



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director Health Services Planning & Integration
JOB GRADE:	HPC/MO7
DEPARTMENT:	Health Services Planning & Integration
REPORTS TO:	Chief Medical Officer
MANAGES:	Director Family Health Services; Director Mental Health Services; Director Dental Services; Director Health Services Support & Monitoring; Secretary; Administrator; Clerical Officer; Indirectly: 8 Programme Development Officers; Director Child Adolescent Mental Health; Director Dental Auxiliary School; 4 Secretaries

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 develop, monitor and evaluate national health programmes for the development and improvement of the health care services; and to develop norms and standards to guide health care service delivery. In addition, to provide technical guidance to RHAs, Government Agencies/NGOs and International Organizations.

KEY OUTPUTS

1. Operational Policies and Procedures developed.
2. Monitoring Quality Assurance Reports prepared.
3. Annual Workplans and Reports prepared.
4. Annual Budget for the Division prepared.
5. Programme Targets (SLAs) developed.
6. Policy Advice and Development
7. Professional guidance provided.
8. Documented policies and procedures.
9. International Health Collaboration
10. Intersectoral Collaboration.
11. Operational Plan for the Branch is prepared.
12. Appropriate Interventions.
13. Conduct Medical Boards.
14. Data Analysis conducted.
15. Efficient productive staff in place.
16. Routine and special reports are produced.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Participates in the development and implementation of the strategic direction of the Ministry of Health.
2. Leads the development and implementation of the Branch's Operational Plan and Budget.
3. Plans, organizes, direct, controls and coordinates the work and activities of the Health Services Planning and Integration Division.
4. Prepares and submits performance and other reports as required and ensures the timely submission of all documents/information requested from the division.

Technical/Professional Responsibilities

1. Determines national priorities for Health Services Development and Implementation in collaboration with the Chief Medical Officer and other Divisional Directors.
2. Establishes policies and strategies for national health services development and interfaces with the Regional Directors and Technical staff to facilitate implementation of health programmes.
3. Defines monitors and evaluates the implementation of programmes and plans to ensure the proper delivery of health care services nationally.
4. Formulates policies and programmes to provide support to vulnerable families and establishes guidelines for monitoring these policies and programmes.
5. Collaborates with the National Family Planning Board in the formulation of policies as an integral part of the Community Health Services.
6. Promotes, guides, facilitates, monitors and evaluates the integration of Primary and Secondary Health Care Services with the regions and establishes strategies for improvement where necessary.
7. Provides technical information for the establishment of technology standards and where necessary for support of the procurement function.

8. Maintains linkages with National and International Agencies for the coordination and implementation of projects supported by foreign funding.
9. Represents the Ministry of Health at local and international meetings, conferences and other fora as required.
10. Maintains overall responsibility for the conduct of medical boards and medical examination for public sector employees and other special groups.
11. Ensures the development and implementation of clinical protocols for the delivery of quality health care services.
12. Maintains overall responsibility for the recommendation of Income Tax Exemption for the public and special groups.
13. Designs and monitors the implementation systems for delivery of mental health and substance abuse services as an integrated part of the health centre and hospital based services.
14. Examines the strategic approaches being used to deliver programmes and recommends changes to make these programmes more efficient and effective.
15. Contributes to the development and operation of a Health Services Information System to assist in medical research and also the establishment and/or improvement of national policies.
16. Defines the modalities of care to be delivered at each organizational level, supports and strengthens the referral systems between levels, determines the consequent staffing requirements and evaluates the effectiveness of these systems at the field level.
17. Reviews epidemiological, Demographic and other relevant data to advise on the most appropriate allocation of resources for the delivery of prompt and quality care.
18. Liaises with epidemiological research and Analysis Section and the Planning and Evaluation Unit to develop and utilize appropriate data gathering instruments for monitoring the effectiveness of the health care delivery programmes.
19. Consults with members of the Medical Associations, Specialist Associations, International Agencies and Business Organizations to

evaluate the implication of new concepts, protocols and practices to the National Health Programme.

