DRAFT TERMS OF REFERENCE

FOR

CHIEF MEDICAL OFFICER

PURPOSE OF ASSIGNMENT

Summary of Key Responsibilities

The post holder will be the senior health professional on the island, assisting the Montserrat Government in the implementation of the MoH strategic plan 2011-2014 aimed towards sustainable long-term improvements in health services and health outcomes. He/She will be expected to assist the MoH with the management, implementation and monitoring of the strategic plan and to work closely with other key players and stakeholders in striving to meet the goals set out within it. He/she will be expected to suggest appropriate improvements/changes as the need arises. He/she will be responsible for providing leadership and management of the following areas with the key responsibilities being:

(a) To provide advice to the PS Health and GoM to further improve health services and health outcome on island and ensure that health issues are adequately addressed and responded to.

(b) To provide leadership to public health and clinical staff on Montserrat ensuring high quality of service delivery at primary and secondary level and cost-effective links for advice and support off island. This includes quality assurance of medical standards and acting as head of profession and line manager for medical doctors.

(c) To work in close collaboration and partnership with health professionals and other staff and experts on and off island to ensure a smooth implementation of the strategic departmental plan and the Hospital and Health Care Improvement Project, including the establishment of a successful distant support and referral arrangements and a schedule of visiting specialists.
Key tasks will include:

The person recruited to fill the post of Chief Medical Officer under the GoM Technical Assistance (TA) Programme will carry out the current responsibilities of the current CMO, these include:

1. Develop and maintain a strategy for health and health care.
2. Maintain oversight of secondary care by providing professional supervision and advice to the Secondary Care Manager.
3. To report on the health of the community by means of an annual report to Cabinet.
4. To advise the Minister and the Permanent Secretary on the arrangement to implement the health strategy and annual report.
5. To provide health and medical advice to the Government as appropriate.
6. To support the Permanent secretary as a major contributor to meetings of Ministry officials and by advising on value for money in health care.
7. To review the law and regulations underpinning health and medical practice and advise on ways it can be made more effective.
8. To communicate with all sectors of the community on health matters and obtain their views.
9. To maintain effective professional links with relevant health organisations outside Montserrat

10. To advise the Governor on registration of doctors.

11. To regulate the conduct of the medical profession in Montserrat and conduct performance reviews of all medical professionals twice a year

12. To register and license health sector organizations to operate on Montserrat.

13. To discharge the statutory duties as required, with specific reference to communicable disease, disaster preparedness

14. To advise on the recruitment of medical staff

15. To act as the head of profession for government medical staff

16. To work with other members of the primary and secondary care team to develop policies and programmes.

17. To specify the requirements of secondary care services.

18. To manage the delivery of primary care services and further enhance health prevention work including strengthening screening programmes and health outreach and health promotion programmes
19. To ensure the needs of special groups are met including children, pregnant women, disabled and elderly.

20. To protect the public by management of effective and appropriate environmental health programmes.

21. To liaise with UK Health Protection Agency and UK Department of Health to enhance on island capacity and preparedness to ensure compliance with International Health regulations by June 2014

22. To achieve these objectives by developing the skills of primary and secondary care staff through facilitating/organising in-service training and additional CPD and off island training as required to ensure skills set on island meets health care needs of the population.

In addition to these responsibilities it will be necessary for the CMO to have a central place in the Hospital and Health Care Improvement Project, these will include;

1. Liase with the Director of the Project Implementation Unit in the capital development of the project and direct/support the Director in technical decisions and accessing further advice from colleagues as necessary.

2. Liase with, and give technical direction/support to the health planner as project co-ordinator to the non infrastructure components of the project.

3. Oversee with the health planner the implementation of the health Information system

4. Oversee with the health planner the necessary changes agreed between hospital, community staff and the NHS Institute for Innovation and Improvement.

