

Ministry of Health.

Government of Jamaica
Chief Dental Officer Position

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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Chief Dental Officer (Oral Health Services)
JOB GRADE: MDG/DS 8
DEPARTMENT: Oral Health Services Branch
REPORTS TO: Chief Medical Officer
MANAGES: Deputy Chief Dental Officer, Administrator

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

The Chief Dental Officer (CDO) is the chief advisor to the Minister of Health and the Permanent Secretary, and exerts key influence in dentistry and oral health matters in Jamaica. The position holder main purpose is to devise strategies, support policies and develop and maintain standards, to improve oral health through raising awareness and effective intervention, particularly in the context of the oral health of the population. The CDO provide expert advice on improving Oral Health, reducing inequalities and developing high quality services for patients which includes: provision of professional leadership to the dental profession; act as the Professional Head of the Oral Health Profession in Jamaica; work closely with the Professional Regulatory bodies, locally, regionally and internationally; is the 'Professional head' of the 'National Training Programme' for Oral Health professionals (Dental Schools); leads the Oral & Dental Health division in the Ministry of Health.

The CDO works in line with the wider health improvement agenda of the Ministry of Health and helps to develop prevention strategies through evidence based oral health improvement programmes.

The Chief Dental Officer will work within the Technical Services Division of the Ministry of Health Headed by the Chief Medical Officer. The CDO's policy and management functions are co-ordinated with related functions within the Technical Services Division. The CDO will report to the Chief Medical Officer for operational and administrative management purposes and to the Permanent Secretary and the Minister of Health on professional matters.

The CDO will work closely with colleagues in the Ministry, Regional Health Authorities and with key stakeholders in other sectors to ensure that there is an integrated approach to policy development, legislation and the setting of standards including: the development of the Oral Health Programme for Government; Corporate and Business plans for the Department and; the setting of priorities for action for oral and dental health services. (1)

KEY OUTPUTS

- 1) Improvement of dental service delivery and oral health outcomes by helping to inform government policy and influence stakeholders through the constructive application of evidence based programmes, interventions, service models and standards;
- 2) Resolution of conflicting views on professional matters across health and social care organizations, multidisciplinary teams and professional representative bodies; and to demonstrate robust negotiating skills;
- 3) Catalytic change, bringing and stimulating innovative thinking to the application of dental skills to benefit health and social care;
- 4) Demonstration of knowledge of the key policies and issues affecting dentistry;
- 5) Champion the development of dental educational and promotion of reform consistent with the evolving role of the profession and the contemporary needs of society;
- 6) Demonstrate strong leadership in managing teams and in providing strategic direction to the dental profession;
- 7) Demonstrate a high level of competence in public presentations and dealing with the media, coupled with political sensitivity.
- 8) Evidence of using communications and marketing to put the citizen at the heart of policy development and operations, aligning policy and delivery with clear communications objectives, and understanding the wider ministerial and communications agenda across the department and government.
- 9) Complex analytical reporting use to predict and secure appropriate evidence based decisions consistent with the health sector requirements
- 10) Technical leadership by providing direction, delivering results and developing character and team spirit.
- 11) Effective Financial Management - plan, implement and demonstrate fiscal prudence
- 12) Strategic Thinking - Evidence of influencing the organization's strategy and priorities, and knowledge and understanding of government priorities, wider

- policy, environment and institutional constraints and how to translate these into effective delivery of own work area.
- 13) Successful delivery of programme / project benefits, managing risks and communicating effectively with stakeholders.
 - 14) Formulation, implementation and evaluation of public health policies, including an understanding of the related key issues.
 - 15) Demonstrate a well developed political sensitivity and to balance analysis and advice across considerations of policy, efficiency and propriety, in the face of strong and competing stakeholder aspirations
 - 16) May be delegated the responsibility to act as the Manager of the National Emergency Operations Center at times of peak demand

KEY RESPONSIBILITY AREAS

Introduction

The Chief Dental Officer is the Government's most senior dental advisor, and exerts key influence in dentistry and dental public health in Jamaica. The role is to ensure that appropriate, timely, high quality and professional advice is provided in respect of the provision of dental services, the delivery of evidence based oral health improvement programmes and ensuring proportionate regulation of dental professionals to assure patient safety.

