



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Medical Officer
DEPARTMENT: Primary Health Care
MINISTRY: Ministry of Health and Human Services
LOCATION: North Caicos, Grand Turk, Various Islands

JOB SUMMARY:

To provide a high standard of primary health care to patients in the Turks and Caicos Islands.

KEY DUTIES AND RESPONSIBILITIES:

1. Assume overall responsibility for the provision of clinical and public health services within an island district
2. Administrate an island district in collaboration with the Public Health Nurse in charge of an island district
3. Provide input on the budget for the provision of primary health care services within the island district in collaboration with the Public Health Nurse, Primary Health Manager and Chief Medical Officer
4. Develop, implement and review policies, protocols and guidelines to ensure the delivery of high quality primary health care services
5. To assume responsibility for clinical governance issues within the assigned island district clinic
6. Conduct preventative and curative clinics within the assigned island district clinic as appropriate
7. Provide emergency medical services at the clinics in within the assigned island clinics in districts without a hospital
8. Prepare emergency and non-emergency patients for referral to the hospital based specialists or secondary care services
9. Assist in the implementation of health education programmes
10. Engage in telemedicine consultation with specialist physicians on hospital based islands as available
11. Participate in training activities, continuing medical education, workshops and conferences that are recommended for professional development and the advancement of primary health care services
12. Provide relief and support to other Medical Officers as directed by Chief Medical Officer
13. Provide clinical support to the district nurses manning the community nursing programmes
14. Provide clinical support to government social institutions (Prison, Children's home, geriatric programme and special needs programme) where necessary
15. Initiate, lead and actively participate in the investigation of communicable diseases outbreaks
16. Work with Emergency Medical Technicians as required
17. Participate in Migrant Health Evaluation Programme through the evaluation of reports submitted by examining physicians





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18. Assist primary health care nursing staff in the collection of blood samples for the residents requiring immigration certificates
19. Participate in management of mass casualty incidents and other health emergencies as directed by the Chief Medical Officer and in collaboration with the Director of Health Disaster Education and Training
20. Perform initial post-mortem examination for deaths in the community classified as Coroner's cases as mandated by the Coroner's ordinance
21. Oversee and actively participate in the implementation and management of a quality assurance programme focusing on continuous quality improvement
22. Prepare medical reports for patients when required
23. Maintains patient confidence and protects the Department by keeping information confidential.
24. Adhere to all public service codes, rules and regulations
25. And any other related tasks which may be assigned by the job holder's Head of Department.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Medical degree, MBBS, MD or equivalent
- BLS (basic life support) certification
- Additional qualifications which would be considered an asset;
- Post graduate degree in Family Medicine
- Advanced Cardiac Life Support
- Advanced Trauma Life Support
- Masters of Public Health desirable (MPH)
- Experience: Successful completion of a two (2) years internship, and at least an additional three (3) years clinical experience in community medicine preferred.

SALARY: Grade 8.1 - \$73,525.00 per annum plus allowances

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. 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.

Applications without supporting documents will not be processed

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

