

## MAURITIUS PORTS AUTHORITY

### DUTIES FOR THE POST OF MEDICAL OFFICER

	Main Duties
<b>Medical Examinations, Investigations and Admissions</b>	<ul style="list-style-type: none"> <li>▪ To assess medical complaints and administer treatment, as appropriate.</li> <li>▪ To offer a high standard of care to all MPA employees.</li> <li>▪ To perform entrance medical examinations for new recruits.</li> <li>▪ To authorise admission into local Clinics and / or Investigation Centres.</li> <li>▪ To carry out investigations regarding Occupationally Induced diseases and make recommendations for further action to the Health and Safety Officer.</li> <li>▪ To carry out sensitisation campaigns, as appropriate.</li> </ul>
<b>Stakeholder Information Support</b>	<ul style="list-style-type: none"> <li>▪ To organise information / awareness sessions on specific subjects and run counselling sessions on Non-Communicable diseases.</li> <li>▪ To run briefing sessions for Canteen personnel on personal hygiene and the hazards of food contamination and intoxication.</li> <li>▪ To liaise with relevant health authorities with regard to ill employees.</li> </ul>
<b>Medical Advice</b>	<ul style="list-style-type: none"> <li>▪ To analyse and interpret the results of all health screening tests and to make recommendations to MPA management on actions to be taken.</li> <li>▪ To advise management on preventive measures to be taken for employees.</li> </ul>
<b>Equipment Upkeep</b>	<ul style="list-style-type: none"> <li>▪ To propose new equipment and new ideas to enhance the standard of MPA's health service.</li> </ul>
<b>Medical Records</b>	<ul style="list-style-type: none"> <li>▪ To keep medical records of employees and to counsel employees privately, as appropriate.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ To play an active role in promoting safety and security at the MPA.</li> <li>▪ To adhere to and promote MPA's corporate values.</li> <li>▪ To contribute to the enhancement of the Port Environment.</li> </ul>

