

Ministry of Health and Social Services

Terms of Reference

Medical Officer

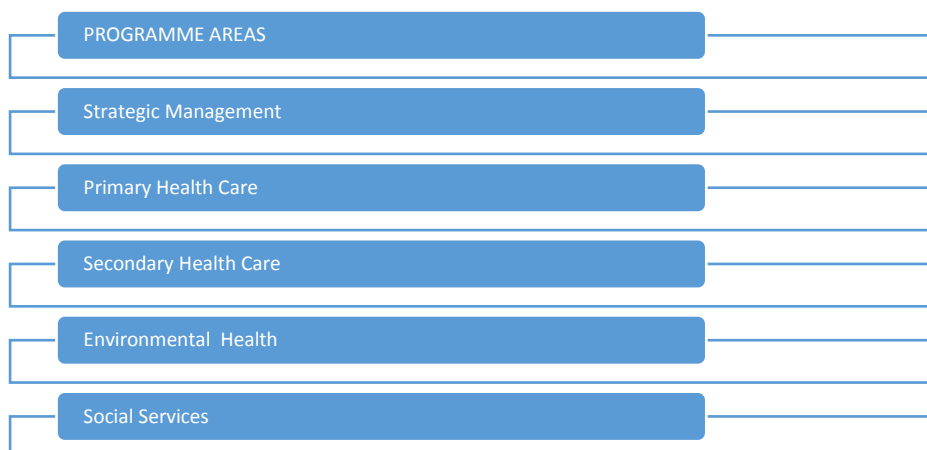
Background

Montserrat, a British overseas territory, is a small island in the Leeward island chain, with a land mass of 39.5 square miles and a resident population of 4922 persons (Census 2011). The eruption of the Soufriere Hills Volcano in 1995 rendered more than half of the island unsafe, as a result, three quarters of the island was declared an exclusion zone, which prohibits anyone from occupying that part of the island. Its capital, Plymouth, which housed a newly refurbished state of the art hospital yet to be fully occupied, was also destroyed. Hospital services were relocated to a former school in St. John's in the north of the island. Overtime, the school has been refurbished to provide the relevant secondary care services.

The delivery of health and social care on Montserrat is the responsibility of the Government and is administered under the Ministry of Health and Social Services (MOHSS). A total of eight medical practitioners are responsible for providing services at the health facilities. These include the Chief Medical Officer, the Surgeon Specialist, an Anaesthesiologist, a Physician Specialist and Medical Officers. Additionally, the public health system is strengthened by the visits of an ophthalmologist, a psychiatrist, a paediatrician, cardiologists, urologists and an orthopaedic surgeon from other countries. There are also 50 nurses supporting the physicians in care delivery for the residents of the island.

The mission of the MoHSS is to promote health and wellbeing, by empowering individuals and communities and assuring access to quality preventative, curative and rehabilitative health and social care services in partnership with other stakeholders.

The Ministry has five programmatic areas:



General Medical Services

The Ministry of Health and Social Services is currently in a process of reform and is expanding its Primary Health Care services and is actively seeking to facilitate this venture through securing the services of another Medical Officer.

Provision of current services

The Casualty department is currently manned by one (1) permanent Casualty Officer during the hours of 8am to 4pm. The after-hours (after 4pm) are manned by all of the Medical Officers and Specialist Medical Officers on staff.

Need for expanded General Medical Services

The Ministry of Health has embarked on a newly revised journey, in an effort to make our system more resilient and in line with other regional and international partners. We are streamlining the focus in Primary Health Care to the “Prevention” of disease in an effort to reduce our disease burden. This focus is by no means new as previous strategies would have outlined this quest. However, as we strive to actually achieve these goals and adopt the trends exhibited in the wider Caribbean region, our focus must now be to redefine our Primary Healthcare services and develop a service that is fit for purpose. In addition to changing our tactics in combating Non-Communicable Diseases (NCDs), it is necessary to have at least two (2) Medical Officers in the Primary Health Care setting so that two (2) of our health centres will have a doctor available from 8am to 4pm on weekdays. This will lead to increased access to a medical doctor at the Primary Care level, therefore ensuring that persons on Montserrat have access to a doctor most days of the week. This will also allow for more interventions to be done at the Primary Health Care level therefore reducing the disease burden from NCDs.

Purpose of Assignment

The key objective of the role is to support the Ministry’s efforts at delivering high quality and effective client-centred services, which will complement existing medical programs and enable people to live meaningful and satisfying lives. This will be done by providing general medical services to the population of Montserrat.

