



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Medical Epidemiologist, Chronic Diseases and Injuries
JOB GRADE: MDG/MO 4
DEPARTMENT: Health promotion and Protection Division
REPORTS TO: Director, Health Promotion and Protection
MANAGES:

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To formulate policies, develop and implement plans and programmes for the control and reduction of Chronic Diseases and Injuries in the Island.

KEY OUTPUTS

1. Policies formulated
2. Plans and programmes developed and implemented
3. Professional advice provided
4. Strategies developed and implemented
5. Effective system of surveillance of chronic disease monitored

KEY RESPONSIBILITY AREAS

1. Develop norms, standards and protocols for the management of Chronic Diseases.
2. Develop a database on Chronic Diseases programmes in Jamaica.
3. Ensure an effective system of surveillance of chronic disease and risk factors is established.
4. Use surveillance data to improve the systems of service delivery and patient outcomes through the establishment of four (4) high-risk specialist clinics for the management of Chronic Disease.
5. Assist in the re-orientation of the health services through the incorporation of the Healthy Lifestyle programme into the Chronic Disease management especially as it relates to approaches to improving patient education and patient compliance and control.
6. Assist in the development and implementation of training programmes to ensure that the health staffs have the knowledge and skills required for the management of Chronic Diseases.
7. Establish and maintain contact with the national and international agencies in the development and implementation of progress related Chronic Diseases.

PERFORMANCE STANDARDS

TO ASCERTAIN STANDARDS FROM DIRECTOR HP&P.

TO VERIFY COMPETENCIES

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Knowledge in Epidemiology methods and public health	
Working knowledge of statistical techniques and tools	
Knowledge of the national health policies	
Use of Technology	
Ability to collect, collate and analyze data	

Core Competencies	Level s
Good oral communication skills	
Good written communication skills	
Good interpersonal skills	
Team Work and Cooperation	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Medical Doctor with an MSc in Epidemiology or equivalent and five (5) years experience in the field of Epidemiology, Public Health or Chronic Disease Control.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

TO BE VERIFIED.

- Exposure to highly confidential and sensitive information
- Required to travel
- May be exposed to handling blood and other body fluid.
- May be required to work in volatile communities
- May be required to work beyond normal working hours

AUTHORITY