



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Standards Research and Development
JOB GRADE:	GMG/SEG 3
DEPARTMENT:	Standards & Regulation
REPORTS TO:	Director, Standards & Regulation
MANAGES:	QA Coordinator, Secretary, Biomedical Engineer, Development Officer

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 manage standards development and monitor implementation of standards.

KEY OUTPUTS

1. Standards developed, documented and disseminated for:
2. The registration and re-registration of Health Service delivery institutions
3. Professional conduct & institutional management
4. Accreditation of training programme and institutions
5. Quality audits of Health Service Organisations (public & private) planned and conducted
6. Existing standards for professional conduct & institutional management reviewed
7. Establishment of registration standards for health professionals in collaboration with the Councils

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Plans, organizes, directs, controls and coordinates the work activities of the Standards Research and Development Department.
2. Prepares and monitors the departments work plans and ensures that agreed targets are met.
3. Represents the Ministry at meetings, conferences and other functions as requested.
4. Provides guidance on matters related to standards and quality assurance.

Technical/Professional responsibilities

1. Establishes minimum norms, standards and criteria to provide the basis for registration and re-registration of individuals, entities and institutions

2. Monitors adherence to minimum norms, standards and criteria which will form the basis for the system of accreditation of health related training courses and institutions
3. Collaborates with Health Services Development and Coordination Division in the development of service delivery standards to ensure that services provided to the public are appropriate and cost effective
4. Undertakes research to ensure that all standards which are developed are relevant and conform to international standards
5. Identifies area of Health Service delivery that require standards and regulations and take appropriate action to develop and implement these
6. Assists the Senior Director, Health Standards and Regulations in formulating legislation to guide implementation of standards and regulations in the public and private health sectors and effect adjustments/modifications as and when required
7. Develops and implements a Quality Assurance Programme to ensure the adherence of the health sector to approved standards and procedures
8. Collaborates with other technical units in developing and monitoring the implementation of patient care and service delivery standards as part of the Quality Assurance Programme eg. efficiency targets
9. Interfaces with Councils for setting of standards for professional disciplines
10. Empanels experts to develop optimal standards, monitors the performance of health service agencies and undertakes detailed analysis to ensure currency of standards
11. Implements a process of voluntary accreditation for health service facilities and training institutions involving the regions to avoid insularity
12. Recommends the enactment of pertinent legislation to facilitate the process of voluntary accreditation
13. Performs any other related duties as assigned by the Director, Standards and Regulation

Human Resource Responsibilities

1. Manages the welfare and development of staff in the department through the preparation of performance appraisals and recommendation of required training and development programmes
2. Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed
3. Participates in the recruitment of staff for the department
4. Ensures that staff is aware of and adheres to the policies, procedures and regulations of the division and the Ministry of Health

PERFORMANCE STANDARDS

1. The development, maintenance & dissemination of Health Standards
2. A high level of performance is demonstrated & consistently maintained
3. Stipulated deadlines are consistently met
4. Confidentiality of information obtained on the job is preserved.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of technology	2
Sound knowledge of trends in both public and private health sector	3
Knowledge of Laws, regulations and rules governing/impacting on the health sector	3
Knowledge of international regulatory framework and practices	3
Sound knowledge of governments national health policy	3
Broad based knowledge of traditional and non traditional technologies deployed in the health care industry	3
Knowledge of Quality Assurance principles	3

Core Competences	Level
Ability to establish and maintain harmonious working relationships with a wide range of professional organizations and groups	3
Excellent oral communication skills	3
Excellent written communication skills	3
Excellent planning and organization skills	3

Excellent analytical & forecasting skills	3
Ability to delegate and motivate staff	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc. in Health related Science/Public Administration/Management studies - plus
- 5 years experience in the public sector health care system of which 3 years should be in Quality assurance
- In depth knowledge of research methods and techniques

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Expected to demonstrate a high level of integrity
- Numerous critical deadlines
- May be required to travel overseas

AUTHORITY

- To empanel experts to develop standards/norms for respective areas
- To monitor and audit health facilities and training institutions
- To recommend the enactment of pertinent legislation

[illegible]