

Medical Epidemiologist, Chronic Diseases and Injuries (HPC/MO 4)

JOB PURPOSE

Under the general direction of the Director Disease Prevention and Control (Non- Communicable Disease and Injuries Prevention) will provide technical support to the Integrated Disease Management, Treatment, Care and Support component of the Non-Communicable Disease prevention and control Programme.

KEY OUTPUTS

1. Reports prepared and presented
2. Protocols developed/ updated and disseminated
3. Plans and programmes developed and implemented
4. Professional advice provided
5. Quality of care audits conducted
6. Strategies developed and implemented

KEY RESPONSIBILITY AREAS

1. Assist in the development and implementation of Non-Communicable Disease and Disabilities Treatment, Care and Support activities
2. Develop/update periodically norms, standards and protocols for the management of Cancers, Chronic Lower Respiratory Diseases (Asthma and COPD) and other national priority NCDs
3. Coordination a comprehensive screening programme for Cancers and national priority NCDs.
4. Assist in the re-orientation of the health services using the Integrated Disease management approach to address the improvement in the management of Cancers, Chronic Lower Respiratory Diseases (Asthma and COPD) and other national priority NCDs
5. Strengthen programming for the management of Cancers

6. Monitor commodities for the management of Cancers, Chronic Lower Respiratory Diseases (Asthma and COPD) and other national priority NCDs
7. Facilitate and conduct training of the health staff as indicated
8. Prepare work plans and report
9. Provide technical assistance to the RHAs
10. Improve linkages between the health care system and the National Non-Communicable Disease prevention and control programme with specific focus on Cancers, Chronic Lower Respiratory Diseases (Asthma and COPD) and other national priority NCDs
11. Assist with quality improvement initiatives
12. Utilizes evaluation and research findings when making recommendations for the development and implementation of the Non-Communicable Disease prevention and control programmes
13. Schedule and conduct quarterly audits of the management of the priority NCDs
14. Liaise with the public/private sector agencies involved in programme as necessary to meet programme objectives
15. Any other related duties assigned

Administrative responsibilities

16. Attend monthly/quarterly/annual meetings/conferences/workshops and special sessions (international and local) as required
17. Prepare monthly/quarterly/annual/ad hoc quantitative and qualitative reports, briefs and submit to the Director Disease Prevention and Control (Non-communicable Disease and Injuries Prevention)
18. Oversee and assist (where necessary) with the collection, compilation of all associated data in collaboration with the Parish and Regional teams
19. Any other duties as requested

PERFORMANCE STANDARDS

1. Confidentiality of information maintained
2. Programmes developed and implemented
3. High level of performance as demonstrated as by meeting 80% of programme objectives
4. Deadlines are consistently met
5. Integrated disease management system for priority NCDs implemented and maintained
6. Protocols, guidelines are developed or kept current (no more than 3 years old)
7. Staff trained and delivering service

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Sound knowledge of National Health Policy	
Sound knowledge of Public Health laws and regulations	
Sound knowledge of the Management Principles and Practices	
Sound knowledge of trends and developments in Non-Communicable Disease clinical management	
Sound knowledge of the incidence, patterns and trends of the Non-Communicable Diseases, nationally and internationally	
Familiarity with cultural norms in Jamaica and internationally	

Core Competencies	Levels
Ability to communicate effectively in written format	
Ability to communicate effectively in oral format	
Ability to analyse and interpret statistical data	
Ability to plan, organize and coordinate the work of others	
Ability to provide effective leadership and work as part of a team	
Ability to work under pressure to meet deadlines with minimal supervision	

Excellent interpersonal skills and demonstrated ability to establish and maintain satisfactory working relationships with a wide cross section of professionals and organization	
Excellent forecasting skills	
Computer skills	
Decision making skills	
Excellent time management and human relations skills	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Medical Degree from a recognized institution
- A Master of Public Health Degree from a recognized institution.
- A minimum of five years clinical experience in the Health Sector
- A minimum of four years experience in Public Health
- Specialisation in Family Medicine or Internal Medicine would be an asset
- Experience in Primary Health care will be an asset

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Expected to demonstrate a high level of integrity and professionalism
- Privy to highly confidential and sensitive information
- Numerous critical deadlines
- Required to travel overseas

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