



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE GENERAL MANAGER-PRIMARY HEALTH CARE SERVICES	2. DIVISION <ul style="list-style-type: none"> • ST. ANDREW/ST. DAVID • NARIVA/MAYARO 	3. DEPARTMENT PRIMARY HEALTH CARE SERVICES
4. ORGANISATIONAL RELATIONSHIP The General Manager-Primary Health Care Services will report to the Director of Health.	5. NATURE & SCOPE The General Manager-Primary Health Care Services is responsible for the administration, direction and co-ordination of all services, facilities and resources of all Primary Care facilities. This responsibility also includes for the implementation and development of patient care and quality improvement programmes.	
6. SPECIFIC ACCOUNTABILITIES The General Manager-Primary Health Care Services: <ul style="list-style-type: none"> ❑ Manages all primary health care delivery and public health activities under the purview of the Authority including; clinical services at primary health care facilities, promotion of public health programmes and public health response to disasters in collaboration with the County Medical Officer of Health. ❑ Oversees medico-legal services for clinical services at all primary care facilities. ❑ Develops, implement and monitor primary care policies and strategic clinical plans. ❑ Develops, implements and monitors strategic clinical plans for primary care. ❑ Reviews data and trends to develop programmes and initiatives for primary care and implement recommendations as required. ❑ Implements an integrated healthcare approach by liaising with secondary care in the provision of health care services. ❑ Liaises with external stakeholders to facilitate the implementation of healthcare programmes and projects. ❑ Reviews and approves requests made by local groups, professional or religious bodies and businesses for clinical services and programmes on matters of primary care for example clinical services/promotional programmes. ❑ Maximises the involvement of the community and voluntary organisations in the formulation and implementation of plans for the delivery of healthcare. ❑ Reports to the Director of Health immediately any adverse incident/activity that affects the performance of the clinical services ❑ Provides for the continuing professional development of staff members. ❑ Ensures all staff professional registration is current with the relevant regulatory body. ❑ Coordinates morbidity, mortality and case review within primary care facilities ❑ Collaborates with the heads of departments in the preparation of draft annual budget for recurrent capital expenditure at primary care facilities. ❑ Ensures that medical facilities are adequate for the protection of medical staff and patients against hazards, and maintains proper safety standards. ❑ Collaborates with Human Resources on the manpower needs for primary health care facilities, and participate in Human Resource Development Planning. ❑ Establishes standards and monitors the performance of Heads of Departments. ❑ Performs other related duties as required by the job function. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Extensive experience in the management of health care facilities. ❑ Comprehensive knowledge of current professional issues in health care management. ❑ Working knowledge of applicable health care and health professional legislation. ❑ Extensive knowledge of current trends, principles, practices, methods, and techniques in Health Services Administration. ❑ Knowledge of health promotion principles and health planning methodologies. ❑ Knowledge of quality improvement strategies, standards-setting systems, and performance monitoring frameworks. ❑ Knowledge of Infection Prevention and Control (IPC) standards. ❑ Strong leadership and people management skills. ❑ Strategic planning and execution capability. 		

- Organization development and change management skills.
- Quality and risk management skills.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong interpersonal, negotiation, and stakeholder engagement skills.
- Ability to work effectively with multidisciplinary teams.
- Ability to plan, organize, integrate, and coordinate a wide range of administrative and clinical support services within the health sector.
- Ability to interpret data and trends to inform policy, planning, and programme development

8. MINIMUM TRAINING AND EXPERIENCE

- Masters of Public Health from an accredited educational institution.
- Medical Degree with Doctor of Medicine in Family Medicine or equivalent from an accredited educational institution.
- Minimum of ten (10) years' experience as a senior medical practitioner; seven (7) of which must be in community health management.
- Registered on Specialist Register in Public Health with the Medical Board of Trinidad and Tobago.
- Any other relevant equivalent training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Area Administrative Officer
- Specialist Primary Care Physician II
- Primary Care Physician II
- Pharmacist III
- Medical Social Worker II
- Nutritionist
- Dentist
- Administrative Assistant

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Chief Executive Officer
- County Medical Officers of Health
- Management Team
- All other Heads of Department/Supervisors

External:

- Ministry of Health
- Clients
- Other Regional Health Authorities
- Medical Board of Trinidad and Tobago
- University of the West Indies