



CAREER OPPORTUNITIES

Qualified persons are invited to submit their resumes for consideration, for employment, on contract, in the under mentioned positions for a period of three (3) years in the Ministry of Health:

Manager, Health Sector Human Resource Planning and Development Unit

Change Management Unit

Manager, Change Management
Change Co-ordinator

Mental Health Programme

Mental Health Planner
Mental Health Information Officer
Field Officer

Queen's Park Counseling Centre and Clinic

Health Visitor
Community Nurse
Assistant Nurse
Medical Laboratory Technologist
Health Social Worker

National Organ Transplant Unit

Organ Transplant Coordinator
Resident Transplant Surgeon
Social Worker

MANAGER, HEALTH SECTOR HUMAN RESOURCE PLANNING AND DEVELOPMENT UNIT

Reports to: Deputy Permanent Secretary

Job Summary: The incumbent in this position is responsible for providing advice and support to the Permanent Secretary of the Ministry of Health in planning for and anticipating the demand and supply needs for human resources in health.

Key Duties and Responsibilities

- Advises the Permanent Secretary on matters related to and affecting the proper supply of and the effective utilization of health personnel.
- Engages in strategic human resource planning and policy formation to support the delivery of effective health care.
- Works with the Regional Health Authorities in the development of effective forecasts of their demand for health personnel to become part of a national plan.
- Works with the Regional Health Authorities in the development and maintenance of efficient personnel record keeping strategies for easy retrieval of the information of planning purposes (standardization of the format in which the data is kept).
- Monitors and evaluates national workforce development activities and make recommendations to the Executive of the Ministry of Health on filling gaps in training and development that negatively impacts the health human resource needs of the country.
- Provides advice on the management of health workers in the Regional Health Authorities which may be highlighting weaknesses in the health system.
- Assists in the building of collaborative relationships between labour, health regulatory organizations and health services.
- Works with education and training institutions to ensure the skill set needs of the Ministry of Health and Regional Health Authorities are addressed, as required by the Executive of the Ministry of Health.
- Liaises with other Ministries and stakeholders to improve the local supply of health workers.

- Works with stakeholders in the development of policy on human resources for health.
- Manages the Health Sector Human Resource Planning and Development Unit.
- Conducts relevant research as required.

Required Knowledge, Skills and Abilities

- Strong leadership abilities
 - Ability to present and explain facts and recommendations clearly and logically orally and in writing
 - Ability to plan, organise and direct a programmes and make recommendations
 - Ability to engage in active listening
 - Ability to foster strong interpersonal relationships
 - Ability to apply project management principles to the conduct of the job responsibilities
 - Strong critical thinking and problem solving abilities
 - Self-directed with the ability to quickly understand complex organizations and how they can maximize the potential of their human resources
 - Knowledge of administrative practices and procedures and of relevant policies and regulations in the public sector
- Knowledge of research methodology and practices

Minimum Qualifications, Education and Experience

- Masters or Post Graduate Degree in Human Resource Management. Business Administration, or related field.
- A minimum of ten (10) years' experience working at a senior level in a human resource management environment.
- Must be able to effectively manage a Unit for the delivery of results.
- Must have a strong research background.
- Must have strong project management experience.
- Skilled in the use of personal computers

MANAGER, CHANGE MANAGEMENT

Reports to: Deputy Permanent Secretary

Job Summary: The Manager, Change Management is responsible for facilitating and managing the change programme of the Ministry of Health; championing the Integrated Change and Transformation Management Strategy and Plan.

Key Duties and Responsibilities

- Provides overall direction in the definition and delivery of the Change and Transformation activities.
- Develops, formalizes and updates the Change and Transformation Management Strategy and Plan applying the approved Change and Transition Management process design
- Prepares and maintains the Change and Transformation Management Strategy and Plan, inclusive of the Communications, Process Change and Training and Documentation components of the strategy.
- Co-ordinates, controls and steers all the activities connected with the Change and Transformation team.
- Assists the Project Manager in building and maintaining a high performance project team, principally by documenting the project roles and responsibilities, and by organizing events designed to promote the communication of information to all team members.
- Facilitates business process re-design.
- Plans and conducts regular stakeholder information sessions and periodic assessment of stakeholder's readiness for change.
- Proactively manages stakeholders and meet their expectations, as relevant.

