

General Circular No: 01 - 05/2022

My No: HPS/ OD/ 04/ 2019

Ministry of Health
"Suwasiripaya"
Colombo 10.
2022.01. 28

All Provincial Directors of Health Services
All Regional Directors of Health Services
Directors/ Medical Superintendents of Line Ministry Hospitals

Job Description of the Consultant Community Paediatricians

The job description of Consultant Community Paediatrician has been developed by the Ministry of Health with the consultation of relevant stakeholders and agencies.

The job Descriptions attached herewith (Annexure 1) will govern the recruitment criteria, areas of responsibility, job tasks and functions (duty list), competencies that such an employee should acquire to perform duties in the respective post, special circumstances affecting the job and ethics of Consultant Community Paediatrician.

You are hereby informed to take actions to implement the instructions given by this circular with immediate effect.


Dr. Asela Gunawardana
Director General of Health Services 385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

Cc.

Secretary to the State Ministry of Primary Health Care, Epidemics and Covid
Disease Control
All additional Secretaries
All Deputy Director Generals
Director (Organization Development)
Director (FHB)
All the College Presidents



செயல்பாட்டு அமைச்சு
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

A. Description of position	
A1. Job Title:	Consultant Community Paediatrician
A2. Salary Code:	SL – 3
A3. Institution:	Secondary Child Development Center (SCDC)
A4. Department/Division:	Regional Director of Health Services (RDHS)
A5. Service Category:	Medical Service
A6. Grade/class:	Specialist Medical Officer Grade

A7. Summary of job:

Consultant community paediatrician is responsible to provide specialized care for children with special needs (development delays, autism spectrum disorders, cerebral palsy, behavioral disorders, learning disorders etc.) in a district/defined area. He /she is the clinical lead of a multi-disciplinary team of special-needs experts (Medical officers, nursing officers, physiotherapists, occupational therapists, special language therapists, social service officers, child protection officers etc.) based in the Secondary Child Development Center (SCDC). The community paediatrician will also provide outpatient and outreach care through Medical Officer of Health (MOH) based Primary Child Development Centers (PCDC).

Take part in educating/ Capacity building of mothers or caretakers of children with special needs is an integral part of care. Expert inputs by the consultant Community Paediatrician in training or empowering mothers in a view to increase the quality of lives.

B. Role/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Coverage of services for children with special needs	<p>Percentage of estimated children with special needs with a management plan according to the guidelines</p> <p>Percentage of consultations/educational sessions done for the caregivers of affected children provided out of total number planned for the year</p> <p>Percentage of outreach clinics conducted per year out of the total number planned</p>
2. Capacity building of relevant health staff	Percentage of training programs/CPD activities conducted per year out of the number planned for the healthcare staff
3. Inter sectoral collaboration for service delivery	Number of collaborative activities performed (official correspondence / reports received)
4. Research	Number of research activities conducted per year (with reports available as evidence)
5. Monitoring and evaluation of care for the children with special needs	<p>Percentage of planned review meetings held in a year</p> <p>percentage of planned evaluations conducted in a year</p>
B3. Supervisory responsibilities (direct & indirect): Provide technical supervision to the multidisciplinary team of SCDC (Medical officers, Speech therapists, Occupational therapists, Physiotherapists, nursing officers, social worker etc.).	

B4 Tasks/ functions (duty list):

Consultant Community Paediatrician's main scope of work include the following:

1. Provide specialist care for children with special needs
 - Address the needs of children with
 - a. Developmental delay and concerns - assessing, undertaking developmental assessments as appropriate and offering parent support, monitoring and early interventions
 - b. Behavioral illnesses disorders - assessing, offering parental support, offer interventions and referrals to the child psychiatry team for further management
 - c. Language and learning difficulties and disorders
 - d. Cerebral palsy and other physical disabilities
 - e. Neonates at risk of developmental disorders - developmental surveillance and early intervention
 - Specialist follow up of nutritional problems (severe acute malnutrition, obesity etc.) among referred children with special needs
 - Specialist follow up of referred children with chronic illnesses such as epilepsy, asthma, nephrotic syndrome and other disabilities etc.
2. To act as the team leader who will assess and define management plan, train parents/care givers on implementing management plans of special needs children referred by the PHC teams and other relevant bodies.
3. Consultant community paediatrician will attend to referrals made by Medical Officers of Health (MOH), medical officers at primary level hospitals, paediatricians, and other consultants, and general practitioners, officers attached to social services, probations department, NCPA, Police and education department. Back referrals should be made to the relevant officer who made the original referral. Field follow up if necessary to be arranged through the MOH team?
4. Provide outreach clinical services
 - Organize outreach services for children with special needs
5. Contribute to the management of children with safeguarding and abuse issues when required
 - Assess, manage and follow up children and adolescents at risk of child abuse/neglect and exploitation referred to the center and also those in state and non-state childcare institutions.
 - Participate in relevant legal matters
6. Networking and communication with relevant stakeholders
 - Collaborate with general pediatricians, child psychiatrists, judicial medical officers, psychologists, Preventive health staff, National Child Protection Authority, Probation and childcare Department, Social service department and social workers including Psychiatric social workers, Police, Non-Governmental Organizations, and other groups as required

- Provide technical expertise and participation in relevant preventive health programmes.
 - Support the development of national guidelines and care pathways for children with developmental needs with the participation of other stakeholders
7. Capacity building of relevant health staff
 - Provide academic leadership through teaching, training and research
 - Training of medical, paramedical and other relevant staff on child development and children with special needs
 8. Monitoring and evaluation
 - Participate and contribute to relevant reviews.
 - Maintain and report management information to relevant authorities
 - To participate in clinical audit activities
 9. Research
 - Promote and participate in research activities related to children with special needs
 10. Update him or herself with latest knowledge
 - Participate in CPD activities to update his or her knowledge

C. Person Specifications

C1. Minimum Educational Qualifications:

Board certified as a specialist in community pediatrics

C2. Skills required:

Clinical skills to apply broad and holistic perspective to patient care, continuous responsibility for patient care, coordinating care, manage a wide range of patients and conditions, basic human resource management and administrative skills, good communication skills and IT skills

C3. Competencies (General & Career):

Act as a communicator, scholar, collaborator, team leader, care provider, researcher, teacher and trainer

C4. Special circumstances affecting the job, associated risks/working conditions:

May take part in legal proceedings related to children with child abuse

C5. Service Standards:

Standards that are issued by the Ministry of Health shall be followed

C6. Values and ethics:

Ensure dignity and respect towards patients, community, fellow professionals and curative and preventive health staff. Ensure confidentiality in patient management. Ensure rational use of government resources minimizing wastage.

C7. Responsibility of facilities and resources:

Efficient use of resources in the SCDC

C8. Working hours:

Monday to Friday - 8.00 am - 12.00 noon, 2.00 pm - 4.00 pm

Saturday - 8.00 am - 12 noon

D. Key Relationships

D1. Authorising Officer:	Director General of Health Services
D2. Reporting to:	Regional Director of Health Services
D3. Supporting staff:	Medical Officer, Nurses, Occupational therapist, Speech and language therapist, Physiotherapist, Development Assistant, Health assistants etc.
D4. Collaborations	Child and adolescent Psychiatrists/ psychiatrists Child Neurologists Rheumatologists/rehabilitation specialists General pediatricians Specialist Nutrition Physicians Allied health officers Allied sector officers Social service officers Education services

D5. Approved by:


Secretary
Date: 23/12/2020

Dr. S. H. Munasinghe
Secretary
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.