



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MANAGER-PARA CLINICAL SERVICES	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT PARA CLINICAL SERVICES
4. ORGANISATIONAL RELATIONSHIP The Manager-Para Clinical Services will report to the Medical Director.	5. NATURE & SCOPE The Manager, Para Clinical Services is responsible for managing the Para Clinical services inclusive of Radiology (including echocardiography), Medical Laboratory, Physiotherapy, Pharmacy, Medical Records, Medical Social Work and Biomedical departments. He/She will be responsible for the planning, implementation, delivery and control of all Para Clinical Services of the Sangre Grande Hospital in collaboration with the relevant personnel and for ensuring that the quality and range of Para-Clinical Services provided are the best possible within the available resources.	
6. SPECIFIC ACCOUNTABILITIES The Manager-Para Clinical Services: <ul style="list-style-type: none"> ❑ Manages, monitors and reports on programmes within the Para Clinical Services of the Sangre Grande Hospital. ❑ Supervises the Para Clinical Services such as Radiology, Laboratory, Physiotherapy, Pharmacy, etc within the Sangre Grande Hospital. ❑ Ensures that health policies and protocols are developed and administered within the guidelines established by the Ministry of Health and Board of Directors. ❑ Develops programmes for the improvement of the Para Clinical Services at the Sangre Grande Hospital, inclusive of policy and procedure development as well as development of service improvement proposals and tender documents. ❑ Implements and monitors quality and performance measures in accordance with international standards. ❑ Liaises with the Para Clinical Service's Department Heads to ensure coordinated operations aimed at the delivery of effective, efficient, safe, equitable, timely and patient-centered care. ❑ Works with Heads of Departments in implementing mechanisms for performance management of all Para Clinical Services. ❑ Leads healthcare technology management strategies, inclusive of medical equipment contracts. ❑ Contributes to the development of the Authority's annual Business Plan. ❑ Coordinates activities in alignment with the Authority's strategic plan ❑ Manages all staff involved in the provision of Para Clinical Services in the Sangre Grande Hospital through clearly defined lines of accountability. ❑ Performs related work as required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Extensive knowledge of the health sector reform process. ❑ Excellent communication skills, both oral and written. ❑ Strong leadership skills. ❑ Strong analytical skills. ❑ Knowledge of procurement processes ❑ Ability to prepare comprehensive reports. ❑ Ability to coach and mentor subordinate staff ❑ Ability to establish and maintain effective relationships with fellow employees, patients and with the public. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> ❑ Post graduate training in Hospital Administration, Health Services Administration or an equivalent qualification from a recognized institution. 		

- First Degree in an Allied Health Professional discipline.
- At least six (6) years' experience in a middle or senior management position, preferably in the health sector.
- Extensive experience in Current Management Theory and Practices.
- Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Administrative Assistant
- Medical Records Officer
- Pharmacist III
- Medical Laboratory Technician III
- Physiotherapist II
- Radiographer II
- Medical Social Worker II
- Senior Dietician
- Biomedical Engineer

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Medical Director
- Manager-Hospital Administration
- All members of the Management Team
- All Heads of Department

External:

- Ministry of Health
- Other Regional Health Authorities
- Contracted suppliers
- Private Health Care Providers