- Manages the development and distribution of project communications for the purpose of keeping stakeholders aware of the events associated with the project, and the potential impact, with a view to fostering the stakeholders' support of the project and the associated changes.
- Identifies benefits to be derived from change initiatives and continuously monitor achievement of these.
- Chairs weekly Change and Transformation Management Team meetings and prepares and distribute minutes.
- Identifies change issues and risks and deals with these. Escalates to Projects Management and Steering Committee as necessary.
- Provides status reports (verbally, at meetings, in writing as required) to Project Manager, Project Management Team, Steering Committee and other Governance Committees of the Ministry of Health as necessary.
- Reviews and edits work deliverables produced by the Change and Transformation Team.

Minimum Qualifications, Education and Experience

- A Masters Degree in Management or Management related fields (e.g. Public Sector Management, Project Management, Administrative Management or Business Management).
- Five (5) to ten (10) years of experience working in the use of project management methodologies and tools, resource management practices and change management techniques.
- Strong project management experience is required, including the ability to work on multiple projects at one time.
- Experience in Healthcare Communications
- Health Care Financial Management experience.

- Post Graduate Diploma in Communications would be an asset.

CHANGE CO-ORDINATOR

Reports to: Manager, Change Management

Job Summary: The Change Co-ordinator is responsible for providing full time support for the Manager of the Change and Transition Management Unit in the implementation of the Integrated Change and Transition Management effort.

Key Duties and Responsibilities

- Proactively manages stakeholders and meets expectations, as relevant.
- Manages the development and distribution of project communications for the purpose of keeping stakeholders aware of the events associated with the projects, and the potential impact, with a view to fostering the stakeholders' support of the projects and the associated changes.
- Defines and resolves key strategic change and operational change management issues impacting projects in conjunction with the Project Management Unit and Health Sector Transformation Unit.
- Coordinates and supports training and skills transfer processes.
- Supports the Project Management Unit in building and maintaining high performance project teams, by planning and organizing events designed to promote the communication of information to all team members.
- Chairs weekly Change and Transformation management team meetings and prepares and distributes minutes.
- Identifies and communicates benefits to be derived from the projects and supports the achievement of these benefits.

- Champions aspects of the Integrated Change Management Strategy and Plan that are out of scope for the Change and Transition Management team, to ensure that these critical elements are appropriately addressed by key stakeholders within the Ministry of Health.
- Provides monthly status updates on the implementation of the Change Management strategy and Plan to the Steering Committee(s).
- Monitors feedback and updates the Communications Strategy and Plan as required.
- Identifies change issues and risks and addresses these matters as required. Escalates all outstanding matters to the Project Management and Steering Committee as necessary.
- Reviews and edits work deliverables produced by the Change and Transformation Team members.

Knowledge, Skills and Abilities

- Working knowledge of the principles, tools and techniques required in championing and managing change management within a medium to large organization.
- Some knowledge of government policies, procedures, rules and regulations.
- Some knowledge of the principles and methods involved in project management.
- Ability to manage multi-disciplinary teams, technical and professional staff.
- Ability to organize and plan work plans
- Ability to monitor and evaluate the success of plans when implements
- Ability to think critically and recommend changes as required
- Ability to communicate effectively both orally and in writing.
- Ability to promote team work and manage conflict.

- Ability to establish and maintain effective working relationships with colleagues
- Ability to observe and maintain confidentiality in the performance of duties.
- Skilled in the use of personal computers.
- Proficient in the use of Microsoft Office Suite of Tools.

Minimum Qualifications, Education and Experience

- A Bachelor's Degree in Change Management, Human Resource Management, Organizational Development or a related field.
- Five (5) years' experience working in the use of Change Management and Organizational Development methodologies and tools/human resource management best practices./
- A Master's Degree or post graduate qualification in Change Management or Organization Development would be considered an asset.
- Working knowledge of the public sector will be considered an asset.

