, including DHIMS2 where applicable.
5. Participate in data validation, clinical performance reviews, and service delivery monitoring.
6. Use service delivery data to identify trends, service gaps, and opportunities for quality improvement.
7. Ensure proper documentation and reporting of notifiable diseases and other conditions in accordance with national requirements.

Facility Operations and Sustainability

1. Support efficient utilisation of clinical resources, equipment, medicines, and medical supplies.
2. Contribute to strategies for improving clinic utilisation, client retention, service integration, and sustainability.
3. Support the development and implementation of facility business plans and service improvement initiatives.
4. Identify opportunities for expanding appropriate clinical services based on community health needs and facility capacity.
5. Participate in facility performance review meetings and contribute to achieving agreed service delivery targets.
6. Ensure appropriate clinical management of referrals from partner facilities and community outreach programmes.
7. Collaborate with facility management to address operational challenges affecting the quality and continuity of care.

Qualifications and Experience

Educational Qualifications

- Bachelor of Medicine and Bachelor of Surgery (MBChB/MBBS) or an equivalent recognised medical qualification.
- Full registration with the Medical and Dental Council of Ghana.
- Valid annual practising licence with at least three years of experience.
- Successful completion of the required housemanship and any applicable professional service requirements.
- Additional training in sexual and reproductive health, family planning, comprehensive abortion care, emergency medicine, or public health will be an advantage.

Professional Experience

- A minimum of three years of relevant post-housemanship clinical experience is preferred.
- Experience in outpatient clinical care, reproductive health, maternal health, or community-based healthcare delivery is desirable.
- Experience working with NGOs, private health facilities, or reproductive health organisations will be an added advantage.
- Experience in quality improvement, clinical supervision, and health information management is desirable.

How to Apply

All interested persons with requisite qualification(s), should kindly send their Application Letters with a detailed Curriculum Vitae (CV), including two referees and cell phone numbers to:

recruitment@ppag-gh.org

Only shortlisted applicants will be shortlisted for an interview.

Note:
Closing Date: 20TH November, 2026

Note:

- ***People living with HIV and disability are eligible and encouraged to apply***
- ***PPAG believes in Child and Vulnerable Adults' protection policy***