



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Monitoring and Regulation Officer
JOB GRADE:	SOG/ST 6
DEPARTMENT:	Pharmaceutical and Regulatory Affairs
REPORTS TO:	Director, Pharmaceutical and Regulatory Affairs
MANAGES:	N/A

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 monitor health related institutions and facilities to ensure compliance with the established standards and guidelines of the Ministry of Health.

KEY OUTPUTS

1. Accurate and comprehensive reports processed
2. Advice and support to the operators of health care facilities given
3. Training programmes coordinated

KEY RESPONSIBILITY AREAS

1. Assists the Registrar, Health Institutions and Facilities in coordinating training programmes for regional inspection teams that will participate in inspections and verification of applications.
2. Completes reports on inspections or reviews of application for registration.
3. Ensures that appropriate documentation is provided for files in Head Office i.e. to update the database
4. Ensures that certificates of registration and licensing are issued on a timely basis
5. Ensures that adequate forms are available to various institutions which need to be registered
6. Ensures that institutions are fully informed of requirements for licensing or registration, and further indicating formally, areas of deficiency in the event of failure to meet the established standards
7. Liaise with the Regional Technical Director to:
 - Determine appropriateness for inspection of establishments
 - Review application forms submitted for completeness prior to conducting inspection

PERFORMANCE STANDARDS

1. Stipulated deadlines are consistently met
2. A high level of integrity and professionalism is displayed

3. The Ministry's aims and objectives are achieved through the inspection and registration of health care facilities
4. The monitoring system is updated to ensure it has a positive impact on the quality and cost of the service offered to health care facilities

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Compliance	3
Confidentiality	3
Integrity	3
Knowledge of regulatory frame work in health	3

Core competencies	Level
Good oral communication skills	2
Good written communication skills	2
Interpersonal skills	2
Analytical & problem solving skills	1
Excellent time management skills	2
Use of Technology	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A certified health care professional
- Additional qualification in Health care
- A minimum of 5 years working experience as a healthcare professional
- Bachelors Degree in Health Services Management with short courses in Customer Relations or equivalent

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Expected to travel islandwide
- May be required to travel overseas

- May be required to work beyond the normal working hours

AUTHORITY

- Recommend closure of facilities that do not comply with the standards and or guidelines of the Ministry of Health
- Recommend corrective actions for unregistered facilities