20. Provides periodic and annual reports on the status and trends of various indicators pertaining to the Family Health, Mental and Oral Health Services.
21. Liaises with the Health Promotion and Protection Branch in the development and amendment of policies to minimize or control targeted conditions/disorders/diseases.
22. Liaises with the Standards and Regulations Branch and assist in the provision of technical expertise and support for the development of national, optimum standards to sustain accreditation component.
23. Provides technical advice to other Ministries, Departments and Government Agencies.
24. Participates in regional, inter-division, inter-agency, national, international i.e. Caribbean/Latin American relations and follow-up on activities.
25. Maintains overarching responsibility to ensure the health and safety of the population and equitable distribution of resources in the regions.
26. Develops norms and standards to guide service delivery.
27. Establishes and maintains meaningful relationships with (but not limited to) the following:-

Internally:

Permanent Secretary
Chief Medical Officer
Regional Directors/Regional
Technical Directors
Head of Departments
National Council on Drug Abuse

Externally:

International Health
Agencies/Diplomats

Consultants
Non-Governmental Organizations
Planning Institute of Jamaica
Private Sector
Medical and other Professional
Associations
Professional Councils
National Family Planning Board
Other Government
Agencies/Departments
University of the West Indies

Human Resources Responsibilities

1. Provides leadership to staff through effective objective setting delegation and communication
2. Manages the welfare and development of staff through the preparation of performance appraisals and recommendations for required training and development programmes.
3. Ensures that staff are aware of and adhere to the policies, procedures and regulations of the Branch and Ministry.
4. Reviews the professional human resource requirements of the health services and gives direction to the National Training Programmes in the professional/technical fields.
5. Collaborates in curriculum development and in the training of selected health personnel.
6. Ensures the deployment of relevant technical staff and resources in cases of national emergency.
7. Interfaces with educational and training institutions, within and outside of the Ministry of Health, for the preparation of health personnel to ensure quality assurance standards are maintained by these institutions.
8. Participates in the recruitment of staff for the Branch and recommends transfers, promotion, termination and leave in accordance with established human resource policies and procedures.
9. Provides technical input with respect to Primary, Secondary, Tertiary and Paramedical Services on the National Health Disaster Committee.

Other Responsibilities

10. Performs any other related functions assigned from time to time by the Chief Medical Officer.

PERFORMANCE STANDARDS

1. Operational Plan is prepared with established format and timeframe and supports the strategic objectives of the organization.
2. A team approach is adopted with Unit Directors in resolving issues of programme development/monitoring.

3. Audit recommendations lead to service delivery improvements.
4. Deadlines are met consistently.
5. Performance level is consistently high
6. Synergy among Units and staff members in the Division maintained.
7. High degree of dedication and reliability is demonstrated in performing duties.
8. Reports are technically accurate, completed and delivered on time.
9. Initiative and resourcefulness are exercised in the solution of problems.
10. Effective communication is demonstrated.
11. Policy and Procedures Manuals are developed for the critical clinical service delivery areas.
12. Key deliverables are produced within agreed timeframes to required standards.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Sound knowledge of management principles and practices.	
Excellent knowledge of Government National Health Policy.	
Sound knowledge of health care practices at the Primary, Secondary and Tertiary levels.	
Sound knowledge of public health practices.	
Sound knowledge of current trends and development in the field of medicine.	
Excellent grasp of research methodology and its application.	
Knowledge of geographic, political and socio-economic environment.	
Knowledge of laws and regulations governing the health service.	
Knowledge of administering projects.	

Core Competencies	level s
Excellent management skills at the conceptual and strategic planning level.	3

Excellent decision making skills.	3
Good interpersonal and social skills.	3
Effective communication skills.	3
Possess good leadership qualities.	3
Ability to set and maintain professional standards and maintain satisfactory working relationships.	3
Ability to conduct research, analyze and interpret statistical data and generate reports.	3
Computer literate.	3
Good Time Management Skills.	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A qualified Medical Doctor
- Post graduate qualification in Public Health and or Community Health with exposure to one or more of the following: Maternal and Child Health, Family Planning, Nutrition, Psychiatry and management of chronic diseases
- Training in Health Service Management
- Eight (8) years experience at a Senior Health Management level.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposed to highly confidential and critical information.
- Expected to display dedication and a high level of professionalism.
- Required to travel locally (volatile areas on occasion) and overseas.
- Required to work beyond normal working hours.
- Required to meet numerous critical deadlines.

AUTHORITY

- Authority to make decisions at the strategic management level in relation to Health Service Development.
- To expend fund in respect of the operations of the Health Service Planning and Integration Branch.
- To recommend leave, disciplinary action and promotion of direct reports according to established human resource policies.
- To review norms and protocols relating to health care delivery systems and recommends changes, as required.