

REGIONAL HEALTH AUTHORITY

JOB SPECIFICATION & DESCRIPTION

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JOB TITLE: Chief Executive Officer

DIVISION: Kingston Public/ Victoria Jubilee Hospitals

DEPARTMENT:

ROLE AND CORE FUNCTIONS OF JOB:

- Reports to the Regional Director, Regional Health Authority and manages the institution in keeping with prevailing national and Ministry of Health objectives, strategies and programmes and involves:
 - Implementing strategies and programs for sustaining and improving the health service delivery of the institutions.
 - Ensuring financial viability and growth of the hospital.
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Educational Requirements:

(a) Specific Knowledge (however acquired) Required to Start:

- Sound knowledge of financial and managerial accounting principles and practices, and specifically, budget preparation and management techniques.
 - Sound knowledge of government legislation regulating the operations of the Ministry of Health and Regional Health Authority.
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(b) Qualifications and Experience:

- Masters Degree in Business Administration or equivalent qualifications

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- Five (5) years' experience at a senior management level.
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(c) Required Skills and Specialised Knowledge:

- Sound forecasting and strategic planning skills.
 - Excellent time management skills.
 - Excellent negotiating skills.
 - Well developed human relations skills.
 - Ability to communicate effectively both orally and in writing.
 - Ability to provide professional and effective leadership.
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(d) Special Conditions Associated with the Job:

- Numerous critical deadlines.
 - Frequent exposure to video display terminals.
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JOB DESCRIPTION**REPORTING RELATIONSHIPS****Supervision Received From:**

The Regional Director

Nature of Supervision Received:

Distant supervision with quarterly, half yearly or annual reviews based on specific objectives.

Supervision Given To:

(a) Directly	Nature of Supervision
Departmental Heads - SMO - Matron - HRD - Finance - Operations - Patient Affairs Secretary	Occasional supervision to keep informed and to monitor effectiveness. Periodic supervision based on specific instructions and review of progress or results. Periodic supervision to keep informed and to monitor effectiveness/accuracy.
(b) Indirectly	
All other staff	Provides advice and direction where necessary.

Liaises With:

Internally:	Externally:
Parish Managers Hospital CEO's And Administrators Directors – Regional Health Authority	Permanent Secretary, Chief Medical Officer Commercial Banks Other Statutory Boards Government Agencies Clients / Patients Consultants NGO's , Private Sector, Service Clubs Press

JOB DESCRIPTION

Responsibilities and Duties:

1. As a member of the Board of Directors of the SERHA participate in the development of policies, goals and strategies for the Regional Health Authority.
2. Participates in the development of strategic plans to facilitate achievement of both short and long term corporate goals and objectives in consultation with the Management Team of the hospital, the Regional Director and Board of Directors.
3. Responsible for the general management of the Institution and the overall coordination of all functional areas of the organisation on a day-to-day basis. This is in the context of normative standards and sound business principles
 - MIS
 - Human Resource Development and personnel
 - Patient Affairs
 - Operations
 - Clinical Services
4. Ensures the sound implementation of approved strategic plans by evaluating prescribed control reports, financial statements and performance reports by functional areas with reference to budgets, and instituting corrective action as appropriate.
5. Ensures the Authorities policies and directives are effected and as Secretary to the Hospital Management Committee to be responsible for orientation and special briefing of members of that committee. Advise and make recommendations to the Committee for decisions on issues relating to the effective and efficient management of the hospitals.
6. Responsible for administration of the Institution's operations including:
 - ensuring optimum use of the company's resources and assets;
 - Maximising fee collection and cost containment strategies and mechanisms in line with established budgetary targets
 - Effective management of the imprest account against FAA Act dictates.
7. Collaborates with the Regional Director and Financial Director (SERHA) to prepare final budget for the institution.
8. Organise the functions and operations of the hospitals, agree service levels and standards and establish a formal means of accountability from those to whom duties have been delegated. Analyses and appraises the operations of the

- Institution and reports to the Regional Director on the overall performance on a regular basis.
9. Ensure the proper utilisation of the client referral system among institutions at all levels, emphasizing the concept of an integrated health care delivery system, while maintaining effective liaison/integration among the various departments (including medical departments) of the hospitals as well as between the hospitals and other health institutions to which they relate directly.
 10. Ensures the, implementation and periodic review of sound organisational structures and suitable information systems, and the establishment of comprehensive procedures to govern same.
 11. Ensures that the organisation's policies are clearly communicated and information on the Region is disseminated to staff a timely basis.
 12. Collaborates with the Regional Director to establish and monitor a planning cycle for the development of human resource as it relates to staff welfare, performance appraisals, succession planning and training.
 13. Develop and implement plans in consultation with staff of the Hospitals, for the overall improvement in service standards of the institutions on a client centered basis, creating and /or encouraging linkages with centres of excellence, health research centres, other leading hospitals and health institutions.
 14. Be responsible for the establishment and maintenance of a quality assurance/continuous quality improvement programme involving all appropriate staff and including modernisation and technological improvements of facilities.
 15. Ensure the implementation of an up-to-date **Patient's Charter**, including the investigation of complaints from patients and other members of the public and provision of requisite reports to the RHA
 16. Ensure the implementation of programmes to safeguard the safety of patients, the public and staff on hospital premises including the provision of appropriate protection from occupational hazards and the investigation of accidents.
 17. Ensure the implementation and maintenance of preventative industrial relations programmes and practices which foster positive and responsive work environment for hospital staff, through their representatives (including Professional or Staff Associations and Trade Unions).
 18. Prepare specified periodic reports for submission to Permanent Secretary, Regional Director and the Hospitals' Management Committee as required or necessary.

19. Ensure that recommendations/corrective actions required by audits and/or inspections of hospitals are effectively implemented and sustained.
 20. Provide and maintain an effective public relations programme for the hospitals including dealing with enquires from the press in line with Ministry of Health's/RHA's policy.
 21. Maintain community linkages which support the institution's goals and health priorities.
 22. Prepare, test and review of mass casualty and disaster preparedness plans for the hospitals in line with regional and national guidelines.
 23. Performs other related duties as assigned by the Regional Director.
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Authority:

- Participates in the formulation of policies, plans, objectives of the SERHA.
 - Approve payments and sign cheques and purchase orders on behalf of the Institution.
 - Collaborate on all staffing decisions related to the institution.
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Performance Criteria:

This job is satisfactorily performed when:

- There is constant monitoring of the internal and external environment to assess their impact on strategic and operational plans and policies and implementation of necessary adjustments.
 - Expenditures remain within the overall institution budget and there is overall efficiency of operations.
 - Health outcomes of the institution are in line with service agreement requirements.
 - The organisation's public image is enhanced through effective public relations.
 - Staff is developed and motivated and a harmonious organisational climate is fostered.
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