



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

JOB DESCRIPTION AND SPECIFICATION

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| JOB TITLE: | Registrar, Health Institution/Facilities |
| JOB GRADE: | GMG/SEG 2 |
| DEPARTMENT: | Pharmaceutical and Regulatory Affairs |
| REPORTS TO: | Director, Standards and Regulation |
| MANAGES: | Monitoring Officers |

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 regulate health institutions/facilities in Jamaica according to the Acts and Regulations that governs them.

KEY OUTPUTS

1. Applications processed for registration and re-registration of institutions in the public and private health sector
2. Comprehensive database of health institutions/facilities for the public and private health sector established and maintained
3. Systems developed to efficiently monitor and inspect health care institutions for registration and re-registration.

KEY RESPONSIBILITY AREAS

1. Processes applications for registration and re-registration of institutions in the public and private health sector.
2. Ensures that registration is in accordance with the relevant acts and regulations and operating guidelines under which they operate and issue Certificates of Registration.
3. Establishes and maintains comprehensive database of health institutions/facilities for the public and private health sector which meet registration criteria.
4. Make amendments to the database and forward information to the Jamaica Printing Service to be publicized in the Jamaica Gazette.
5. Develops a system for efficiently monitoring and inspecting health care institutions to ensure compliance with the laws, regulations and established standards/criteria for registration to facilitate registration and re-registration.
6. Collaborate with professional associations and the Director Standards Research and Development in the development of criteria for the registration and re-registration of health care institutions in the health sector.
7. Interacts with other agencies, such as Public Health Departments, which have immediate responsibility for the operation of such facilities/institutions.

8. Keeps abreast of changes in criteria for registration of health institutions/facilities by liaising with professionals' councils and the Director, Standards Research and Development.
9. Recommends fee structure for registration of institutions.
10. Ensures that fees collected are accounted for in accordance with the Financial Administration and Audit Act.
11. Attends court hearings on behalf of the Ministry of Health, in the case of prosecution under the relevant legislation.
12. Prepares annual and periodic reports on institutions registered, re-registered and those refused registration as well as fees collected within the period.
13. Represents the Ministry of Health at relevant seminars and conferences.
14. Performs any other related duties, as assigned by the Director, Pharmaceutical and Regulatory Affairs.

PERFORMANCE STANDARDS

1. Submit reports in a timely and acceptable manner
2. Institutions/facilities are registered according to the Acts and Regulations that Govern them
3. Institutions/facilities are routinely inspected to ensure adherence to criteria for operations.
4. Establish a high level of integrity and professionalism
5. Confidentiality of information obtained on the job preserved
6. Applications are processed in minimum time
7. Current database of health institutions maintained

REQUIRED COMPETENCIES

| Functional/Technical Competencies | Level |
|--|--------------|
| Knowledge of Ministry's Health Policy | 3 |
| Knowledge of the laws governing the national health sector | 3 |
| Knowledge of management principles and practice | 3 |
| Knowledge of Government Accounting procedures in relation to cash Management | 2 |

| Core competencies | Level |
|--------------------------|--------------|
| Oral communications | 2 |
| Written communications | 2 |
| Interpersonal skills | 2 |
| Teamwork | 2 |
| Organizing skills | 2 |
| Use of technology | 2 |
| Time management skills | 2 |

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in health related field or equivalent – plus
- Training in Management - and
- At least seven years (7) working experience with four (4) years in a regulatory capacity
- Registration with one of the Professional Health Councils is an asset - or
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions