



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Surveillance Officer	(Communicable Diseases)
JOB GRADE:	SOG/ST 6	
DEPARTMENT:	Health Promotion and Protection	
REPORTS TO:	Medical Epidemiologist Communicable Diseases	
MANAGES:	N/A	

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 maintain and improve the surveillance of meningitis, encephalitis and accidental poisoning in Jamaica, in order to have accurate statistical data of these syndromes and to determine and implement various interventions to reduce the incidence of these diseases and this health event in Jamaica.

KEY OUTPUTS

1. Maintenance of data collection, recording, analysis, reporting and dissemination for meningitis, encephalitis and accidental poisoning and other diseases
2. Preparation of guidelines for meningitis, encephalitis and accidental poisoning
3. Collaboration with key players involved with prevention and control of meningitis, encephalitis and accidental poisoning
4. Involvement with Ministry of Health alerts and responses to exotic, emerging and re-emerging infectious diseases of international concern, incidences of bio-terrorism on a global scale and other unusual events of public health concern

KEY RESPONSIBILITY AREAS

1. Enters daily class 1 notification forms into registers and daily updates registers with investigation forms
2. Supervises data entry into data bases
3. Produces weekly, monthly, quarterly and annual reports of diseases monitored within agreed timeframe
4. Drafts manuals for diseases mentioned above
5. Attends meningitis working group meetings
6. Attends Caribbean Poisoning Information Network (CARPIN) meetings
7. Liaises with CARPIN and Health Education Unit, Ministry of Health for production of educational material
8. Analyses hospital data to confirm or reject the existence of a suspected outbreak, at its inception

9. Prepares outbreak messages for health care workers and the general public for later approval by immediate supervisor or head of HPPD
10. Collects laboratory data in support of outbreak investigation
11. Carries out duties at Ministry of Health Emergency Centre post disaster
12. Collects post disaster data, attendance at post disaster meetings and preparation of post disaster surveillance reports
13. Participates in the production of messages for health professionals, ports authorities and general public on exotic, emerging or re-emerging diseases of international public health concern, e.g. SARS, avian influenza, anthrax and others that may arise
14. Answers and handles telephone calls from the public during times of natural disasters, national disease outbreaks, international disease outbreaks and other events of public health concern, where appropriate
15. Records pneumonia, sepsis, food poisoning data when reported to unit
16. Other related duties include research and production of material for various diseases, correction of weekly bulletin,
17. Provides data for students upon request.
18. Provides disease and immunization information to the public when they call in.
19. Submits dengue data for entry into data base for production of graphs, maps and tables

PERFORMANCE STANDARDS

1. 100% of notifications entered weekly and 100% of submitted investigations reviewed, evaluated and entered monthly
2. Draft meningitis, encephalitis and accidental poisoning guidelines corrected and completed
3. Meningitis and accidental poisoning forms revised and standardized according to guidelines

4. All relevant weekly, monthly, quarterly and annual reports produced on time
5. Educational material disseminated to field
6. Regular attendance and participation at relevant meetings
7. Accurate data collected and analysed periodically

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Training, knowledge and experience in clinical and laboratory diagnosis of communicable diseases and health events	
Training, knowledge and experience in epidemiology and outbreak investigation	
Ability to deal with sensitive issues and data and maintain confidentiality of information provided	
Ability to collect, collate and analyze data	

Core Competencies	Level s
Managing external relationships	
Written communication skills	
Initiative	
Use of technology	
Oral communication skills	
Interpersonal skills	
Teamwork and cooperation	
Analytical thinking	
Problem solving & decision making	
Planning & organizing	
Goal/result oriented	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- B. Sc. Degree in Health Related Sciences or Equivalent
- Training in Epidemiology and minimum 3 years working experience in health field or any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to travel
- May be required to work beyond normal working hours
- May be required to handle biological specimens

AUTHORITY

N/A