Professional Advice and Leadership

1. Providing timely and expert advice and support to the Minister, Permanent Secretary and professional colleagues on all matters relating to dental service provision, dental public health, dental professional regulation and matters of patient safety;
2. Developing policy, legislation, strategies, standards and guidance which deliver improved oral health, timely access for patients to high quality dental services; and ensuring appropriate and proportionate regulation of the dental professionals and assure patient safety;
3. Providing a dental professional leadership role to Government Organizations, dental practitioners, dental care professionals and other key stakeholders;
4. Communicating and securing implementation of Best Practice Standards;

5. Ensuring robust workforce planning, Training of Oral Health Professionals and effective recruitment and retention arrangements are in place to optimize the role of dental professionals and to achieve the required oral health outcomes;
6. Providing oversight and professional line accountability for building appropriate capacity and capability within the Department on all oral health, dental service provision and professional regulatory matters;
7. Providing analysis, advice and recommendations for an appropriate budget for the National Oral Health Services
8. Devising strategies, including supporting policies and standards to improve oral health and reduce inequalities, through evidence based public health effective interventions;
9. Developing policy and strategies to improve access to an integrated health services model that will provide oral and dental care services as part of the continuum of care and thereby ensuring long term access is secured through sustainable services. Promoting the development, piloting and implementation of General Dental Services within secondary care services;
10. Promoting patient safety, health protection and clinical governance, and ensuring that these improvements are implemented across the profession;
11. Providing professional advice to Technical Services Division - MOH, RHAs and other national bodies, e.g. DCJ, on effective and proportionate regulation;
12. Providing professional advice on the regulation of private dentistry, including developing standards and guidance and advice on legislation;
13. Providing professional input and ongoing review of the National Infection Prevention and Control guidance;
14. Participating in national and international strategy fora on oral health improvement, service delivery, quality improvement and regulation;
15. Representing the Department and participating in Committees, Advisory Groups, Panels of Investigation; professional negotiations; Special advisory Health Committee; media interviews; and national and international professional fora etc;
16. Performing a statutory role, e.g., in relation to the appeals function on behalf of the Dental/Technical Committee of the Bureau of Standards;
17. Undertaking and publishing a full term evaluation of the MOH Oral Health Strategy;
18. Undertaking a review of the National Dental Health Committee and ensuring its reconstitution;
19. Providing professional oversight and monitoring of the implementation of the recommendations from the Health Sector

- Audits, Regional Reviews and Non-conformance reports on Oral Health Services in the Public and Private Sector
20. Providing professional input into the effective and appropriate deployment of dental /grant funding to ensure teaching support is delivered and maintained at adequate levels at the National Dental School in order to meet DCJ requirements;
 21. Providing professional input into the implementation of the recommendations from the Review of the Courses of Study in the Dental Auxiliary School;
 22. Providing professional input into dental workforce planning reviews;
 23. Providing professional oversight of the Child Dental Health Survey (DMFT and Salt Fluoridation Surveys).

Corporate Responsibilities

1. Developing a Directorate Business Plan which reflects Ministerial and Departmental priorities as they relate to dentistry and oral health matters, and allocating staff resources in keeping with legislation, priorities and targets, including contribution to the Department's Business Planning process and to corporate departmental responsibilities;
2. supporting the Minister and the dental organizations in responding to Questions about the provision of oral health services, Private Office Enquiries and other government business;
3. Ensuring that senior departmental colleagues are aware of, and decisions and advice are informed by, the professional dental perspective on how strategic decisions may affect the quality and safety of patient care and the wider patient experience by contributing to top level meetings and briefings including, on some occasions where appropriate, attendance at the Departmental Board;
4. As a Head of Profession reporting directly to the Permanent Secretary on dental professional issues, the CDO will contribute to the development of corporate objectives for the Department and will share responsibility for collective decision-making on relevant crosscutting and strategic issues. These will include the development and review of key policies, ensuring adherence to statutory commitments, supporting relevant Departmental Programme for Government commitments and discussion of issues