OR

- Any equivalent combination of training and experience.

MENTAL HEALTH PLANNER

Reports to: The Manager, Mental Health

Job Summary: To provide assistance to the Manager- Mental Health in the co-ordination of projects, work plans and training sessions

Duties and Responsibilities

- Assists in the co-ordinating, planning and administration of project activities.

- Prepares situational analyses of the mental health sector.
- Identifies existing needs/deficiencies and develops proposals for changes in programmes, policies and procedures.
- Liaises with Heads of Divisions /Sections and provides guidance to ensure the preparation of work plans.
- Arranges workshops and training sessions relevant to mental health.
- Develops performance indicators for mental health institutions for inclusion in service agreements.
- Reviews data provided by the Mental Health Information Officers to prepare plans for effecting improvements in service delivery in the mental health sector.
- Drafts corporate objectives and corporate priorities for management of the mental health sector.
- Processes and analyzes data and presents results in clear and accessible forms.
- Assists the Manager- Mental Health in the identification of training needs for the mental health sector.
- Represents the Manager- Mental Health at internal and external meetings.
- Liaises with other Ministries and external organizations (inter-ministerial collaboration) in establishing appropriate community care for the mentally ill.
- Performs any other related duties that may be assigned.

Knowledge, Skills and Abilities

- Working knowledge of Mental Health Legislation and Health Information.
- Expert knowledge of individual and group behaviour with special emphasis on the behaviour patterns of the mentally ill.

- Proficiency in establishing and maintaining effective working relationships with other team members and the public.
- Proficiency in preparing and presenting complex technical reports in a clear and concise manner
- Working knowledge of project planning and development.
- Skilled in the use of Microsoft Office Suite of Tools.

Minimum Qualifications, Education and Experience

- BSc Degree in Social Work, Psychology or a related field from an accredited University.
- A minimum of three (3) years' experience in Planning/Strategic planning;
- Or an equivalent combination of education and experience.

MENTAL HEALTH INFORMATION OFFICER

Reports To: The Manager, Mental Health

Job Summary: To provide support to the Manager- Mental Health in the execution of data collection and analysis activities

Duties and Responsibilities

- Collects and analyses all statistical data on trends in mental health status.
- Prepares tables and analytical reports from statistical mental health data.
- Ensures the dissemination of Annual statistical reports and other publications or data sets.
- Develops and administers questionnaires, surveys and other data collection instruments to mental health institutions.

- Examines correlations and associations between socio demographic characteristic and mental health status indicators and assesses the factors that affect the mental health status of the population.
- Engages in field work for mental health needs assessment at the primary level.
- Updates a national database of mental health statistics.
- Documents research processes and procedures.
- Plans, Organizes and executes programs of research for use as inputs into mental health policies and programs.
- Analyses data for reports, presentations and publications.
- Assists in the co-ordinating, planning and administration of project activities.
- Communicates with project areas regarding study activities and protocols.
- Represents the Manager – Mental Health at internal and external meetings.
- Performs any other related duties that may be assigned.

Knowledge, Skills and Abilities

- Proficiency in using statistical software such as SPSS, EpiInfo. SAS
- Experience with troubleshooting and problem-solving
- Proficiency in preparing and presenting complex technical reports in a clear and concise manner.
- Ability to establish and maintain effective working relationships with team members and the public.
- Skilled in the use of Microsoft Office Suite of Tools.

Minimum Qualifications, Education and Experience

- BSc Degree in Public Health, Social Science, Health Services Research or other related field.
- A minimum of four (4) years' related experience;
- Or an equivalent combination of education and experience.

FIELD OFFICER

REPORTS TO: The Manager, Mental Health

JOB SUMMARY: To provide assistance to the Manager, Mental Health in the organization and execution of programmes of research

Duties and Responsibilities

- Collects information related to fields of study from published and unpublished sources.
- Conducts surveys on subjects related to the field of mental health.
- Assists with estimates of future needs for services and presents facts significant to the formulation of future manpower planning and service needs.
- Conducts field visits to RHAs to collect data on mental health.
- Assists in organizing and executing programmes of research for use as inputs into mental health studies.
- Assists in the co-ordinating, planning and administration of project activities.
- Assists in co-ordinating the dissemination of published materials resulting from special initiatives.
- Engages in field work for current mental health needs assessment at the primary level.
- Performs any other related duties that may be assigned.