5. Oversee with the health planner the implementation of a health promotion and disease prevention strategy for 4 years funded through the recurrent budget and the project funds to address the NCDC epidemic

6. Oversee with the health planner the implementation of the “Project “and GoM supported necessary changes for the care of the elderly to decrease the dependency on institutional care and progress towards care in the community for the elderly.

7. Assist the Permanent Secretary and the GoM in the implementation of the health financing reforms.

**SCOPE OF WORK**

The person engaged as Chief Medical Officer shall be required to:
1. Undertake the statutory duties of the CMO
2. Give professional support to the Permanent Secretary as identified in the job description
3. Lead on the professional requirements of the Hospital and Health Care Improvement Project.
4. Give professional advice to the Director of the Project Implementation Unit, Secondary Care Manager and the Management Adviser in the management of the physical component of the project
5. Give professional direction to the Health Planner for the development and implementation of the non-infrastructure components of the hospital development and healthcare Improvement Project.

QUALIFICATIONS AND SKILLS

- Must hold a Degree in Medicine with a post graduate qualification in Public Health
- Have excellent communication skills, both verbal and written
- Must have experience in change management within a hospital and health sector environment.

PERSONAL SPECIFICATIONS

The person engaged must:

- Have excellent organizational skills
- Develop and maintain good communication processes with all stakeholders
- Must be able to work effectively in a diverse and multicultural environment
- Have excellent IT skills
- Direct meetings of the Secondary care Management Committee and liaise with the primary care management Committee
- Be able to work methodically in the execution of his duties.
- Have good medical technical understanding and be registered with their current professional licensing organization.

DURATION

The tenure shall be for a period of 2 years in the first instance, from 1 April, 2013 until 31st March 2015. Extension of the service shall be by mutual agreement between the Government of Montserrat through the Ministry of Health and the person and/or home organization of the person engaged. It is intended that subject to mutual agreement the post holder will complete two contracts.
COOPERATION AND COORDINATION

The person engaged shall cooperate and coordinate activities with the Permanent Secretary and Health Planner. The CMO will also work with the Secondary Care manager and the Hospital Management Adviser. It is intended that this enhanced CMO post will work closely with the Health Planner and senior professional staff within the Ministry to ensure there is skills transfer in the areas of health information systems, change management to improve clinical services and enhancing the quality of care of the elderly on the island. This will be as part of the agreement for provisions for skills transfer under the DFID Technical Assistance Programme.

REPORTING AND MANAGEMENT ARRANGEMENTS

The CMO reports to the Permanent Secretary. The post holder is accountable to the Permanent Secretary but to the Minister for Professional and statutory responsibilities.

The CMO will chair the secondary Care Management Committee and be a member of the Primary Care Committee.

The CMO will be a member of the Hospital Development and Health Improvement Project Steering Committee in addition to selected executive committees in the project.

Deliverables

The Chief Medical Officer;

1. Will be required to meet the statutory requirements of the post

2. Implementation of the Hospital Development and Healthcare Improvement Project on time with special reference to;

   a) Implementation of a clinical information system
   b) Implementation of improvement in clinical operating systems and clinical care.
   c) Improvement in the care of the elderly.
   d) Improvement in the delivery of disease prevention and health promotion of NCDCs.

3. Ensure the several component of the job description are met with special reference to

   a) The annual report.
   b) Updating of legislation, including changes to the legislation governing professional regulation.
c) Improving the clinical care on the island.

**CONFIDENTIALITY**

All information, data and documentation belonging to the government of Montserrat shall be treated by the Chief medical Officer as confidential and shall not, at any time during or after the termination of his/her engagement, be disclosed by the CMO, his servants, or agents or any third party without written consent of the Government.

**DISPUTE RESOLUTION**

In the event of a dispute between parties concerning any matter arising from or concerned with this agreement, the parties shall use reasonable efforts to settle the dispute through negotiations conducted in good faith between the respective senior officers of the party who have authority to settle the same.

**AMENDMENTS**

Amendments to this agreement may be made only in consultation with the service provider and the Ministry of Health and Social Services.