



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** Investigating and Compliance Officer  
**DEPARTMENT:** Health Professions Authority  
**MINISTRY:** Ministry of Health and Human Services  
**LOCATION:** Providenciales

### **JOB SUMMARY:**

This senior administrative support position will ensure the efficient investigating and monitoring operations of the Health Professions Authority (HPS), in support of the role, duties and functions of the Head of the Authority.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Conduct due diligence on all applications to the HPA;
- Perform appropriate verification of all credentials and submitted qualifications for authenticity.
- Research and prepare verification of registration and license to practice documents as requested by the various stakeholder.
- Follow up with applicants regarding outstanding documents required for registration or license to practice.
- Monitor health professionals in the field to ensure compliance with all the requirements of annual re-licensing
- Verify the location and standards of practice of health professionals within the Turks and Caicos Islands.
- Investigate all complaints submitted to the HPA, or on the instructions of any of the health professions councils, in any matter concerning the practice of medicine and health care or conduct of a health professional.
- Investigate the scope of practice of health professionals as required and related risk assessment.
- Assist the Head of HPA in monitoring the professionals for the proper provision of health care services.





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- Visit the workplace of health professionals to ascertain any change of address, work status, whether currently licensed to practice and whether a current license is on display in a conspicuous place within the principal place of practice if working in the private sector, in a room accessible to patients during working hours.
- Assist in assessing the ability and competency of health professionals for the provisions of health care services.
- Assist in the preparation for and the conducting of disciplinary proceedings against alleged errant health professionals.
- Assist the health professions councils in conducting any test they consider necessary during disciplinary hearings.
- On the instructions of a professional council in conducting any test they consider necessary during disciplinary hearings.
- Investigate any person who pretends to be a registered health professional, or pretends to be authorized by law and qualified to practice any profession within the country when not so registered, or who engages or attempts to practice without a license and report that person to the appropriate authorities.
- Liaise with the Health Regulations Authority and other agencies, locally and internationally on relevant matters relating to the registration and licensing of health professional and the licensing of health care facilities within the Turks & Caicos Islands.
- Assist the Head of the HPA in carrying out all duties and responsibilities.
- Adhere to all the Ordinances, Public Service codes, and applicable rules and regulations of the government of the Turks and Caicos Islands.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- A Bachelor's Degree in the field of medicine, nursing or pharmacy awarded from an internationally recognized university.
- At least five (5) years' experience in the health care delivery, education, or administration.
- Word Processing and database experience.
- Experience in setting up new systems and risk awareness.

**SALARY: Grade 8.1 on the Health Sector Scale- \$73,525.00 per annum**





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*For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.*

## **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

***We thank all applicants for their interest, however, only persons selected for an interview will be contacted.***

