



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	DIRECTOR, EMERGENCY MEDICAL SERVICES
JOB GRADE:	MDG/MO 5
DEPARTMENT:	Technical Services Division
REPORTS TO:	Director of the Emergency, Disaster Management and Special Services
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 provide Medical Direction to the Jamaica Emergency Medical Service and to ensure that standards as related to medical care are maintained at the highest level. The position also seeks to ensure the expansion of the service throughout the island. Performs all technical, administrative and supervisory work in planning, organizing, directing and implementing the EMS within the island.

KEY OUTPUTS

- Preparation of Operational Plans
- Preparation of Budget
- Preparation of Patient Management Protocols
- Specification of EMS Equipment
- Performance of Clinical Audits
- Establishing of Quality Assurance/Quality Improvement Programmes
- Establish Continuous Medical Education Programmes for Pre-Hospital Healthcare providers

KEY RESPONSIBILITY AREAS

Management and Administrative

- Directs the EMS in accordance with the EMS Bill or any previous applicable law or regulation.
- Attends local, regional and internationally related meetings.
- Accounts with appropriate documentation, all EMS activity, according to Ministry of Health guided reporting protocols.
- Interfaces professionally with the Hospital staff including the Emergency Room staff.
- Accurately and appropriately document all emergency aid activities on the appropriate forms, and as required by law.
- Assigns areas of responsibility for employees.
- Establishes policies and procedures in order to implement directions from the Director, EDMSSB.
- Reviews departmental performance and effectiveness and formulates programmes and policies to alleviate any deficiencies found.

- Collaborates with the Director of the EDMSSB in the preparation of the annual budget.
- Implements the budget plans and reviews specifications for new or replaced equipment.
- Prepares and submits monthly reports to the Director of EDMSSB regarding the EMS activities, and prepare other reports as appropriate, including the annual report of EMS activity
- Participates in the Quarterly and Annual Reviews to assess the achievements of the EDMSSB.
- Directs the operation of EMS training activities.
- Plans EMS operations with respect to equipment, apparatus and personnel. Supervises the implementation of such plans.
- Serves as a member of the relevant national emergency response committees.

Technical/Professional

- Responds to major incidents and assumes or delegates the role of Medical Incident Commander, and works in tandem with other public safety and emergency agencies at said incident.
- Supervises all EMS employees in the performance of their duties in conformance with all policies and procedures within the scope of the Jamaica EMS protocols.
- Performs emergency medical care at the basic to advanced levels.
- Participates and direct drills, simulations, attends classes and provides training.
- Participates in the development and delivery of public education programmers for CPR, basic first aid, and general medical assistance awareness.
- Establish a system to ensure maintenance of emergency response equipment, apparatus and facilities.
- Arranges for repair/replacement of EMS equipment.

- Evaluates the need for and recommends the purchase of new equipment and supplies.
- Supports and conducts research in the area of Pre-hospital and In-hospital emergency medicine.
- Develops and implements medical protocols
- Provides on-line Medical Directorship for the EMS by person or by proxy (Emergency Room physicians) on a 24 hour basis.

Human Resource Development

- Manages the welfare and development of the EMT's and Emergency Room Physicians through the preparation of performance appraisals and recommendations for required training and development programmes.
- Provides leadership through effective communication and appropriate delegation.
- Provides organized, scheduled training and mentoring.
- Participates in the recruitment of staff.

PERFORMANCE STANDARDS

- Operational plan is prepared within established format and timeframe and supports the objectives of the MOH.
- Key deliverables are produced within agreed timeframes and to required standards.
- Impact assessment of the service is produced in the annual report to gauge success of the programme.
- Clinical audits of operations lead to service improvement.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Familiarity with the design and operations of EMS systems	
Sound knowledge in pre-hospital emergency care	
Experience or training in medical direction of pre-hospital personnel	
Sound Knowledge of Management of Emergency Medicine	
Good leadership and interpersonal skills	

Core Competencies	Levels
Oral communication skills	4
Written communication skills	4
Interpersonal skills	4
Teamwork and Cooperation	4
Leadership	4
Social Skills	4
Initiative	4
Goal/Result Oriented	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Qualified Medical Doctor registered to practice medicine in Jamaica.
- Postgraduate qualification in Emergency Medicine or Certified in Emergency Medicine
- Current Advanced Trauma Life Support and Advanced Cardiac Life Support certification.
- Training in Health Service Management
- Minimum of ten (10) years postgraduate experience, at least four (4) of which should be at a Senior Management Level

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be associated with exposure to situations which may cause personal harm
- The hours of work do not conform to “regular working hours”
- May be “on call” for extended periods of time
- Work is performed primarily in office, vehicles and outdoor settings in all weather conditions, including during hurricanes and floods.

AUTHORITY

- To effectively execute the above duties
- To sign off on purchases of associated equipment and services as per GOJ procurement procedures
- To travel on work related business as necessary

- To authorize the validation of any protocols/systems implemented
- To assist in the selection of service providers to the EMS as per MOH procedures
- To sign off on audit reports