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| **SSMED-1002** | **Doctor** |
| **Version No.** | 1 |
| **Content Owner** | Vikand Technology Solutions, LLC. |

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|  | **General**   * 1. The Doctor is the designated Head of Department (HOD) of the Medical Center and is a Senior Officer onboard.   2. The Doctor is responsible for oversight of staff adherence to the provisions of these Medical procedures.   3. The Doctor will ensure that departmental responsibilities are assigned to a staff member who possesses the appropriate qualifications, education and experience.   4. The Doctor is the designated as the head of the department (HOD) on board a vessel.   5. The Doctor reports to the Captain of the vessel. |
|  | **Responsibilities**   * 1. The Ship’s Doctor: * Is responsible for overseeing the activities undertaken by members of the medical staff. The Medical Staff are the sole providers of medical care to crew and guests onboard the ship. * These responsibilities include, but are not limited to: * Attending Ship Management, Safety Committee, Public Health Meetings, and any other meetings on behalf of the Medical Staff. * Outbreaks, infection control, communicable diseases on board, and mass casualty or mass trauma events should one arise onboard. * Will be an essential part of the Senior Management team. * Is overall responsible for all Public Health Matters including outbreaks onboard.   2.2 Job Description - Duties and Responsibilities:   * Provide general and emergency medical care to Guests and Crew in the event of an accident, illness or injury. * Ensure that all Guests and Crew are treated with respect and confidentially. * Maintain and adhere to all posted Medical Center hours. * Initiate an investigation and in the event of an outbreak, alert departments of any highly contagious conditions, airborne, droplet and contact-based diseases including gastroenteritis, tuberculosis, measles, mumps, rubella and respiratory disease such as influenza, SARS base, MERS. * Ensure that Crew are placed off duty and isolated when appropriate. * Actively participate in drills, simulations and training exercises conducted onboard where their participation is required and provide associated training. * Act as an advisor on all matters related to medical services, Guest/Crew health, and ship hygiene. * Report any undesired events, unsafe practices or near accidents observed as indicated by the Safety Management System and assist with rectifying them as safely as possible. * Medication   + Be familiar with the indications, side effects and precautions to be observed for medications available in the formulary for use onboard.   + Dispense and prescribe appropriate medications upon their clinical assessment of the Guest or Crew.   + Ensure medication is dispensed in a safe and accurate manner.   + Review and discuss appropriate warnings and precautions with the patient and verify their understanding of the use of any medications provided.   + Be available for any follow-up questions the guest or crewmember may have regarding medications dispensed and/or prescribed.   + Considering side-effect of medications based on crew positions (e.g. drowsiness when working in the engine room or bridge). * Shore-side or evacuation care   + Make appropriate referrals for shore-side follow-up for Guests and Crew and will complete all required documentation.   + Make informed decisions in the event of the need for emergency evacuation of a guest or crewmember and will provide all documentation required.   + Notify Vikand Medical Shipboard Manager prior referral or evacuation.   + Inform the Hotel Manager and/or Captain of shore-side referrals and coordinate with Ship Command the urgent evacuation of either a Guest or Crewmember.   + Ensure clear communications with the Port Agent, establishing follow up documentations, admissions or events that can delay departure of vessel. * Communicable Diseases Management   + Ensure the medical center is equipped with a sufficient amount of PPE and outbreak supplies to be able to manage any type of communicable diseases onboard.   + Ensure the medical staff are adequately trained in Outbreak prevention, management and the wearing of PPE for each type of outbreak.   + Manage with the Ship’s Senior Officers any outbreak, reporting to the Captain and Medical Management Company ashore.   + Ensure the ARD log is updated, accurate and maintained.   + Ensure Vikand Medical Management are kept appraised of the outbreak.   + Assist and manage crew and guest screening and testing.   + Ensure the medical team and stretcher team use PPE’s correctly and conduct fit testing.   + Ensure the medical staff wipe down all equipment after use.   + Ensure the medical center is kept clean and sanitized when treating patients with communicable diseases as per SSMED-1303 Cleaning and Sanitizing of Medical Center and Equipment.   + Notify the housekeeping staff member to take precautions when entering a cabin. (E.g. Sars-Cov-2 case been in the room < 1 hours) * Ship Management/HOD Duties   + Perform security related duties as required by the Ship’s Security Officer.   + Perform any other duties as delegated by the Captain or Staff Captain, as appropriate for their position.   + Accompany the shipboard management on rounds of inspection, as instructed by the Staff Captain   + Responsible for providing oversight of water testing as requested by the Staff Captain and/or Chief Engineer.   + Assist with inventory management and reconciliation of stocks as per standard inventory requirements set by Flag State and the Medical Management company.   + Ensure that controlled substances and other medications are stored as per Flag State and the Medical Management company.   + Be provided a master key and an elevator key for use in emergency situations.   + Contact the Staff Captain or Captain as necessary to apprise him of the state of health on board, the activities of the Medical Department, and of any medical problems that may impact ship operations.   + Relate vital information discussed in shipboard management meetings with potential impact upon the medical center to the Medical Management company. * Confer with Medical Management company regarding disciplinary action involving a member of the Medical Staff. |
|  | Upon conclusion of their contract will provide orientation and guidance to the new Doctor and participate/support the orientation of new nurses, and prepare the required documents necessary for review by the on-coming Doctor, including:   * Appraisal received * A detailed handover report * A medical staff familiarization form * Risk Mitigation Form * Participation in the last scheduled Controlled Substance Count |