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சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

A. Description of position	
A1. Job Title:	Medical Officer (Cancer Control) for Cancer Treatment Centres
A2. Salary Code:	SL 2
A3. Institution:	Ministry of Health
A4. Department/Division:	Tertiary or Secondary care hospital
A5. Service Category:	Sri Lanka Medical Service
A6. Grade/class:	Medical Officer (Preliminary, Grade II, I)

A7. Summary of job:

Cancer surveillance – Overall coordination of cancer surveillance activities of the hospital to generate hospital-based cancer registry and ensure timely cancer incidence data for national cancer registry programme

Health education activities on cancer control - Coordination of cancer related health education activities for staff, patients, care givers and general public in liasing with hospital health education unit

Early detection of cancers - Coordination of cancer early detection services in the hospital to ensure smooth functioning of cancer early detection services and generate performance reports

Diagnosis & Treatment and Follow up of Patients seeking care of Cancers – Facilitate strengthening diagnosis and treatment services for cancers and promote clinical audits

Survivorship & Palliative care – Promotion of cancer survivor group activities and Coordination with palliative care consult service of the hospital

Research – Promotion of cancer related research

Intersectoral coordination – Facilitate coordination within the cancer treatment centre to strengthen cancer care services, Facilitate coordination between cancer centre and Provincial Directorate of Health Services

Supervision – Above duties will be conducted under the supervision of Director of the respective hospital, Senior Consultant in charge of the Oncology Unit and Director National Cancer Control Programme

B. Role/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1.Functioning of hospital-based cancer registry	1. Publication of hospital-based cancer registry of previous year within six month of the subsequent year
2. Provision of cancer incidence data for the national cancer registry programme	2. Timely submission of complete cancer incidence data set to National Cancer Registry Programme
3. Coordination of cancer early detection services of the hospital	3. Availability of report of performance of cancer early detection services
4. Coordination of cancer related health education activities	4. Number of cancer related health education activities conducted
5. Strengthening diagnosis & treatment of cancers	5. Number of clinical audits conducted per year
6. Coordination & monitoring of palliative care programme for cancer patients	6. Availability of monitoring & evaluation information system for palliative care
7.Promotion of cancer related research	7. Number of cancer related research conducted
B3. Supervisory responsibilities (direct & indirect): Technical supervision of subordinate staff	

B4 Tasks/ functions (duty list):

Surveillance of cancers

Coordinate with different units of the hospital (Oncology Unit, Onco-surgery unit, Gynaecology Unit, Surgical units, OMF Units, Gynaecology units) to obtain cancer incidence data

Liase with Consultant Pathologists/ Haematologists / Oral pathologists on pathology laboratory based cancer surveillance

Liase with Medical Record room staff on hospital admissions, deaths of cancer patients

Generate Hospital Based Cancer Registry (HBCR) in collaboration with National Cancer Control Programme

Generate survival data for selected cancers through follow up of diagnosed cancer patients

Sharing cancer registry data with National Cancer Control Programme for the National Cancer Registry

Disseminate surveillance data among hospital staff and provincial curative & preventive health staff

Coordination of cancer mortality surveillance at the hospital level

Early detection of cancers

Coordination of cancer early detection services in the hospital – Out patient department, dental clinic, healthy life style centre, cancer early detection centre, breast clinic, mammography unit, colposcopy services,

Health education activities on cancer control

Liase with hospital health education unit on health education on prevention, early detection, diagnosis & treatment, rehabilitation, survivorship care & palliative care of cancers to the hospital staff, patients, caregivers & visitors

Institutional coordination of commemoration activities related to special days / months related to cancer control

Participate in community health education activities organized by MOH staff, community-based organizations, government and private health institutions.

Diagnosis & treatment of cancers

Coordination of diagnosis & treatment services for cancers at the hospital with the National Cancer Control Programme

Facilitate clinicians to conduct Multidisciplinary Team (MDT) meetings

Facilitate clinicians to conduct clinical audits

Liase with other relevant public health Officers to track the cancer patients at the field level

Survivorship & Palliative care

Promotion of cancer survivor groups and self-help groups

Coordination with palliative care consult service of the hospital to maintain management information system to monitor palliative care services in coordinated manner

Research

Conduct & promote cancer related research

Coordinate cancer research methodology workshops to encourage and facilitate cancer research

Inter sectoral coordination

Coordination with Director, Deputy Director, Consultants, SMO-OPD, MO-Planning, MO-Quality, MO- Public Health, MO- Health Informatics, MO- NCD, MO-Palliative care, Chief Nursing Officer,

Chief Physicist, Chief Radiographer to strengthen cancer care services at the cancer treatment centre

Coordination between the cancer treatment centre and the Provincial Director of Health Services office (PDHS) / Regional Director of Health Services (RDHS) offices for prevention & control of cancers

Any other duties assigned by head of institution

C. Person Specifications

C1. Minimum Educational Qualifications:

MBBS or equivalent qualification recognized by the Sri Lanka Medical Council

C2. Skills required:

Effective coordination & communication skills

Leadership skills

Analytical skills

Skills related to Information management

C3. Competencies (General & Career):

Coordinator, communicator, scholar, collaborator, manager, researcher

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

Need to collaborate with other units of the hospital, other health care institutions up to community level including general practitioners, government officials and Non-Governmental Organizations.

C5. Service Standards:

Standards that are issued by the Ministry of Health need to be followed (guidelines)

C6. Values and ethics:

MO (Cancer Control) will function according to the principles of medical ethics.

Ensure dignity and respect towards patients, community, fellow professionals and other hospital staff.

Ensure confidentiality in patient management.

C7. Responsibility of facilities and resources:

Ensure optimum usage of government resources minimizing wastage.

C8. Week days 8.00 am - 12.00 noon, 2.00 p.m. - 4.00 pm

Week ends Saturday - 8.00- 12.00 noon

D. Key Relationships

D1. Authorising Officer:	Director General of Health Services
D2. Reporting to:	Head of the Institution
Supervised by	Senior Consultant in charge of the Oncology Unit Director – National Cancer Control Programme Director of the hospital
D3. Supporting staff:	Nursing Officer Development Officer Any other officer assigned

D4. Approved by:



Secretary

Date: 08-04-2023

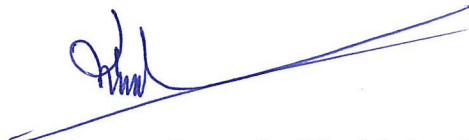
S. Janaka Sri Chandraguptha

Secretary

Ministry of Health

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.



Director General of Health Services

Date:

Dr. ASELA GUNAWARDENA

Director General of Health Services

Ministry of Health

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha
Colombo 10.