



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Records Officer
JOB GRADE: PIDG/RIM 2
DEPARTMENT: Health Promotion and Protection
REPORTS TO: Medical Officer
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 carry out disease surveillance by collecting data islandwide with a view to identifying epidemic and endemic levels of disease occurrence.

KEY OUTPUTS

1. Data for defined diseases collected.
2. Statistical reports prepared and presented.
3. Blood tests submission to the NPHL monitored.
4. Blood specimens submitted.
5. Travel immunization and prophylaxis requirements issued.

KEY RESPONSIBILITY AREAS

1. Collects, collates and enters data for defined diseases collected weekly under Hospital Active Surveillance and Sentinel Surveillance.
2. Prepares computerized statistical report of data from hospital and sentinel surveillance
3. Updates weekly, log sheets for the various diseases reported to the Surveillance Unit.
4. Requests personal demographic and immunization information for submission of blood specimen to CAREC
5. Visits the Immunology Department, NPHL, four times weekly
6. Identifies and prepares specimen for transporting to CAREC for diagnostic testing.
7. Completes required forms, transport specimen to airport twice weekly and airfreight to CAREC
8. Monitors the faxed test results from CAREC, updates log book and reports results to Medical Officer.
9. Monitors the receipt of all reports to the Surveillance Unit by date stamping and distributing to the relevant Surveillance Officers.
10. Gives weekly report on areas of responsibility at the weekly surveillance meetings.

11. Advises on immunization and prophylaxis requirements before travel to specific countries using the International traveller's guide manual.
12. Compiles weekly report on Expanded Program of Immunization and weekly Communicable Disease for CAREC
13. Performs any other related duties as assigned by Medical Officer.

PERFORMANCE STANDARDS

1. Reports generated are accurate and delivered in a timely manner.
2. Medical Officer is advised promptly of disease reports needing urgent action.
3. Prompt follow-up telephone calls for all reports requiring additional information.
4. Confidentiality maintained in the execution of duties
5. Conform to international travel health requirements

REQUIRED COMPETENCIES

Critical Functional/Technical Competencies	Level s
Knowledge of Ministry of Health Policies and Procedures	
Knowledge of international health requirements	
Ability to collect, collate and report data accurately.	

Critical Core Competencies	Level s
Oral communication skills	1
Written communication skills	1
Ability to work in an organized, logical and efficient manner	1
Ability to manage external relationships	1
Ability to work in a team	1
Ability to use initiative	1
Ability to manage time	1
Proficiency in the use of relevant computer applications	1

Compliance	1
Adaptability	1

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

4 O' levels including English

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Will be required to travel.
- Exposure to highly confidential information
- Exposure to blood and other body fluids.
- May be required to work beyond normal working hours.

AUTHORITY

Requesting confidential information from persons submitting blood and other samples for testing