

MINISTRY OF HEALTH AND SOCIAL SERVICES

TERMS OF REFERENCE

OBSTETRICIAN AND GYNAECOLOGIST

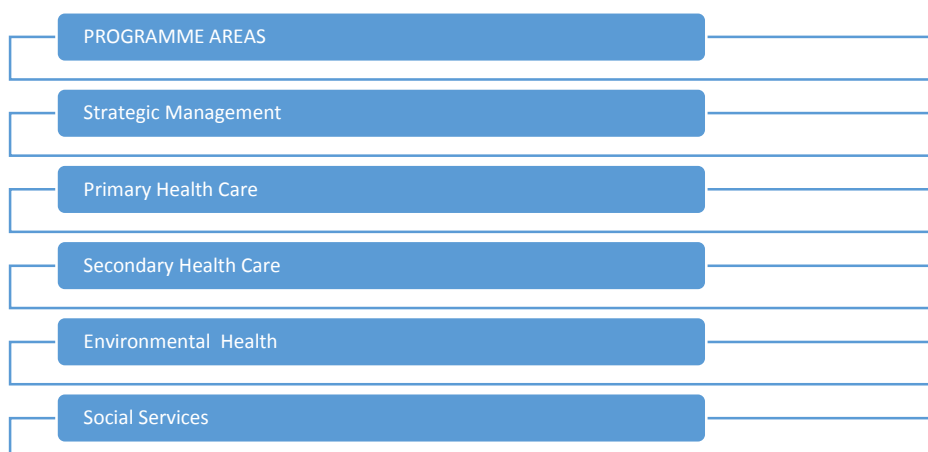
1.0 Background

Montserrat, a British overseas territory, is a small island in the Leeward islands chain, with a land mass of 39.5 square miles and a resident population of 4566 persons (Census 2018). 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:



Obstetric and Gynaecology Services

The Ministry of Health and Social Services is currently without the services of an Obstetrician and Gynaecologist and is actively seeking to fill the position.

Provision of current services

Prior to the onset of volcanic activity, Montserrat had a resident OB/GYN as this is stipulated by law as a service that should be provided as outlined in the Public Health Act. At some periods post volcano OB/GYN services were provided by a visiting specialist one of whom offered remote support.

At present pregnant mothers are managed by midwives in Primary Health or their private doctors. Expectant mothers are referred to High Risk Clinic where they are assessed by the Surgeon Specialist who determines their management in the latter portion of their pregnancy. All antenatal patients admitted to the Obstetrics Ward are managed by the Surgeon Specialist and midwives. All babies are born at the Glendon Hospital with the majority being delivered by midwives. A Gynaecologist visits once or twice per year.

Demographics

The total enumerated population size both institutional and non-institutional of Montserrat as at September 22nd 2018, was 4,649 persons with females accounting for 51% (2,360) of the population.

Indicators	2015	2016	2017	2018	2019	TOTAL
No. of Admissions to Obstetrics Ward	70	53	77	68	57	325
No. of Deliveries	49	44	54	46	47	240
No. of Live Births	48	46	55	45	47	241
No. of Twins	0	2	1	0	0	3
No. of Deliveries by C-sections	18	17	22	12	22	91
No. of Vaginal Deliveries	31	27	33	34	25	150
No. of High Risk Mothers	11	18	29	22	29	109
No. of Maternal Deaths	0	1	0	0	0	1
No. of Newborn Deaths	1	0	2	1	0	4

No. of Mothers Transferred Overseas (does not include persons seeking care in the private sector)	2	0	0	3	0	5
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Table 1 shows the data for the period 2015 to 2019 in relation to Obstetric services at the Glendon Hospital.

Purpose of Assignment

The OB/GYN will review the current Maternal and Child Health pathways and protocols, and will be tasked with strengthening the clinical pathways and protocols identified during this process. The officer will also provide inpatient and outpatient services to the female population in Montserrat from different health and social care settings including primary and secondary care. The officer will also be expected to provide opportunities which allow for medical personnel to include doctors, nurses, midwives to build capacity through various participatory approaches to include bedside teaching, on the job guidance, clinical case presentations and clinical audits.

The key objective of the role is to support the Ministry of Health's efforts at delivering high quality and effective client-centred services which will complement existing medical programs enabling people to live meaningful and satisfying lives. This officer will be tasked with strengthening clinical pathways in Maternal and Child Care and updating the necessary protocols and guidelines, adapting international and regional best practice to the Montserrat health system, providing capacity building opportunities, ensuring feasibility in light of human and financial resources available on island or foreseeably mobilised.

