



## SOUTH EAST REGIONAL HEALTH AUTHORITY

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### JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	District Medical Officer (Paediatrician)
<b>JOB GRADE:</b>	HPC/MO 3
<b>INSTITUTION:</b>	Kingston & St. Andrew Heath Department
<b>DEPARTMENT:</b>	Medical
<b>DIVISION:</b>	Primary Care
<b>REPORTS TO:</b>	Medical Officer (Health)
<b>MANAGES:</b>	

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Department

\_\_\_\_\_  
Date created/revised

# **REGIONAL HEALTH AUTHORITY**

## **JOB SPECIFICATION AND DESCRIPTION**

### **ROLE AND CORE FUNCTION**

Under the supervision of a Medical Officer (Health) the incumbent will be responsible for the delivery of health services in the institution, in accordance with the Government's and Regional policies and regulations. Perform medical diagnoses and treatments, and oversees patient care management to ensure the appropriate balance in the balance in the delivery of health services.

### **DUTIES AND RESPONSIBILITIES**

The incumbent should:

- Paediatric Consultations for patients referred by other Medical Officers from Health Centres in and around Kingston & St. Andrew Health Department
- Assess and institute the treatment of patients
- Reviews the state of all new patients and some follow-up patients
- Perform minor surgical procedures
- Management of non-emergency patients from the Bustamante Hospital for Children
- Providing preventative care, including the recommendation of vaccines
- Recording and maintaining the health and development information of their patients
- Effectively communicating their patients' health, nutritional, and fitness needs to their guardians
- Supervises the clinical work of Medical Officers and Senior House Officers
- Participate in a continuing education programme for Nursing and Junior Staff
- Conduct school and other medicals
- Preparation of appropriate reports on a timely basis

## **EDUCATIONAL REQUIREMENTS**

### Qualification and Experience

- M.B.B.S.
- Post Graduate Studies in Paediatrics

#### **Plus**

- Five (5) years relevant experience
- Peer Approval

## **REQUIRED SKILL AND SPECIALIZED KNOWLEDGE**

- Ability to coordinate a wide range of activities
- Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage
- Knowledge of current principles, methods and procedures for the delivery of medical evaluation, diagnosis and treatment in area of expertise.
- Ability to observe, assess and record symptoms, reactions and progress
- Ability to communicate effectively both orally and writing
- High level of integrity and professionalism

## **SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Exposure to highly confidential and sensitive information
- Work environment involves exposure to potentially dangerous material and situations that require following extensive safety precautions and may include the use of protective equipment
- Numerous critical deadlines

## **REPORTING RELATIONSHIP**

### 1. Supervision received from

A. Directly

Medical Officer (Health)

B. Indirectly

Senior Medical Officer (Health)

Nature of Supervision Received:  
Review of agreed objectively

1. Supervision given to:

A. Directly

Medical Officers

B. Indirectly

Senior House Officers

**LAISE WITH**

A. Internally

Nursing Staff

Technical and Administrative Staff

In the institution, Region and Nationally

B. Externally

Privately Medical Care Facilities

Government Agencies

Non- Government Organizations

**AUTHORITY TO:**

- Limited to patient care
- Admitting privileges
- Prepare and sign prescriptions

**PERFORMANCE CRITERIA**

The job is satisfactorily performed when:

- Advice provided is technically sound
- High level of patient care is maintained
- Adequate records of patient Care/management is maintained
- A high level of performance is demonstrated consistently
- Stipulated deadlines are consistently met
- Confidentiality of information obtained on the job is preserved
- Increased individual and community responsibility for health is demonstrated

**USUAL HOURS OF WORK**

8:00 AM – 4:00 PM

Mondays to Fridays