



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Standards and Regulation
JOB GRADE:	GMG/SEG 5
DEPARTMENT:	Standards and Regulation
REPORTS TO:	Chief Medical Officer
MANAGES:	Director, Standards Research & Development; Director, Pharmaceutical & Regulatory Affairs; Registrar, Health Facilities & Institutions; Director, Investigation & Enforcement; Administrative Assistant; Secretary Drug Inspectors, Monitoring Officer, Research Officer, Investigating Officers; Expert Advisory Panels

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 ensure conformity and adherence to policies, standards and norms established by the Ministry of Health for the regulation and control of professional practice, institutional operations and services and designated products in the health sector.

KEY OUTPUTS

1. Standards and guidelines for use in public and private health institutions and facilities for the delivery of traditional and non-traditional health services in Jamaica
2. Safe, suitable products for use in Jamaica
3. Accredited systems in selected departments in the Ministry
4. An effective regulatory framework to ensure conformity with laws, standards and guidelines
5. Timely accurate reports
6. An effective Advisory Panel Mechanism
7. An effective Client Satisfaction Mechanism
8. Sound advice and accurate information to The Chief Medical Officer and Permanent Secretary
9. Operational plan for Division

KEY RESPONSIBILITY AREAS

1. Formulates and implements policies and programmes for the establishment and maintenance of standards and norms for the regulation and control of professional practice, institutional operations and services and products in the health sector of Jamaica.
2. Develops mechanisms for establishing and maintaining an effective regulatory and legislative framework
3. Develops mechanism and coordinate activities for accreditation of appropriate systems in the MOH
4. Develops and maintain a framework for investigating and monitoring individuals, institutions and systems within the health sector

5. Facilitates effective enforcement of standards and regulations within all areas of the health sector in collaboration with Councils, Boards, Tribunals and other regulatory authorities
6. Maintains systems for effecting the registration and re-registration of products, entities and institutions involved in health services in both public and private sectors
7. Establishes and maintains important regional and international linkages to provide support for strengthening regulatory mechanisms

8. Management/Administrative Responsibilities

9. Plans, organizes, directs and controls the work and staff of the Standards and Regulation Division by:
10. Collaborating with Departmental Heads in developing work programmes in support of the Ministry's corporate plan, assigning duties and delegating authority to staff; guiding and directing staff in the execution of duties
11. Identifying training/development needs of staff with the assistance of the Human Resource Planning and Development Unit and make provisions in the budget
12. Preparing and managing the annual budget in accordance with the annual operational plan for the Division
13. Maintains contact with national and international organisations on health related issues, evaluate existing or new health technology and advise on the appropriateness for use in the health sector (public and private).
14. Assists in providing leadership and ensure the effective functioning of selected Councils, Boards/Authorities/Agencies that fall under the purview of the Ministry of Health.
15. Represents the organisation locally, regionally and internationally.
16. Provides guidance to Chief Medical Officer, Permanent secretary on policies, guidelines etc.

Technical/Professional responsibilities

17. Provides technical, professional and medico-legal guidance both locally and internationally on standards, guidelines, regulations and other issues.
18. Collaborates with health and legal professionals in establishing appropriate legislation, regulations and standards to be adhered to in the public and private

- health sectors and initiate and assist in establishing appropriate mechanisms for enforcement.
19. Coordinates the activities of the Advisory Panel Mechanism for the Ministry of Health.
 20. Ensures that health service delivery institutions are appropriately registered and re-registered and that training institutions/programmes are accredited to deliver the quality of service in the public and private sector
 21. Collaborates with technical staff within the Ministry in the development of standards to ensure that services and products provided to the public are appropriate, cost-effective and of the desired quality.
 22. Determines training requirements and needs to ensure capacity building and arousing. Ensure the establishment of standards for traditional/alternative technologies, e.g. iridology, chiropody, acupuncture, reflexology, used in the treatment of diseases, disorders or abnormal physical states.
 23. Initiates and guide research and investigations into the development of standards for professional conduct and institutional operation and management and medico-legal issues
 24. Collaborates with the Chief Medical Officer in advising and liaising with the Legal Unit of the Ministry of Health and the Office of the Attorney General on medico-legal matters
 25. Develop mechanisms for investigating and monitoring individuals, systems and institutions involved in the health sector
 26. Formulates policies and programmes to ensure the safety, efficacy and quality of all drugs, herbal products, foods, cosmetics, devices and chemicals, imported, manufactured distributed or sold in Jamaica and strengthen the awareness of providers and consumers regarding the role and value of Regulations in the health sector
 27. Monitors international relations with regulatory bodies and represent the organisation regionally and internally at seminars and conventions
 28. Liaises with statutory agencies, which take regulatory decisions relating to health.
 29. Interfaces with Councils for standards setting and regulation of professional disciplines ensuring that they operate within their mandate demonstrating equity and fairness