Knowledge, Skills and Abilities

- Working knowledge of Mental Health Legislation and Health Information.
- Proficiency in establishing and maintaining effective working relationships with other team members and the public.

- Ability to pay attention to detail and think critically;
- Effective planning and organizational skills;
- Experience in the use of statistical software such as –SPSS, EPI Info.
- Proficiency in using Microsoft Office Suite of Tools

Minimum Qualifications and Experience

- An Associate Degree in Social Work from an accredited University.
- A minimum of four (4) years' working experience in research and training in Sociology, Economics, and/ or Statistics;
- Or an equivalent combination of education and experience

HEALTH VISITOR

Job Summary: The Health Visitor supervises and instructs Community Nurses in approved methods and techniques of public health nursing in accordance with policies of the Ministry of Health and the Nursing Council. The incumbent provides nursing care to patient of the Queen's Park Counselling Centre and Clinic and Field Clinics.

REPORTS TO: Specialist Medical Officer/Medical Consultant

SUPERVISION GIVEN TO: Health Social Workers, Community Nurses, Medical Laboratory Technologists and Assistant Nurses

DUTIES AND RESPONSIBILITIES:

- Supervises and instructs Community Nurses in approved methods and techniques of public health nursing in accordance with policies of the Ministry of Health and the Nursing Council
- Supervises the operation of out-patients clinics or assists in supervising the Community Nursing Services in Queen's Park Counselling Centre and Clinic and Field Clinics
- Prepares weekly and monthly reports and keeps accurate records

- Performs generalized health nursing duties in homes and out-patient clinics
- Supports the Medical Officer and/or Medical Consultant at clinics and during school medical inspection; advises on diets, sanitary precautions and personal hygiene
- Assists in research and investigation of communicable diseases when requested
- Supports persons in coming to terms with their illnesses
- Advises patients on available and appropriate medical and social services available
- Performs other duties related to the core functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of principles, procedures, methods and techniques of nursing practice;
- Considerable knowledge of medical terminology;
- Considerable knowledge of principles and procedures of medical record keeping
- Working knowledge of management concepts, principles and practices

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Ability to lead a team
- Ability to provide administrative and nursing orientation to staff
- Ability to earn trust and keep confidentiality
- Ability to demonstrate empathy to patients
- Ability to demonstrate a positive work ethic that supports the quality of service provided by the centre and clinics
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to communicate effectively, both orally and in writing.
- Ability to work as part of a team.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to stay abreast of net trends and innovations in the areas of disease prevention and treatment
- Ability to use initiative to find solutions for simple work related issues.

MINIMUM EXPERIENCE AND TRAINING:

- Certificate in General Nursing supplemented by a Diploma in District Health Visiting from a recognized institution

- Working experience in Community Nursing and/or training as evidenced by the possession of a Nursing Certificate or valid supporting document from a recognized organization/ institution.
- Post graduate qualifications in nursing or a related field will be considered an asset

COMMUNITY NURSE

Job Summary: The Community Nurse is required to perform public/community health nursing services at the centre, clinics and field clinics. The incumbent provides community and patient centred counselling, education and information concerning illnesses particularly those related to sexually transmitted diseases.

Reports To: Health Visitor

DUTIES AND RESPONSIBILITIES:

- Conducts and assists in the Queen's Park Counselling and Centre and Clinic and Field clinics as assigned;
- Performs HIV counselling and testing daily;
- Administers medications and forms of treatment as ordered;
- Assess and evaluates patient's responses to treatment and medication;
- Keeps accurate patient records
- Draws blood from clients as ordered for Sexually Transmitted Infection screening;
- Assists in the preparation and submission for Outreach Programmes and Health Fairs as assigned
- Conducts Outreach Programmes and Health Fairs as assigned;
- Supervises the work output of staff
- Supports the training of nursing and medical students as well as other interns and trainees assigned to the Unit
- Liaises with all members of the Queen's Park Counselling and Centre and Clinic and Clinic Health Team on the client's behalf
- Advises patients on available and appropriate medical and social services available
- Performs other duties related to the core functions of the position as assigned by the Direct Supervisor or the Specialist Medical Officer.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of principles, procedures, methods and techniques of nursing practice;
- Considerable knowledge of medical terminology;
- Working knowledge of principles and procedures of medical record keeping

