

SENIOR MEDICAL OFFICER / MEDICAL DIRECTOR/

CHIEF OF MEDICAL SERVICES

Duties and responsibilities

SUMMARY

With the direction of a Senior Executive Management Group and the Chief Executive Officer as Chairman, and under the technical supervision of the Regional Technical Director, the Senior Medical Officer will be responsible for the delivery of secondary and tertiary medical and paramedical services in the catchment population, in accordance with the government's policies, regulations/legal requirements and guidelines and will ensure the appropriate balance in the delivery of these health services.

The Senior Medical Officer will:

- Consult and collaborate with the Regional Technical Director and the Medical Officer (Health) of the relevant Parish(es) in ensuring the integration of services through (i) an adequate, fully functional and responsive referral system which facilitates client movement through all levels of service delivery (ii) movement of staff e.g. to service areas at which patient need is identified, such as staff for conducting specialist clinics at health centre's.
- Take responsibility for the technical programme inputs in the development of all plans at the institutional , parish and regional level for example, (i) the three(3) or five (5) year corporate plan (ii) the relevant operational plans and (iii) the annual budget.
- Assume leadership in the development, implementation, supervision, monitoring and evaluation of all secondary and tertiary care programmes where appropriate.
- Be responsible for all technical functions within the hospital.
- Identify, and submit to the Chief Executive Officer, training needs for professional staff and assist in the development and execution of in service training programmes for all categories of staff.
- Participate in the selection, recruitment and evaluation of technical/professional staff and ensure that they participate in an orientation programme, which introduces them to the wider health service.
- Ensure adequate representation of the views of medical and paramedical staff to the Chief Executive Officer and the Board at all times through the establishment of Advisory Committees or other mechanisms.

- Ensure the establishment of effective communication channels for staff.
- Be responsible for ensuring that appropriate arrangements for the supervision of ALL pre-registration medical and paramedical persons are in place.
- Coordinate the interfacing of medical or paramedical departments with other departments and units in the institution.
- Be responsible for the identification of the role of the medical and paramedical services in emergency and disaster management or mass casualty incident and the documentation and communication to staff. Responsibility also for ensuring that roles are performed when necessary.
- Perform Public Relations activities as detailed in the Communications Plan.
- Ensure that the aspects of the client's complaint mechanism which relate to the medical and paramedical staff are adhered to.
- Participate in professional activities related to health care delivery, at parish or regional/national level on request.
- Attend meetings with the Chief Medical Officer or his/her representative at the Ministry of Health.