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

- The OB/GYN will provide supervision and the necessary guidance to midwives assigned to the service.

Job description for OB/GYN

1. Job title: Obstetrician / Gynecologist

Ministry/Department/Unit: Health/Secondary Health Care

Name of immediate manager: Chief Medical Officer

2. Key job purpose:

To provide routine and emergency general and specialist medical Obstetric and Gynecological services to women on Montserrat. The post holder will specifically focus on the development and delivery of a locally relevant, sustainable, robust and effective obstetrics and Gynecological service. This will include leading the design and delivery of a quality improvement programme for maternal and newborn care, including adapting international best practice to the Montserrat context, reviewing clinical pathways and leading capacity building.

3. Main responsibilities

<u>Clinical</u>	<u>Time spent: %</u>
<ol style="list-style-type: none"> 1. Responsible for the assessment and lead on the clinical management of all patients admitted to the Obstetrics Ward performing daily rounds and on-call services. 2. Consult with the Physician Specialist and Surgeon regarding all admissions to the Female Ward involving women's health issues; 3. Conduct outpatient clinics to include High Risk Clinic; Maternal Clinics; Adolescent Clinic and Well Women Clinics at both Primary and Secondary Health Care. 4. Participating and initiating continuing education sessions to colleagues and Nurses so as to build capacity and improve their professional skills and care. Make recommendations and take the lead on improving and initiating screening programmes for conditions affecting women (breast cancer, cervical cancer etc.) taking into account evidence-based practice and availability of resources (financial, equipment etc.). 5. Participate in health education programmes that promote Women's Health. 6. Work closely with other staff to develop and maintain systems that improve patient safety and minimize the risk of adverse outcomes; 7. Contribute to the finalization of the essential drug list. Submit requests for the procurement of special drugs; medical supplies not routinely stocked; and equipment needs for approval by the CMO prior to submission to the 	

<p>Senior Pharmacist, Storekeeper and the Secondary Care Manager respectively.</p> <p>8. Provide general medical services when assigned to Casualty and Health Centres. The officer should expect 20% of the overall time allocated in this category to be dedicated to providing general medical services as is necessary in a small island context such as Montserrat</p>	
Total	60%

4. Administrative

<p>1. Participate in departmental meetings.</p> <p>2. Provide feedback to Chief Medical Officer, Hospital Nursing Manager and Ward Sisters in relation to the performance of midwives.</p> <p>3. Collaborate with relevant stakeholders to arrange the management and transfer of patients overseas for treatment as required.</p>	
Total	10%

5. Advisory

<p>1. Lead the design and delivery of a quality improvement programme for maternal and newborn care, at both primary and secondary care levels by conducting work in the following phases:</p> <p>Phase 1 (time frame: 6 months)</p> <ol style="list-style-type: none"> A participatory gap analysis with the relevant healthcare professionals involved in the delivery of maternity and newborn care. This should look at improving links between primary and secondary care in relation to antenatal and delivery care Clinical pathway mapping and identify service optimisation opportunities, including in overseas referrals for tertiary and/or neonatal intensive care. Review relevant clinical protocols/guidelines in this area against regional and international standards (WHO and/or UK standards) identify key gaps in comparison to international standards to aid priority area identification and action planning <p>2. Based on this analysis, facilitate identification of 2-3 key aims for improvement and key milestones for improvement over the next 2 years. In the short-term, this should build on available human and financial resources, and identify capacity building and service</p>	
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<p>redesign opportunities. In the medium-term, the analysis would make recommendations on resources required to deliver Gynecological and Obstetric programmes taking into account evidence-based practice, revised clinical and referral pathways and improved primary-secondary care links, and opportunities for resource mobilization.</p> <p>Phase 2 (time frame: 18 months)</p> <ul style="list-style-type: none"> a. Facilitate a process of upgrading protocols for the management of Gynecological and Obstetric conditions, adapting international and regional best practice to the Montserrat health system, and ensuring feasibility in light of human and financial resources available on island or foreseeably mobilised. b. Facilitate implementation of reviewed guidelines, including through care model re-organisation and through on-the-job training. 	
Total	30%

6. Key job criteria

1. Decisions made

- a. Daily judgements and decision related to patient management assessment; investigations; diagnosis, treatment and monitoring, prognosis and counselling, need for referral off island, admission; mode of delivery and discharge.
- b. Provides advice regarding disease prevention and management.
- c. Recommend staff services and equipment required.