Management/Administrative Responsibilities

1. Leads the development and implementation of the department Work plan.

2. Plans, organizes and coordinates the work and activities of the Oral Health Services in Jamaica.
3. Directs the preparation and or submission of performance and other reports as required and ensures the timely submission of all documents/information requested by PAHO/WHO and the Ministry of Health.

Technical/Professional Responsibilities

1. Responsible for the Development, Monitoring and the Implementation of the National Oral Health Programme.
2. Responsible for the Development of an Oral Health Information System to monitor the oral health status nationally e.g. DMFT Surveys and service delivery data.
3. Programme lead for the development of Oral Health policies
4. Generates reports for planning and decision making.
5. Liaises with the Ministry of Education with regards to the School Dental Services.
6. Monitors and evaluates curriculum development and standards of training of Dental Auxiliaries and Dental Surgeons.
7. Maintains overall responsibility for the development of Oral Health Educational Fluoridation Programme.
8. Maintains overall responsibility for the promotion and monitoring of Salt Fluoridation Programme.
9. Develops, establishes and revises policies, rules and regulations in compliance with the National Health Policy.
10. Develops criteria for establishing Oral Health service in health facilities throughout the island.
11. Participates in developing monitoring mechanisms to be instituted at the regional level.
12. Stimulates new trends and approaches to the delivery of the Oral Health Service.
13. To interpret legal/technical matters in Dentistry (for Ministry of Health) and advises when necessary.

14. To represent the Ministry of Health at national and international forums on oral health matters.
15. Undertakes research concerning the Dental Auxiliary and Oral Health Service in Jamaica.
16. Facilitates Agencies/Consultants undertaking such assignments.
17. Establishes and maintains meaningful relationships with the following:-

Internally:

- Minister of Health
- Permanent Secretary
- Chief Medical Officer
- Other Programme Development Officers – Technical Services
- Regional Technical Directors
- Director, Dental Auxiliary School

Externally:

- Ministry of Education – Schools
- Consultants – Locally/Overseas
- Dental Schools – Overseas and Universities
- PAHO/WHO – Local and Head Office (USA)
- Overseas Volunteers Organizations and Smaller Groups
- Private Sector
- Dental and other Professional Associations

Other Technical Responsibilities

1. Reviews the professional human resource requirements of the Oral Health Service and gives direction to the National Training Programme and the Dental Auxiliary School.
2. Gives direction to the National Training Programme and the Dental Auxiliary School.
3. Participates in the recruitment of staff for the Dental Auxiliary School.

4. Represents the Ministry of Health at local and international meetings, conferences and other forum as required.
5. Collaborates in the curriculum development and the training of Oral Health personnel.
6. Develops, organizes and monitors Oral Health Programme priorities and technical standards to guide the Oral Health Programmes at field level.
7. Proposes and examines plans for the establishment of new Community Oral Health Programmes.
8. Assists and gives guidance to officers in the field on the implementation of Oral Health Programmes.
9. Assists with the planning and monitoring of the basic training of Dental Auxiliaries and Dental Surgeons; identifies any deficiencies or variances from the planned training programme and recommends changes for improvement.
10. Participates in the development of post graduate courses at the Dental School and sits as a member of the Curriculum Committee.
11. Examines for deficiencies in the Oral Health Services. Develops strategies to effect improvements where necessary and oversees the implementation of remedial courses of action.
12. Confers with and advises members of the dental profession in the health regions regarding matters of public health. Explains and interprets principles, practices, policies and services of the Oral Health Programme.
13. Confers with and advises members of the dental profession in the health regions and in the private sector regarding matters of public health. Explains and interprets principles, practices, policies and services of the Oral Health Programme.
14. Participates in intersectoral and inter-agency relations and follows-up on activities.
15. Collaborates with the Director, Health Promotion and Education in the development and implementation of a health promotion programme relating to Oral Health.

