

2011

States of Jersey
Health & Social Services Committee

Title: Medical Officer of Health,
(Full Time)

Accountable to: Professionally: to the States of Jersey
Managerially: to the Chief Executive of the Health and Social
Services Committee (HSSC).

Grade: Medical Officer of Health

Salary Scale: £ £95,066 to £ £129,501 (commencement salary will be
subject to experience)

Responsible for: All staff within the Department of Public Health

Appointment: This is a full time appointment for a Medical Officer of Health for
the States of Jersey, based at Peter Crill House, St Helier, Jersey
and at the Le Bas Centre, St Helier

1. Job Summary

The Medical Officer of Health (MOH) is appointed by the States of Jersey, and advises the States on all matters relating to public health (health improvement, health protection and effective healthcare delivery). This post is for fully registered medical practitioners.

The MOH is an Executive Director level appointment within the Department of Health and Social Services (HSS) providing public health leadership and advice as part of the Executive Director team.

The MOH leads a multidisciplinary Public Health Directorate within HSS.

It is expected that the MOH will be a member of the Hospital Medical Staff Committee.

2. The States of Jersey and Health & Social Services Committee

The Jersey Health and Social Services Department is independent from the U.K. National Health Service and is the political responsibility of the Health and Social Services Committee, consisting of an elected President and six members who serve as part of the Island's Government system. The States of Jersey Health and Social Services is directed by a Chief Executive, supported by a board of Executive Directors.

Funded by the States of Jersey from taxation revenue, the Department of Health and Social Services has a statutory requirement to provide free health care in respect of Hospital Services, Community, Public and Environmental Health. The Island has a resident population of approximately 89,000, which increases to approximately 120,000 in the summer tourist season.

3. Directorate of Public Health

3.1 Current staffing

This is a multi-disciplinary Public Health Directorate. The Directorate is currently organised into four teams, each led by the Deputy Director or an Assistant Director. The four teams comprise:-

- Policy and Public Health Intelligence
- Health Protection (including Representation and Inspection)
- Health Promotion
- Clinical Services (including Family Planning, Child Health, School Health and Well Women's Services)

A copy of the current structure of the Public Health Directorate is attached.

3.2 IT, secretarial support and other internal resources

The Directorate is well supported with good IT and secretarial support.

3.3 Training and CPD arrangements

The Directorate is not currently approved for training of Public Health Specialists. However, this is something that the MOH would be encouraged to pursue.

It is expected that the MOH will lead the development of a CPD programme for the Directorate.

There is an active Education and Governance Committee within Public Health Services, developing programmes within & across the Department. There is also a training budget.

4. Management Arrangements

The Medical Officer of Health is professionally accountable to the States of Jersey, and managerially accountable to the Chief Executive of the HSSC.

S/he will:

- Manage the Directorate of Public Health and be accountable for its budget.
- Be an Executive Director of the HSSC.

5. Key Tasks

Surveillance, assessment of population health

- 5.1 To lead and develop a co-ordinated approach and capability to assess the health needs of the population. This includes reviewing the information needs of the Directorate, establishing appropriate robust systems for collecting, collating, analysing, interpreting and presenting population based information, and utilising that information to inform policy and strategy development.
- 5.2 To report regularly to the States of Jersey and to the HSSC on the health of the population.

Promoting and protecting the population's health and well-being

- 5.3 To oversee the provision of screening programmes, working with Hospital and General Practitioner colleagues to secure this.
- 5.4 To ensure effective arrangements are in place to support the surveillance and control of communicable disease (including immunisation programmes), environmental health and emergency planning. This includes ensuring a robust 24 hour function to provide advice and operational management of incidents as necessary; (present on call approximately 1:4) advising the States on matters that could affect the population's health; working with others to ensure appropriate surveillance systems and planning arrangements are in place.

Developing quality, risk management and clinical governance.

- 5.5 To lead and support the development of clinical governance and risk management working with the Director of Nursing and Operations, hospital and general practitioner colleagues. This will include establishing appropriate systems for reporting and responding to incidents; developing clinical audit, professional appraisal; supporting the development of appropriate complaints, regulatory, monitoring and disciplinary processes, and managing the departmental preventative services.
- 5.6 To contribute to the development of the quality of health care services, working with hospital and general practitioner colleagues. This includes the development of evidence-based practice, the evaluation of healthcare provision and programmes, the development of appropriate health outcome measures and the registration/inspections of Homes.

