

Job Title: Medic Admin Officer

Job Purpose: The Medic Admin Officer (MAO) is responsible for the coordination and delivery of routine and emergency healthcare of all crew members and hygiene on the vessel. They ensure the sickbay is clean and in a state of operational readiness. The Medic possesses a wide range of knowledge and skills in relation to; health, medicine, public health, pharmacy, dentistry, occupational health, health management and trauma. In addition the MAO shall be responsible for selected administration duties as directed.

Reporting lines and interactions:

Hierarchically reports to: Vessel Master (On chartered vessels Offshore Construction Manager)

Operationally reports to: Vessel Master (On chartered vessels Offshore Construction Manager)

Directly supervises: N/A

Key interactions:
(internally and externally) Retained Occupational Health Provider, OneFleet HSE Managers, Offshore People HR Managers, Asset Managers, Operations Engineers, Fleet Operations Manager, OneFleet Diving Technical Authority

Job Scope (budget, management, specific criteria):

N/A

Main accountabilities:

- Perform routine and emergency medical care on board
- Provide medical treatment under the direction of the topside doctor
- On Diving Support Vessels (DSV's):
 - Carry out pre and post saturation medicals
 - Maintain DMAC bags
- Monitors general well-being of personnel and condition of their environment
- Maintain medical inventory in accordance with Flag and OneFleet medical scales
- Update and drill crew on emergency procedures
- Ensure hospital facilities are clean, hygienic and tidy
- Update local health needs assessments on an annual basis or as required
- Conduct health risk assessments review on an annual basis or as required
- Maintain Control of Substances Hazardous to Health (COSHH) records with Safety Officer and HSE Advisor
- Attend morning meetings and report general status with regards to health services, work environment, project health related activities
- Deliver health education packages
- During mobilisation give briefing on medical routines on board
- Maintain first aid and eye wash stations

- Ensure three monthly inspections and sanitisation of shower heads by catering team
- Carry out training/instruction exercises in line with drills procedure

Health related administration duties

- Keep accurate records of consultations, treatments and accident reports
- Produce an end of trip report
- File personnel on board details and next of kin details
- Verify medical certificates are in date when personnel join the vessel and confirm certificates will remain valid during anticipated stay on board by the holder
- Communicating food allergies to Chef Manager

Other administration duties

- Upkeep of Personnel on Board (POB) lists
- Ensure a Vessel Enrolment Form MOS-HSE-F-029 is completed for every crew member
- Assist the Vessel Master with:
 - Crew changes and maintain a 6 week lookahead of crew change requirements
 - Customs/Immigration documentation
 - Allocation of cabins
 - Helicopter Operations documentation
 - Issuing ID cards
 - T- card board
 - Hours of rest documentation
 - Passport and seamans book collection and storage
 - Muster list allocation and distribution- assisted by the bridge out of hours
 - Arrival and departure forms
 - Crew certification for marine crew
 - Weekly hygiene inspections
 - Crew vessel inductions (workload permitting)
- Carry out any further administrative duties as delegated by the Master (workload permitting)

Qualifications (professional, technical, academic):

Essential:

- As per HSE-116 Offshore medics standard training and requirements

Preferred:

- N/A

Typical background and experience required:

Essential:

- As per HSE-116 Offshore Medics Standard Training and Requirements

Additional
information:

- N/A