

## **Terms of Reference (TOR)**

**Position Title: Psychiatrist**

**Organization: National Drug Agency (NDA)**

**Duty Station: National Drug Agency**

**Reports To: Head of Clinical Services**

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### **1. Background**

The Maldives National Drug Agency (NDA) is mandated to provide prevention, treatment, and rehabilitation services for individuals affected by substance use disorders. As part of its multidisciplinary treatment approach, the Psychiatrist plays a critical role in assessing, diagnosing, and managing clients with substance dependence and co-occurring mental health conditions, ensuring effective recovery and reintegration.

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### **2. Purpose of the Assignment**

The purpose of this role is to provide specialized psychiatric services to clients undergoing treatment for substance use disorders, ensuring comprehensive clinical care, appropriate pharmacological interventions, and integration of mental health support within rehabilitation programs.

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### **3. Scope of Work**

The Psychiatrist shall undertake, but not be limited to, the following duties:

#### **3.1 Clinical Assessment and Diagnosis**

- Conduct comprehensive psychiatric evaluations and develop detailed psychiatric profiles of all clients.
- Assess clients' psychiatric fitness and readiness for treatment and rehabilitation.
- Diagnose mental health disorders, including co-occurring conditions, using standardized diagnostic tools.
- Manage psychiatric emergencies, including suicide risk assessments and interventions.

#### **3.2 Treatment and Medication Management**

- Develop and implement individualized treatment plans in collaboration with the multidisciplinary team.
- Prescribe, administer, and monitor psychiatric medications in line with accepted clinical guidelines.
- Review and adjust treatment plans based on patient progress and response.
- Identify and request required psychiatric medications to ensure availability.

#### **3.3 Multidisciplinary Coordination**

- Collaborate with counselors, nurses, medical officers, and rehabilitation staff to ensure integrated care delivery.
- Coordinate psychiatric input into rehabilitation and recovery programs.
- Liaise with external institutions, including the Indira Gandhi Memorial Hospital Mental Health Department, for referrals and specialized consultations.

- Assess clients referred to Gagan Clinic and provide appropriate recommendations.

### **3.4 Patient and Family Engagement**

- Engage with clients and their families to understand psychosocial contexts and treatment expectations.
- Provide guidance and psychoeducation to families to support recovery processes.

### **3.5 Legal and Ethical Responsibilities**

- Prepare medico-legal reports and provide expert testimony in court when required.
- Ensure compliance with national laws, ethical standards, and patient confidentiality requirements.

### **3.6 Documentation and Reporting**

- Maintain accurate and up-to-date clinical documentation, including patient records, assessments, and treatment plans.
- Ensure proper record keeping of consultations, interventions, and outcomes.
- Contribute to institutional reporting and data management systems.

### **3.7 Use of Clinical Tools and Standards**

- Utilize standardized diagnostic tools and evidence-based practices within the workplace.
- Ensure adherence to clinical protocols and continuous quality improvement.

## **4. Required Qualifications and Experience**

The candidate shall possess the following minimum qualifications and experience:

- A **Bachelor of Medicine and Bachelor of Surgery (MBBS)** from a recognized institution, with successful completion of a **one-year internship** at a recognized teaching hospital.
- Registration with, and recognition by, the Maldives Medical Council.
- A minimum of **one (1) year of professional experience** as a Medical Officer.
- A **Doctor of Medicine (MD) in a relevant specialty**, preferably Psychiatry, from a recognized institution.
- Registration with, and recognition by, the Maldives Medical Council as a Specialist.
- A minimum of **one (1) year of professional experience** as a Specialist in the relevant field.