Improving and promoting health

- 5.7 To develop appropriate targets for health improvement and the reduction of health inequalities and to develop strategies, services and programmes to address these. This will require a multi professional and multi agency approach. It will also require engaging with communities to ensure programmes and services are needs based.

Policy and strategy development and implementation

- 5.8 To work with the HSSC and Executive Directors to contribute towards (and as necessary lead on) the development and implementation of policy and strategy to improve health and reduce health inequalities.
- 5.9 To support the HSSC and Executive Directors in the development and implementation of strategies to integrate health care across primary, secondary and tertiary sectors.
- 5.10 To ensure strategy and policy development is appropriately informed by population data, needs assessment and is evidence based.
- 5.11 To work with the Director of Corporate Planning to ensure strategic change is included in the corporate Planning and performance review cycle.

Strategic leadership for health

- 5.12 To lead the HSS contribution to building partnerships with other public and voluntary bodies to ensure wide participation in the health and healthcare agenda. This includes working with communities in helping them to contribute to the improvement of the health of the population.
- 5.13 To encourage a strong evidence and research based culture within HSS and the Directorate, making links as appropriate with academic institutes and units.
- 5.14 To develop the public health capacity and understanding of HSS as a whole.
- 5.15 To engage with local media on public health matters.

Management of the Directorate

- 5.16 To provide effective leadership of the Directorate of Public Health, including the management and development of staff, participation in HSS's staff appraisal scheme and the development of a departmental audit programme.
 - 5.17 To develop the capacity and capability of the Directorate, to include ensuring appropriate CPD and training opportunities for staff.
 - 5.18 To pursue a programme of CPD, in accordance with Faculty of Public Health requirements, and to undertake revalidation, audit or other measures required to remain on the GMC Specialist Register.
 - 5.19 To provide a statutory role as Medical Referee for the Crematorium.
- 6 This job description will be subject to review in consultation with the post holder and in the light of the needs of the HSSC and the States of Jersey and the development of the speciality of public health and any wider developments in the field of public health.

7 POST-GRADUATE MEDICAL EDUCATION

7.1 Education Centre:

The Education Centre is a shared facility for the Health and Social Services Department. The centre is furnished and equipped to a very high standard. The medical library is well stocked with books, journals and computer facilities, including Internet access. The centre has numerous excellent teaching rooms and a 90 seat lecture theatre equipped with the highest standard presentation technology.

There is a full time administrator and one of the Consultants is elected as the Postgraduate Educational Tutor. The Post-Graduate Educational Committee meets on a regular basis.

7.2 Teaching

The Hospital has been a recognised ATLS centre since 1990 and ALS centre since 1995. Four courses of each are held annually, one of the ATLS courses is held in conjunction with an ATNC course. APLS courses commenced in 2002 and run twice yearly.

7.3 Continued professional development:

The postholder will be expected to maintain continued professional development by continued medical education (CME) including attendance at relevant courses and conferences, involvement at locally organised CME events and comparative audit. There are 6 dedicated study/audit days each year.

7.4 Appraisal & Review

An annual appraisal and review process has been implemented for all consultants. Training is available for appraisees and appraisors.

8 GENERAL CONDITIONS

Terms and Conditions of Service

The post is subject to general Terms and Conditions of Service for Jersey Consultant appointments and local employment policies.

The postholder will be expected to be available for on call for health protection and to participate in the communicable disease and environmental hazards control and emergency planning arrangements. Suitable training will be provided for those who need it.

Flexibility

The postholder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service.

Mobility

The postholder will be expected to work at any establishment at any time throughout the duration of his/her contract, normally within Jersey. However, some overseas travel may be necessary for professional meetings etc..

Aspects of Confidentiality

The postholder must at all times maintain the complete confidentiality of the material and information that they handle.

Data Protection

If required to do so, obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specified registered purpose and to use or disclose data only to authorised persons or organisations as instructed.

Health & Safety

Employees must be aware of the responsibilities placed on them by the local Health & Safety at Work Act and also local legislation on Food Hygiene to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Equal Opportunities Policy

It is the aim of the HSSC to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HSSC has an Equal Opportunities Policy and it is for each employee to contribute to its success.