

HEALTH SERVICES AGENCY

JOB DESCRIPTION

Chief Medical Officer (Specialized Care)

JOB TITLE	:	Chief Medical Officer (Specialized Care)
DIVISION	:	Health Services Directorate
SALARY POINT	:	SG19
RESPONSIBLE TO	:	Chief Executive Officer

QUALIFICATIONS

- Graduation from a recognized medical school
- Postgraduate training and qualification in medical specialty
- Experience of at least five years at a Consultant level
- Experience of at least five years in a senior health administration post

DUTIES AND RESPONSIBILITIES

- Administers the Division responsible for the provision of specialized and inpatients care at the Victoria Hospital, North East Pointe Hospital, Les Cannelles Hospital, Fiennes Institute and any other secondary care institutions.
- Coordinates the preparation development plans for the various specialist units and monitors the implementation of unit programme of action.
- Establishes standards and benchmarks for efficiency and effectiveness of patients care services.
- Establishes and supervises quality assurance programs for all specialist services.
- Ensure the efficient interaction between patient care services and diagnostic radiological and clinical laboratory services.
- Ensures through the Manager Auxiliary Services, the efficient provision of support services.
- Organise the deployment of medical personnel in the different units of the hospitals.
- Administer the programme of internship and rotation for junior doctors and students electives in the hospital services.
- Provides support to community care through the organization of training of health personnel specialist visit to community care and joint quality assurance exercise.
- Chairs the Hospital Management Committee and attends other internal ministerial committee meetings as necessary.
- Coordinates and supervises the preparation and issue of medico-legal reports and documents
- Prepare the divisional programme budget and allocates resources as necessary.
- Liaise with other Heads of Units on coordinatation of strategies and programmes.
- Establishes and promotes divisional cohesion and teamwork through interpersonal relationship and promotes active communication between the hospital and community care.
- Participates actively in and provides support for relevant national programmes, including National Emergency preparedness and response and the National Cancer Programmes.
- Monitors personal issues and ensure follow up of employee performance and appraisal.
- Advises on relevant policy issuesUndertaken other cognate responsibilities as directed by the Chief Executive Officer.