30. Monitors and evaluate the effectiveness of selected Boards/Authorities /Agencies in carrying out their mandates
31. Establishes policies, procedures, protocols and the legal framework for the registration/licensure of individuals, entities/institutions involved in delivery of health services which are not governed by councils
32. Establishes policies and programmes to ensure the quality, safety, efficacy of products and procedures used for diagnostic, preventive, therapeutic or rehabilitative purposes, pharmaceuticals, foods, cosmetics, herbal products and narcotics imported, distributed or manufactured for use in Jamaica
33. Performs other related duties as assigned by the Chief Medical Officer of Health and the Permanent Secretary

Human Resources Responsibilities

34. Provides leadership to staff by means of effective objective setting, delegation of functions and timely communication
35. Provides guidance to staff through coaching, mentoring and providing technical and other support when necessary.
36. Collaborates with the Human resources Department on maintaining adequate staff levels as well as sourcing appropriate training programmes for staff.
37. Ensures that staff is aware of and adheres to established policies and procedures of the Ministry of Health.

PERFORMANCE STANDARDS

1. A high level of performance is demonstrated consistently.
2. Stipulated deadlines are consistently met.
3. All pharmaceuticals imported into the island are screened for quality, safety and efficacy.
4. Reports are technically correct, comprehensive and delivered on a timely basis.
5. Standards for the delivery of traditional and non-traditional Health Services in Jamaica are developed, documented and disseminated.
6. An effective regulatory framework is implemented to ensure compliance with Health Standards, safeguarding the health of the Jamaican population.

7. Sound advice and accurate information is given to the Chief Medical Officer and Permanent Secretary.
8. Confidentiality of information obtained on the job is preserved.
9. A team approach is adopted with staff of Standards and Regulation when critical decisions or changes are made.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of Technology	2
Sound knowledge of Government's national health policies	3
Knowledge of laws, regulations and rules governing/impacting on the health sector	3
Knowledge of trends in both public and private health sectors	3
Knowledge of international regulatory framework and practices	3
Sound knowledge of Management Principles and Practices	3
Broad based knowledge of traditional and non-traditional technologies deployed in the health care industry	3
Knowledge of principles governing health regulations	3

Core Competencies	Level
Excellent oral communication skills	3
Excellent written communication skills	3
Good problem solving skills	3
Excellent interpersonal skills	3
Ability to display high level of compliance	3
Excellent planning and organization skills	3
Good people management skills	3
Good leadership skills	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors Degree in Health Related Science

- Masters in Health Related Science/management/Public Administration/Public Health
- Twelve (12) years progressive working experience in the health system, six years of which should be in standards/regulatory affairs; Or
- Any equivalent accumulated working experience in a health related field
- Specialized training in management and the regulation of service

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Expected To demonstrate a very high level of integrity and professionalism
- Exposure to highly confidential and sensitive information,
- Required to work long and irregular hours in order to meet critical deadlines.
- Required to travel overseas.

AUTHORITY

- Effecting the registration of all health services delivery institutions and Professionals in both public and private health sectors in Jamaica.
- To apply sanctions for non-conformance with Standards.
- To recommend the re-call of pharmaceuticals, foods, cosmetics, herbal products from the market, or other health commodities.