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Ability to earn trust and keep confidentiality
- Ability to demonstrate empathy to patients
- Ability to demonstrate a positive work ethic that supports the quality of service provided by the centre and clinics
- Ability to read labels and directions for the medication and instruments
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to communicate effectively, both orally and in writing.
- Ability to work as part of a team.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to stay abreast of net trends and innovations in the areas of disease prevention and treatment
- Ability to work independently in the absence of supervision
- Ability to use initiative to find solutions for simple work related issues.

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by the possession of a Certificate in Nursing
- Registration as a Nurse by the Nursing Council of Trinidad and Tobago
- One year of general registered nursing experience preferably within the last five (5) years or A BSc. Nursing where course work in Community Health Nursing is listed

ASSISTANT NURSE

Job Summary: The certified Assistant Nurse serves as a conduit between patients of the Queen's Park Counselling Centre/Clinic and Field Clinics and their nurses and doctors. The incumbent is required to record and communicate all issues to the assigned medical staff. Depending on the location of the clinics, other duties might include supporting patients from one area to another and setting up the treatment area and equipment at a nurse or doctor's request.

REPORTS TO: Health Visitor

KEY RESPONSIBILITIES:

- Provides general assistance to the Community and/or Registered Nurses assigned to QPCC&C;
- Conducts Rapid HIV testing of clients as trained;
- Assists the registered nurse in the provision of nursing care in the field clinics;
- Assists the Clinic's supervisory staff with interviewing clients attending the clinic;
- Assists Medical Officers during examination of patients i.e. taking swab for testing, labelling etc
- Takes and records temperatures, pulse and respiration, blood pressure readings, weight and height of patients; tests urine and when required dresses simple superficial wounds;
- Observes notes and reports any symptoms, reactions, attitudes and changes in patients' condition to trained superior;
- Performs errands related to patient care, such as collecting and delivering drugs, laboratory specimens and reports;
- Assists in the updating inventory of resource and identified needs accordingly for example: washes, dries and sterilizes thermometers, gloves and instruments;
- Prepares material and instruments for sterilization, set up trays and trolleys for nursing procedures;
- Checks linens prior to delivery to, and subsequent to receipt from the laundry to ensure that quantities correspond;
- Liaises with all members of the Queen's Park Counselling Centre and ClinicHealth team on the client's behalf; and
- Performs other duties related to the core functions of the position as assigned by their direct Supervisor or the Specialist Medical Officer

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Working knowledge of principles and practices associated with nursing
- Working knowledge of record keeping methods for the documentation of patient's information

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite
- Ability to earn trust and keep confidentiality
- Ability to read labels and directions for the medication and instruments
- Ability to demonstrate empathy to patients
- Ability to demonstrate a positive work ethic that supports the quality of service provided by the centre and clinics
- Ability to demonstrate problem solving skills.
- Ability to direct and lead staff engaged in the performance of support functions.
- Ability to communicate effectively both orally and in writing.
- Ability to promote teamwork.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to work independently in the absence of supervision
- Ability to interact positively with members of the public.
- Ability to use initiative to solve work related problems.

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by possession of a trained Assistant Nursing Certificate or its equivalent
- Enrolment with the Nursing Council of Trinidad and Tobago as a Nursing Assistant

MEDICAL LABORATORY TECHNOLOGIST

Job Summary: The Medical Laboratory Technologist provides information for patient diagnosis and treatment by performing laboratory tests in haematology, immunology and microbiology laboratories. The incumbent is responsible for receiving, typing, testing and recording all test inventories.