2. Supervision received

- a. Reports to the Chief Medical Officer.
- b. Discharges duties autonomously.
- c. Provides written and verbal reports as necessary.
- d. Consults with colleagues such as Surgeon Specialist, District Medical Officer, Psychiatrist and other specialists as required.

3. Work complexity

- a. Develop protocols and procedures for appropriate delivery of Obstetrics and Gynecology services and diseases/conditions.

- b. Supervise Obstetrics and Gynaecology inpatient care which includes evaluation and diagnosis, treatment plan, determining mode of delivery, management as appropriate, and discharge planning.
- c. Review and evaluate client satisfaction with services provided thereby optimising client experience.
- d. Prepare accurate medical reports.
- e. Contribute to performance and analysis of findings of clinical audits.
- f. Has prescribing rights for special drugs.

4. Contacts

- a. Chief Medical Officer to whom the officer reports, consults, provides advice and plans.
- b. Medical colleagues with whom the officer exchanges information, schedules the monthly roster, refers patients, and plans
- c. Nurses especially with the midwives, giving instructions/advice, receiving information.
- d. Medical Records receiving and providing information.
- e. Allied Health Professionals sharing and receiving information.
- f. Orderlies, Drivers and Cleaner receiving and providing information
- g. Providing reports to the Police and Attorney General Chambers and the legal fraternity with the consent of patients.
- h. Daily contact with patients and their families.

5. Creativity

- a. A wide degree of creativity and latitude is expected given resource limitation
- b. Communicating with patients to convey critical information.
- c. Suggesting viable solutions to issues identified in clinical audits.

6. Knowledge

- a. Medical degree (MBBS or MD Degree) or equivalent from a recognized University.
- b. Specialist qualification in Obstetrics/Gynaecology.
- c. Experience in performing and interpreting pregnancy-related ultrasounds and electronic foetal monitoring.
- d. Knowledge of relevant procedures and policies for maternal and newborn care, including international standards. Be registered with a recognized national or state medical board.

7. Experience

- a. Have at least ten (10) years' experience as an OB/GYN.

- b. Have experience with setting up an OB/GYN service or at least five (5) years' experience in managing an OB/GYN service.
- c. The consultant should be an OB/GYN with experience in reviewing and organizing new systems for Maternal and newborn care in resource constrained settings
- d. They should also have experience in designing and delivering capacity building interventions including training in Maternal and child care issues in low-middle income countries.
- e. Experience of working in the Caribbean or small island contexts will be an advantage.
- f. Experience of using quality improvement methods will be an asset.

7. Key work deliverables

Listed below, in order of importance, are the main deliverables or outputs required of the job holder.

- a. Provide routine and emergency Obstetrics and Gynaecology services and provide advisory services to health professionals performing specialist procedures.
- b. Weekly medical out-patient clinics.
- c. Conducting the participatory gap analysis, producing clinical pathways and revising protocols in Maternal and Child Health
- d. Facilitate the implementation of the revised and/or newly developed protocols and guidelines.
- e. Participate in and initiate continuing education sessions to colleagues and Nurses so as to build capacity and improve their professional skills and care.

8. Key skills requirements

Academic education level required:

- MBCHB / MBBS or equivalent from a recognized university.
- Specialised training in Obstetrics and Gynecology.

Technical and professional qualifications required:

- Advanced Cardiac Life Support
- Pediatric Advanced Life Support

Technical skills requirements, post-education

- Keep abreast with developments in field

Professional skills requirements, post-education

- Sub-Specialist qualification in Obstetrics and Gynecology

Accreditation/ Registration required

- Accreditation with an approved Medical Board without restrictions

Interpersonal skills

- Excellent verbal communication skills.
- Fluent English speaker

Supervisory, management or leadership skills

- Ability to demonstrate leadership and collaborate as a member of a multidisciplinary team.
- Ability to conduct needs assessment and provide training and clinical supervision to a multidisciplinary team;

Other personal skills required by the job

- Ability to establish rapport and positive working alliances with clients who are not treatment compliant;
- Demonstrated competence in the assessment and treatment of a culturally diverse clientele;
- Ability to provide clear written reports documenting medical disorders;