



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

JOB DESCRIPTION AND SPECIFICATION

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| JOB TITLE: | Deputy Chief Dental Officer (Oral Health Services) |
| JOB GRADE: | MDG/DS 7 (proposed) |
| DEPARTMENT: | Oral Health Services Branch |
| REPORTS TO: | Chief Dental Officer |
| MANAGES: | Programme Development Officer, Director, National Coordinator Dental Auxiliary Service; Secretary |

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 Deputy Chief Dental Officer is responsible to the Chief Dental Officer on all issues related to amendment of the Dental Act and Regulation, Dental Public Health issues relating to National Dental Sealant Programme, Monitoring the Services Level Agreement implementation and reporting same to the CDO and the monitoring of the School base Dental Services.

The position holder main purpose is to provide support to the Office of the CDO and to assist in fast tracking the amendment of the Dental Act and Regulations. The Deputy CDO will also be responsible for conducting gap analyses on the state of the Oral Health Services in the Regions. He/she will assist in the efforts for improving Oral Health services, monitoring epidemiological trends, reducing inequalities and helping to promote high quality services for patients.

The Deputy CDO will direct the development and implementation of policies and programmes for the provision and maintenance of Oral Health Care nationally, in keeping with national and international standards.

KEY OUTPUTS

1. Fast tracking the review and passage of the Dental Act.
2. Relates to Regional Dental Directors and conduct frequent clinical audits.
3. Responsible for the implementation of Oral Health Policies at the Regional Level.
4. Provide expert public health advice to support service delivery effort at the field level Oral Health Programme
5. Support the CDO as a possible Manager of the National Emergency Operations Center at times of peak demand
6. Work along with the other Health Directors, Senior Directorate, Medical Officers of Health, Regional Dental Surgeons Regional Technical Directors to ensure that the Oral Health Programme Performance indicators are achieved consistently throughout the Organization

- 8 At times of peak call demand, the Deputy CDO will implement contingency processes to support activities of the field Dental Staff with respect to Oral Health Care Services.
- 9 Responsible for Implementing and monitoring compliance for all categories of Oral Health Professionals within the National OHS systems, policies and processes and communicate clinical update and training on changes
- 10 The DCDO will Plan and evaluate the OH programme's development needs, identifying and managing clinical performance issues and modify as appropriate
- 11 Inform the Regional Dental Surgeons, Dental Consultants and Parish Dental Surgeons understanding of individual accountability and responsibility for the clinical decisions reached and advice provided during consultations.
- 12 Investigation of feedback, complaints and Significant Adverse Events, identifying individual and organizational learning from events and share throughout the organization
- 13 Participate in the recruitment of Regional Dental Surgeon, Dental Specialist, Dental Consultants and Parish Dentists.
- 14 Participate in the development of Norms and Standards
- 15 Submit Annual Work plans, quarterly and monthly reports.
- 16 Routine and special reports produced.
- 17 Professional guidance provided.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Develop and implement monthly work plan and submit for approval

2. Plans, organizes and coordinates the work and activities of the Oral Health Services at the field level.
3. Support the preparation and or submission of performance and other reports as required and ensures the timely submission of all reports.

Technical/Professional Responsibilities

1. Responsible for the Monitoring and Evaluation of Oral Health Services at the Regional Level.
2. Support the development of a National Database on Oral Health
3. Programme lead for the development of Oral Health policies
4. Liaises with the Ministry of Education with regards to the School Dental Services.
5. Responsibility for the monitoring of Fluoridation Programme.
6. Maintains overall responsibility for the promotion and monitoring of Salt Fluoridation Programme.
7. Liaises with the Bureau of Standards and the Government Chemist on the status of fluoride in table salt.
8. Develops action plan for the time submission of reviews for the Dental Act and Regulations.
9. Participates in developing monitoring mechanisms to be instituted at the regional level.
10. To interprets legal/technical matters in Dentistry.
11. To represent the CDO at national and international forums on oral health matters.
12. Facilitates Agencies/Consultants undertaking such assignments.
13. Establishes and maintains meaningful relationships with the following:-

Internally:

- 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.
2. Represents the Chief Dental Officer at local and international meetings, conferences and other forum as required.
3. Develops, organizes and monitors Oral Health Programme priorities and technical standards to guide the Oral Health Programmes at field level.
4. Assists and gives guidance to officers in the field on the implementation of Oral Health Programmes.
5. Conduct Gap analysis and develops strategies to effect improvements where necessary and oversees the implementation of remedial courses of action.
6. Confers with and advises members of the dental profession in the health regions regarding matters of public health.
7. 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.
8. Participates in intersectoral and inter-agency relations and follows-up on activities.

9. Collaborates with the Director, Health Promotion and Education in the development and implementation of a health promotion programme relating to Oral Health.

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 Dental Auxiliary Services and the programme development officer
- 4) Involvement in the recruitment and interview process for consultant dentists and Programme Development Officer.
- 5) 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 Dental Officer.

DECISIONS AND JUDGEMENTS

1. The post holder's work under the directives of the CDO and manages his/her programme areas rather than being supervised, autonomous decisions are required on a daily basis regarding frequently complex situations of a clinical or managerial nature. All Matters relating to Oral /Dental Services are referred to the CDO.
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. Key deliverables are produced within agreed timeframes to required standards.

REQUIRED COMPETENCIES

| Functional/Technical Competencies | level s |
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| 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. | |
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| Core Competencies | Level s |
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| Oral Communication | |
| Written communication | |
| Teamwork and cooperation | |
| 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.
- Five (5) years of progressively responsible post graduate experience in management.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- 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.
- Fast track the none legal aspect of the Dental Act and Regulations
- To audit and accredit Oral Health facilities island wide