



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Surveillance Officer

**JOB GRADE:** SOG/ST 6

**DEPARTMENT:** Health Promotion and Protection

**REPORTS TO:** Director HPP Thru' Director, Disease Prevention and  
Medical Officer Surveillance Unit

**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 continuously study, evaluate and monitor in collaboration with the Surveillance Medical Officer, the epidemiology of specific notifiable diseases in the entire island for early case detection to facilitate prompt investigation of outbreaks in order to implement the necessary Public Health interventions to prevent or reduce morbidity and mortality in the general population.

## **KEY OUTPUTS**

1. Surveillance bulletin prepared.
2. Report of completed investigation.
3. Surveillance data verify and validated
4. Weekly, monthly, quarterly and annual reports prepared.
5. Manuals and protocols prepared.
6. Meetings, seminars and conferences attended

## **KEY RESPONSIBILITY AREAS**

1. Assists the Medical Surveillance Officer in the collation, assessment, verification, standardization and analysis of data relative to selected aspects of disease surveillance and control throughout the country.
2. Prepares graphic representations and written reports of data received.
3. Participates in research and investigations of outbreak of diseases or increased occurrences of health conditions of national and international interest.
4. Monitors trends and undertake comparative analysis of surveillance data. Follow-up on investigation reports received from the field, as required.
5. Conducts field investigations to verify and validate surveillance data received, as required.
6. Assists in conducting sensitivity and specificity analysis and data quality audits of the surveillance system.
7. Assists in the development and field-testing of up-to-date surveillance systems.

8. Prepares routine reports on selected aspects of epidemiological control and surveillance, including weekly surveillance bulletins and annual reports.
9. Assists in the preparation of protocols, procedures manuals and other documents relative to epidemiological surveillance.
10. Liaises with public and private agencies in the monitoring of health conditions within the framework of the national epidemiological surveillance policies and system.
11. Provides support to the National Disaster Management Team, as required.
12. Assists in preparation of special reports for national, regional and international agencies.
13. Participates in the training and orientation of field staff and students in disease surveillance.
14. Prepares and ships biomedical samples/specimen to National and Reference Laboratories for testing, as required.
15. Participates in special surveys, as required.
16. Coordinates the Leprosy and Tuberculosis Control Programmes.
17. Monitors case finding, treatment and rehabilitation of TB/leprosy cases.
18. Conducts active laboratory surveillance to complement notification system.
19. Conducts audit of hospital records to validate TB surveillance data.
20. Monitors field investigation of cases notified and send feedback
21. Monitors compliance of patients with treatment regime
22. Prepares budget for leprosy control activities.
23. Plans and supervises rehabilitative assistance to Leprosy cases.
24. Stores and distributes specific Anti-Leprosy drug procurement.

25. Assists with procurement of Anti-TB drugs.
26. Prepares and submits work plan for inclusion in unit and divisional plans.
27. Collaborates with National Aids programme to monitor trends in HIV/TB co-infection.
28. Collaborates with Bureau of Health Education in the preparation of materials for use in patient staff and public education.
29. Monitors the epidemiology of Malaria, Typhoid, Leptospirosis and food borne outbreaks.
30. Attends relevant meetings, conferences and seminars both locally and internationally.
31. Performs any other related duties as assigned by the Medical Surveillance Officer.

### **PERFORMANCE STANDARDS**

1. Weekly surveillance bulletin prepared.
2. Relevant statistics disseminated in a timely manner.
3. Surveillance verify and validated in a timely manner
4. Audit of surveillance system documented
5. Monthly report prepared one week after end of preceding month.
6. Quarterly report prepared two weeks after end of month.
7. Annual report generated one month after end of year, except for Tuberculosis.
8. Protocols and manuals prepared in designated timeframe.
9. Number of training sessions completed and personnel in designated timeframe
10. Samples send to CAREC and feedback received
11. Number of surveys and special reports generated in designated timeframe.
12. Data collated corrections documented if necessary

13. Number of case-investigations initiated and completed in a timely manner.
14. Proportion completing medication in a timely manner.
15. Work plan submitted in a timely manner.
16. Trip reports produced.

### **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Levels</b>
Report writing skills	
Oral Presentation skills	
High level of Confidentiality	
Knowledge of National Health Policies	
Knowledge of research methods and techniques	
Knowledge in epidemiological methods and public health	
Knowledge of statistical techniques and tools	

<b>Core Competencies</b>	<b>Levels</b>
Managing external relationships	2
Written communication skills	2
Initiative	2
Use of technology	2
Oral communication skills	2
Interpersonal skills	2
Teamwork and cooperation	2
Analytical thinking	2
Problem solving & decision making	2
Planning & organizing	2
Goal/result oriented	3

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Masters Degree in Public Health.
- B.Sc. Degree in Health Science
- International Course in Epidemiology

- Diploma in Public Health Inspection
- --years experience in the health field

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

### **AUTHORITY**