Reports To: Specialist Medical Officer /Medical Consultant

DUTIES AND RESPONSIBILITIES:

- Determines normal and abnormal components of body fluids by conducting chemical analysis of blood, urine, spinal fluids, and gastric juices.
- Analyzes blood cells by counting and identifying cells, using microscopic techniques and procedures.
- Prepares blood, plasma, and platelets for transfusions by conducting blood group, type, and compatibility tests.
- Ensures operation of laboratory equipment by calibrating; completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Conserves laboratory resources by using equipment and supplies as needed to accomplish job results.
- Provides medical technology information by answering questions and requests.
- Prepares reports of technological findings by collecting, analyzing, and summarizing information.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains inter- and intradepartmental work flow by fostering a spirit of cooperation.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control and hazardous waste policies and protocols; following identification procedures.
- Maintains patient confidence and protects the hospital by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
 - Performs other duties related to the core functions of the position as assigned by the Direct Supervisor or the Specialist Medical Officer.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of testing, interpreting and validating results

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Ability to earn trust and keep confidentiality

- Ability to demonstrate empathy to patients
- Ability to demonstrate a positive work ethic that supports the quality of service provided by the centre and clinics
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to communicate effectively, both orally and in writing.
- Ability to work as part of a team.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to pay attention to detail and accurately record information
- Ability to work independently in the absence of supervision
- Ability to use initiative to find solutions for simple work related issues.

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by the possession of a Medical Laboratory Technician's Diploma or any equivalent combination of experience and training

HEALTH SOCIAL WORKER

Job Summary: The Health Social Worker has the responsibility for supporting patients and their families in overcoming psychological and financial obstacles. The incumbent is responsible for the study, evaluation and interpretation of the psychological, social, economic and environmental background of patients for use in the preparation of plans for their treatment and easing of financial and social burdens as is required.

Reports To: Specialist Medical Officer/Medical Consultant

KEY RESPONSIBILITIES:

- Conducts bio-psychological evaluations to evaluate patients' medical or physical conditions so as to determine the best forms of intervention;
- Refers patient, client or family to community resources to assist in their recovery and to provide access to services such as financial assistance, legal aid and housing ;
- Utilizes consultation data and social work experience to plan and coordinate patient care and rehabilitation, following through to ensure service efficacy;
- Provides input in the development of unit standards, policies and procedures;
- Conducts social research to advance knowledge in the social work field;

- Supports the creation and maintenance of a team approach to the care and treatment of families and patients;
- Actively supports in Field Clinics and other related health fairs;
- Collaborates with the nurses, doctors and other medical staff to support the training/teaching of teachers and students;
- Monitors, evaluates and records clients progress according to measurable goals described in the treatment and care plan;
- Supervises and coaches Social Work students from various tertiary level institutions on their practicum and field experiences;
- Conducts orientation sessions for Medical Interns and Nursing students;
- Negotiates with key social service agencies such as Social Welfare, HDC, Mediation etc to support the immediate requirements of patients;
- Provides counselling and emotional support as well as crisis intervention when assessed appropriate for patients and families
- Attends meetings on behalf of the Medical Consultant or other employees within the Unit.
- Performs other duties related to the core functions of the position as assigned by the Direct Supervisor or the Specialist Medical Officer

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of principles and practices associated with medical social work
- Working knowledge of record keeping methods for the documentation of patient's information
- Considerable knowledge of negotiation and conflict resolution skills

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite
- Ability to earn trust and keep confidentiality
- Ability to read labels and directions for the medication and instruments
- Ability to research and effectively document findings
- Ability to demonstrate empathy to patients
- Ability to demonstrate a positive work ethic that supports the quality of service provided by the centre and clinics
- Ability to organize, plan and prioritize work
- Ability to establish and maintain interpersonal relationships
- Ability to demonstrate problem solving skills.

- Ability to direct and lead staff engaged in the performance of support functions.
- Ability to communicate effectively both orally and in writing.
- Ability to promote teamwork.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to work independently in the absence of supervision
- Ability to interact positively with members of the public.
- Ability to use initiative to solve work related problems.