16. Performs duties in the Emergency Operations Centre of the Ministry, in emergency situations.

Human Resources Responsibilities

- 1) Participates in annual performance appraisal
- 2) Undertakes professional development and continuing education
- 3) Give Technical and Administrative directives to the Coordinator of Deputy Chief Dental Officer, Programme Development Officer and the Dental Auxiliary Services and the Director of Dental Services – region
- 4) Involvement in the recruitment and interview process for Senior Dental Managers.
- 5) Principally responsible for the development of Dental Officers Job descriptions along with HR department
- 6) Involvement in the Human Resources in Health for all categories of Oral Health professionals
- 7) Authorizes the Human Resources Plan, including Succession Planning, for Oral Health services

Other Responsibilities

Performs other related functions assigned from time to time by the Chief Medical Officer.

DECISIONS AND JUDGEMENTS

1. The post holder's work independently manages his/her programme areas rather than being supervised, autonomous decisions are required on a daily basis regarding frequently complex situations of a clinical and managerial nature.
2. Judgments may be complex and require analysis or interpretation of a wide range of options, complex data and may involve major disruption of Oral Health Services within the entire nation or within the Region

PERFORMANCE STANDARDS

1. Work plan is prepared with established format and timeframe.
2. Audit recommendations lead to improvements in the Oral Health Programme.
3. Deadlines are met consistently.
4. Performance level is consistently high.
5. High degree of dedication and reliability is demonstrated in performing duties.
6. Reports are technically accurate, completed and delivered on time.
7. Initiative and resourcefulness are exercised in the solution of problems.
8. Effective communication is demonstrated.
9. Policy and Procedures Manuals are developed for the Oral Health Service.
10. Key deliverables are produced within agreed timeframes to required standards.

REQUIRED COMPETENCIES

Functional/Technical Competencies	level s
Sound knowledge of current trends and development in the field of dentistry.	
Knowledge of public health practices in particular dental public health.	
Sound knowledge of administering projects and research programmes.	
Knowledge of National Health Policy, in particular Oral Health.	
Sound knowledge of new trends and development in the field of dentistry.	
Public Health Act, Pharmacy Act and the National Health	

Services Act	
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Core Competencies	Level s
Oral Communication	
Written communication	
Teamwork and cooperation	
Excellent analytical and problem solving skills.	
Ability to conduct research/surveys.	
Good interpersonal and social skills.	
Good time management skills.	
Managing External Relationships	
Good leadership skills.	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Graduated from an accredited school of dentistry.
- Qualification in Dental Public Health and/or Dental related specialties.
- Ten (10) years of progressively responsible post graduate experience in management.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Must represent the Government on Councils and Boards.
- Exposure to highly confidential and sensitive information.
- Expected to travel locally (volatile areas on occasion) and overseas.
- Required to work beyond normal working hours.
- Required to meet critical deadlines.

AUTHORITY

- To examine and evaluate Government Oral/Dental Health Programmes and effect strategies for improvement where necessary.
- To effectively validate and adjudicate the volunteer dental health sources locally.
- To recommend changes to the curriculum of the Dental Auxiliary School and the National Dental Programme
- To effectively validate and adjudicate the didactic, pre-clinical and clinical training of Dental Auxiliaries and Dental Surgeon Students and graduates and make recommendations for improvement.
- To audit and accredit Oral Health facilities island wide

Appreciation and acknowledgement

**Dr Andrew McCormick
Permanent Secretary and HSC Chief Executive
Department of Health Social Services and Public Safety NI**

**Dr. Paddy Wood
Deputy Chief Medical Officer
HSSPS Department**

1) Job description of Chief Dental Officer NI