Scope of Work

Clinical Services

- Interviewing and examining outpatient consultations (in Primary Health Care) with the development of a plan for diagnosis and management which will

require:

- Daily verbal communication with patients during examinations, and when providing medical advice at Casualty or in the district clinics.
 - Daily verbal communication with the hospital staff, providing professional support and guidance.
 - Written and verbal communication with the Chief Medical Officer when sharing and requesting medical information, and face to face when conducting clinical audits, workshops, training sessions, meetings, etc.
 - Verbal communication with other medical professionals to discuss best practices, information sharing at meetings and on the hospital compound.
 - Written and verbal communication with the members of the Royal Montserrat Police Service providing reports on patients brought to the Casualty Department.
 - Written and verbal communication with employers providing reports on an employee's condition whether there is a need for sick leave, medical board and the status of patients especially if they are injured on the job.
 - Written and verbal communication with members of the legal fraternity providing reports re their clients (as instructed by the Chief Medical Officer).
 - Oral and written communication with the relatives of patients, providing advice and information pertinent to the care of family members.
 - Written and verbal communication with medical professionals regionally and internationally regarding the transfer of patients to and from Montserrat, seeking information on the management and transfer of clients.
 - Maintain adequate documentation of case management and patient contact and care.
- Monitor patients' conditions and progress and re-evaluate treatment as necessary.
 - Visit the homes of patients in accordance with clinical guidelines and local protocols.
 - The island is unique in that the facilities are limited and procedures such as scans require overseas travel, hence a need to find solutions to problems which pertain to the local situation.
 - Collaborate with the relevant persons to arrange the management and transfer of patients overseas for treatment as required.

- Weekly outpatient clinics as per the instructions of the Chief Medical Officer.
- Determines which patients (in consultation with the necessary specialist and the Chief Medical Officer) need to be referred off island.
- Participates on the On-call Roster/Casualty Roster as instructed by the Chief Medical Officer.
- Participates in training of other healthcare staff, clinical governance work including audits, clinical outcome data collation and reporting. You will be expected to maintain continuous professional development.

Training and Education

- Works with the Nursing Tutor and Chief Medical Officer to develop and deliver training programs in accordance with the needs of the country.

Administrative Tasks

- Submit monthly or quarterly reports outlining the activities occurring at the Primary Care level (progress on protocol development and implementation, audit reporting) to the Chief Medical Officer as required.
- Undertakes the preparation of an end of contract report submitted with recommendations and agreed action plan prior to departure.
- Collaborate in the development and delivery of disease prevention and health promotion initiatives by working with the Health Promotion Coordinator. This should include providing brief interventions and other lifestyle management support for patients.
- Developing protocols and procedures for the appropriate delivery of General medical services (e.g. Diabetes and Hypertension) and assist with implementation by conducting training sessions etc.
- Assists the Chief Medical Officer to conduct clinical audits, every six (6) months or as required.

Qualifications, Skills and Experience

Education

- Medical degree (MBBS or MD Degree) or its equivalent from a recognized University that meets the requirement for registration to practice as a medical doctor in Montserrat.
- A Medical degree in Family Medicine is desirable.

- Current Certification in Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) is a requirement for this post.

Experience

- Proven working experience with at least five (5) years as a Medical officer.
- Proven working experience with at least two (2) years as a Medical Officer in the District/Health Centre setting.
- Proven working experience with at least two (2) years as a Medical Officer in an Emergency room or Casualty department setting.

Knowledge

- Knowledge of and ability to provide medical care according to best practice and established protocols that are evidence-based.
- Must keep abreast of current developments in the medical field.

Accreditation

Officer must be a current member of a recognized professional accreditation or licensing body and membership should be maintained for the duration of the period of engagement.

Skills

- Excellent technical, analytical, presentation, verbal and written communication and interpersonal skills
- Excellent time management and organizational skills
- Computer literacy
- Teaching and training others
- Must be friendly and professional and enjoy working with people
- Must be comfortable in a wide variety of Environments and be able to relate to people at various social and intellectual levels.
- Self-motivated and be able to motivate others.
- Teambuilding and motivational skills.
- Strong leadership qualities

Abilities

Should have the ability to

- Use initiative and work independently.
- Manage various initiatives while meeting deadlines.
- Exercise good judgment, integrity and discretion when handling confidential information.
- Negotiate and communicate effectively.

- Prepare written documents to support proposals.
- Review existing protocols and revise accordingly.

Remuneration

- Remuneration will be commensurate with qualifications and experience of the successful applicant.

Duration

- The terms of engagement will be for a contractual period of two (2) years.

Reporting and Management Arrangements

- The Officer will report directly to the Chief Medical Officer, but ultimate accountability will be to the Permanent Secretary of the Ministry of Health and Social Services.
- The Officer will work as part of a multi-disciplinary team for joint treatment planning and evaluation of clients.
- The Officer will produce written monthly and quarterly reports in accordance with the outputs and agreed objectives.