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidence by a degree in Social Work
- Experience in medical or crisis intervention social work would be an asset;
- Registration with the Medical/Psychiatric Social Workers' Board

ORGAN TRANSPLANT COORDINATOR

Job Summary: The incumbent is required to provide advice and education to patients, nurses and other health care professionals during all phases of transplantation care. This role is a required role and a key member of the multidisciplinary transplant team who facilitates the movement of the patient and family through the transplantation by providing individualized education, support, and coordination of services across the continuum of care. This role is responsible for clinical aspects of the transplant program including but not limited to education, patient care coordination, organ acquisition, research, data management, quality assessment, and program development.

Reports To: Medical Director, National Organ Transplant Unit

DUTIES AND RESPONSIBILITIES:

- Advises post-operative patients on therapies for managing their health after transplants and monitors and assesses the progress of patients.
- Participates in the development and implementation of protocols and standards of care for the transplant patient in collaboration with the multidisciplinary team.
- Communicates with multidisciplinary team members, patients and families in a timely manner with regard to patient care issues.
- Maintains patient transplant records with current data.
- Educates patients along the continuum to assist in understanding the processes and procedures surrounding pre- and post-transplant issues.
- Assists in developing patient education materials or identifies external resources that are appropriate for patient education in all phases of transplantation care.

- Serves as a consultant to nurses and other healthcare professionals regarding the care of the organ transplant patient.
- Interprets research and published data to nursing staff and colleagues concerning current issues in transplantation including those of a clinical, legal, ethical and economic nature.
- Serves as a community consultation resource through media, telephone and internet links for information about transplantation and organ donation.
- Serves as resource person/preceptor in organ transplants for graduate and undergraduate nursing programs.
- Provides education and consultation about transplantation, and organ donations for the health system, public organizations or referral centre/practices.
- Consults with unit leadership to resolve issues relating to transplant patients.
- Enhances the body knowledge in nursing on solid organ transplantation through the exchange of ideas and knowledge using media such as posters, newsletters, presentations, and publications.
- Provides timely feedback to key stakeholders after normal working hours.
- Performs other related duties incidental to the work described herein.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the principles, practices and techniques of Organ Transplantation.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to see and read information, labels, monitors and identify supplies
- Ability to analyse and evaluate data and trends.
- Ability to solve complex problems and make decisions within approved policy frameworks.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively both orally and in writing.
- Ability to work under strict deadlines
- Ability to earn trust and exercise empathy with patients and their families
- Ability to prepare comprehensive reports
- Ability to be patient focused
- Ability to establish and maintain effective working relationships with associates, and other key stakeholders within the medical and associated communities

MINIMUM EXPERIENCE AND TRAINING:

- A minimum of five (5) years' post-graduate nursing experience with training and working experience in intensive care nursing
- Training as evidenced by the possession of a Bachelor of Science Degree in nursing or the acceptable equivalent training and experience
- Current registration with the Nursing Council of Trinidad and Tobago
- Working experience with a transplant or organ transplant team will be considered an asset

RESIDENT TRANSPLANT SURGEON

Job Summary: The incumbent works in close collaboration with the Director, National Organ Transplant Unit and other personnel to develop all aspects of Kidney Transplantation. The Resident Transplant Surgeon manages all surgical aspects of renal transplant and associated surgeries.

Reports To: Medical Director, National Organ Transplant Unit

DUTIES AND RESPONSIBILITIES:

- Surgical pre-assessment of all patients to be transplanted, recipients and living donors.
- Performs and assists with all transplant operations.
- Assists in post-operative management of recipients.
- Conducts management of the post operative donors.
- Conducts long term surgical management of donors and recipients.
- Takes on the role of surgical lead.
- Takes an active role in morbidity and mortality meetings and in auditing unit function.
- Performs access surgery and operations related to End Stage Renal Disease (ESRD) complications.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the principles, practices and techniques of Organ Transplantation.
- Thorough knowledge of blood types, nerve connections, and components of vital organs that affect other organs.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.

