



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Medical Epidemiologist, Communicable Diseases
JOB GRADE:	MDG/MO 4
BRANCH:	Health Promotion & Protection
SECTION:	Disease Prevention and Control
REPORTS TO:	Director, Disease Prevention and Control

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

Under the direction of the Director, Disease Prevention and Control, the Medical Epidemiologist formulates policies, develop and implement plans and programmes for controlling or reducing the incidence of Communicable Diseases in Jamaica

KEY OUTPUTS

1. Policies formulated, developed and implemented
2. Research
3. Advice
4. Effective surveillance system

KEY RESPONSIBILITY AREAS

1. Formulates national policies and plans for preventing and controlling the incidence of Communicable Diseases in Jamaica
2. Provides technical advice that is pertinent to programme impacting on the management of Communicable Diseases
3. Develops comprehensive and specific treatment and control programme for Communicable Diseases, e.g. Diarrhoea Diseases, Acute Respiratory Infections, tuberculosis, Typhoid, Dengue and Malaria
4. Monitors and evaluates the effectiveness of intervention programmes in reducing and controlling mortality rates resulting from Communicable Diseases
5. Provides technical guidance and support for the investigation and control of outbreaks of communicable diseases
6. Ensures an effective system of surveillance of communicable diseases including meeting the requirements of International Health Regulations
7. Establishes and maintains contact with national and international agencies in the development and implementation of programmes related to communicable Diseases

8. Collaborates with the Director, Disease prevention and Control in determining priority programmes to be developed/implemented
9. Prepares and reviews project proposals, takes required action to obtain approval as well as financial and technical assistance
10. Reviews and monitors implementation of Communicable Diseases programmes and provides periodic reports, as required
11. Monitors and analyses epidemiological data to determine trends and patterns of Communicable Diseases in the island
12. Keeps abreast of trends and development regionally and internationally in relations to Communicable Diseases
13. Utilizes field data to assist in preparing health alerts
14. Collaborates with the Director, Health Promotion and Education in planning and implementing Health Education Programmes on Communicable Diseases for schools and at the Community level, aimed at behaviour modification
15. Liaises with the Director, Health Promotion and Education concerning mass communication operations
16. Provides technical support and guidance to the Regional Health Authorities in the design and implementation of research programmes for the control of Communicable Diseases
17. Provides guidance to health professionals at the regional and parish levels and in the private sector on the management of patients with Communicable diseases and injuries
18. Assists in the development and implementation of training programme to ensure that health staff has the knowledge and skills required for the management of Communicable Diseases
19. Develops norms, standards and protocols for the management of Communicable Diseases
20. Maintains a database on communicable diseases programmes in Jamaica
21. Collaborates with the Director, Standards Research and Development, in developing and monitoring legislation pertaining to Communicable Diseases

22. Advises on staffing norms and standards for the delivery of Communicable Diseases programme according to levels of care
23. Initiates the development of legislation pertaining to Communicable Diseases in Jamaica
24. Represents the Ministry at regional and international conferences and seminars relating to Communicable Diseases
25. Performs other related duties as assigned by the Director, Disease Prevention & Control

PERFORMANCE STANDARDS

1. National policies are formulated that have a positive impact on the Management and control of Communicable Diseases
2. Specific treatment programmes are developed for Communicable Diseases e.g. Diarrhoeal Diseases, Acute respiratory Infection, Tuberculosis, Typhoid, Dengue, Malaria, HIV/STD etc.
3. Health intervention programmes have a positive effect on mortality rates resulting from Communicable Diseases
4. A high level of performance is demonstrated
5. Deadlines are consistently met

REQUIRED COMPETENCES

Functional/Technical Competencies	Level s
Sound knowledge of National Health Policy	
Sound knowledge of epidemiology of communicable diseases	
Sound knowledge of Public Health Laws and Regulations	
Knowledge of trends and developments in Public Health, nationally and internationally	
Knowledge of computer concepts and applications	

Core Competencies	Level s
Proven organisational and planning skills	
Ability to analyse and interpret statistical data and reports	
Highly developed analytical and problem solving skills	
Ability to communicate effectively in written and oral format	

Ability to establish and maintain cooperative working relationships with a wide range of professional groups and organizations	
Ability to motivate staff and maintain professional standards	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A qualified Medical Doctor plus
- Masters degree in Epidemiology or equivalent plus
- Six (6) years experience in the fields of Epidemiology, Public Health or experience in infections disease control

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

AUTHORITY

- To provide technical advice on the management and control of Communicable Diseases to health professionals in the public and private sector
- To represents the Ministry at international conferences on Communicable Diseases
- To authorize expenditure within approved limits