- Possession of manual dexterity to multitask
- Ability to exercise concentration when required
- Ability to work in a fast-paced, high stressed, deadline driven environment.
- Ability to see and read information, labels, monitors and identify supplies
- Ability to perform surgeries as well as interact with recovering patients
- Ability to continue working regardless of what occurs in the operating environment
- Ability to solve complex problems and make decisions within approved medical frameworks/guidelines.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively both orally and in writing.
- Ability to earn trust and exercise empathy with patients and their families
- Ability to prepare comprehensive reports
- Ability to establish and maintain effective working relationships with associates and other key stakeholders within the medical and associated communities

MINIMUM EXPERIENCE AND TRAINING:

- A minimum of five (7) years' experience in General Surgery and /or significant experience in Vascular Surgery, Transplantation and Urology as evidenced by certification and experience
- FRCS or equivalent Diploma recognized by the Medical Board of Trinidad and Tobago
- Registerable/Registration with the Medical Board of Trinidad and Tobago

Additionally:

- Verification of being in a transplant training programme such as a one(1) year formal Transplant Fellowship training and at least three (3) years of continuous experience performing Transplant and Access surgery; **OR**
- Evidence of completing a minimum of one year in a transplant training programme in a formal Transplant Fellowship with two (2) years of experience performing kidney transplants; **OR**
- In lieu of formal training in transplantation, four (4) years of continuous experience performing Transplant and Access Surgery.

SOCIAL WORKER

Job Summary: The incumbent has the responsibility for assisting transplant candidates and families in overcoming psychological and financial obstacles. Work involves the study, evaluation and interpretation of psychological, social, economic and

environmental background of potential transplant patients for use in the preparation of plans for their treatment and easing of financial and social burdens as needed.

Reports To: Medical Director, National Organ Transplant Unit

DUTIES AND RESPONSIBILITIES:

- Conducts psychosocial assessment of potential transplant candidates.
- Makes recommendations regarding candidate's fitness and emotional readiness for transplant based on psychosocial assessment.
- Provides expert advice to the transplant team regarding behavioural issues involved in transplants.
- Provides counselling and emotional support as well as crisis intervention when appropriate to transplant patients and families.
- Assesses needs of transplant patients who have difficulty in affording medication and renders such assistance financial or otherwise.
- Interviews individual patients and members of their families in the diagnosis and evaluation of personal problems, encourages patients to talk about problems; and discusses with patients plans for their medical care and adjustment.
- Interprets for the medical/nursing staff, the economic, environmental and personal factors of the patient's condition for the purpose of diagnosis and developing a treatment plan appropriate to the patient's needs and that of the families.

- Provides crisis and trauma intervention, grief counselling, discharge planning and evaluation in relation to transplantation and related issues.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Working knowledge of the principles, practices and techniques of Organ Transplantation.
- Considerable knowledge of evaluating mental, emotional and physical status of patients.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Ability to see and read information, labels, monitors and identify supplies
- Ability to help patients and their families understand cope with and treat their condition.
- Ability to support patients in adhering to treatment plans and medical recommendations

- Ability to provide bereavement counselling services to families
- Ability to understand various medical conditions and terminology
- Ability to make decisions within approved policy frameworks.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to communicate effectively both orally and in writing.
- Ability to earn trust and exercise empathy with patients and their families
- Ability to prepare comprehensive reports
- Ability to establish and maintain effective working relationships with associates, and other key stakeholders within the medical, financial, transportation and associated communities

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by the possession of a Bachelor's Degree in Social Work from an accredited University
- Minimum of two (2) years' experience as well as evidence of two hundred (200) hours successfully completed in medical social work.
- Evidence of current registration with the Medical/Psychiatric Social Workers' Board.

Interested persons are invited to submit their applications for consideration by emailing their resumes to: careers@health.gov.tt or mailing it to the attention of:

Administrative Officer IV (Contracts)

Permanent Secretary
Ministry of Health
No. 63, Park Street
Port-of-Spain

The name of the position must be stated in the subject line of the email or cover letter.

Deadline date for the submission of applications is **Monday September 11, 2017**.

We thank all applicants for their interest. Applicants who meet the minimum qualifications and experience required for the positions will be contacted.