



සෞඛ්‍ය අමාත්‍යාංශය
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

A. Description of position

A1. Job Title:	Director (National Hospital – Kandy)
A2. Salary Code:	SL3
A3. Institution:	National Hospital - Kandy
A4. Department/Division:	Ministry of Health
A5. Service Category:	Medical Administrative Service
A6. Grade/class:	Deputy Director General

A7. Summary of job:

Director (National Hospital – Kandy) is Responsible for Planning, Organization Supervision, & delivery of healthcare services with optimum quality by the institution. He is responsible for managing funds & Human resources efficiently for the delivery of standard care for patients. In sectoral collaboration and coordination and involvement with Ngo & community for hospital development & service improvement

B. Role/ Responsibilities

B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. General Administrative Functions	1. Percentage of financial allocation utilized at the end of the financial year.
2. Planning, Monitoring & Evaluation	1. Availability of Annual Action Plan for NH- Kandy. 2. Percentage of quarterly progress reviews conducted. 3. Percentage of physical progress achieved at the end of the year. For the give allocation 4. Availability of minutes of quarterly and annual performance reviews.
3. Service delivery	1. Percentage of units having achieved the health care quality and safety standard for the year at NH- Kandy. 2. Percentage of units having achieved the National Productivity standards at the institution. 3. Percentage of essential medicines reported out of stock for more than 1 week during the last year at NH- Kandy. 4. Percentage of type of surgeries for which waiting list was reduced.
4. Management of the Health Staff	1. Availability of an updated Human Resource Database. 2. Availability of an updated human resources distribution plan.

B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
	3. Percentage of staff who received in-service training during the year. 4. Assessment of staff satisfaction & action taken
5. Management of the Health Information System	1. Availability of an annual health bulletin for the institution. 2. Availability of an updated Health Information System and updated e-IMMR system for NH- Kandy. 3. Percentage of digitalization
6. Improve facility for Teaching and Promotion of Health Research	1. Availability of ethical review committee. 2. Number of research conducted in the hospital
7. Evaluation of services and conducting clinical audits	1. Number of dengue death reviews conducted 2. Number of maternal death reviews conducted 3. Number of Infants mortality reviews conducted 4. Number of grievances handled
B3. Supervisory responsibilities (direct & indirect): Direct Supervision - Role of a CEO in a hospital Indirect Supervision - All staff affiliated to hospital and assistance requested from other institutions (Health & Health related)	

B4 Tasks/ functions (duty list):

1. General Administrative Functions.

- I. Act as the Head of the institution & the direct link between the Ministry of Health & Institution for coordinate of activities, and also act as the head of the institution that are linked to the hospital
- II. Act as the Supervisor for,
 - Units under the preview of Director (National Hospital – Kandy).
- III. Responsible for implementation of National Health Policy at institutional Level
- IV. Act as the Financial authority at institutional Level
- V. Responsible authority to conduct Preliminary investigation on disciplinary inquiries and facilitation of recommended disciplinary actions at the institution level.
- VI. Formulate and work towards Vision, Mission statements for the institution.
- VII. Conduct & Chair different administrative meetings at institutional level
 - Management Committee Meeting
 - Hospital Development Committee Meeting
 - Consultants Meetings
 - Sectional Head Meetings
 - Drugs and therapeutic Committee Meeting
 - Infection control committee meeting and any other committees established in the hospital.
- VIII. Regular Supervision of curative care activities & take necessary corrective steps when needed.
- IX. Supervise all Projects conducted in the Institution.
- X. Participate at review meeting organized by Ministry of Health.
- XI. All the administrative activities in the hospital

2. Planning, Monitoring & Evaluation

- I. Develop short (Annual Action Plan) Medium- & Long-term Health Development Plans for the Institution based on National Health Policy.

- II. Preparation, Submission & Implementation of annual procurement plan for NH- Kandy.
- III. Conduct regular progress review meetings for the planned activities.
- IV. Preparation of Annual Performance report.
- V. Prepare realistic estimates of supplies for the institution.
- VI. Evaluate progress of Annual Action Plan quarterly.

3. Service delivery

- I. Ensure provision of highest standards of medical care at all specialties.
- II. Ensure that all healthcare regulations and safety stands are met in every specialty and always manage system to improve productivity.
- III. Promote capacity Building of Staff regularly.
- IV. Implement Quality Assurance Programmes in all aspects of Institutional Management.
- V. Ensure disaster preparedness and response activities are carried out according to National Guidelines.
- VI. Liaise with possible Government and Non-Government Organizations that could be considered as stakeholders.
- VII. Ensure availability of essential drugs for the optimum management of patients throughout the year
- VIII. Ensure appropriate management (Selection procurement, storage and distribution) of medical equipment.
- IX. Ensure environmental protection and proper waste disposal in the institution according to the National guidelines
- X. Ensure food safety and occupational safety.
- XI. Ensure proper and timely maintenance of Notification Registers and IMMR for all communicable diseases and give special attention to dengue prevention activities.
- XII. Ensure implementation of Healthcare quality and safety and report the relevant indicators quarterly.
- XIII. Ensure all the supply chain management

4. Management of the Health Staff

- I. Ensure updated database for Cadre, identify human Resource requirements and take timely steps to correct the gaps.
- II. Ensure equitable distribution of human Resource based on the performance and needs of specialties in the hospital
- III. Motivation of staff through regular performance reviews based on KPIs.
- IV. Ensure regular in- service training for all categories of staff
- V. Improve staff welfare activities to improve productivity

5. Management of the Health Information System

- I. Ensure timely and efficient Medical Record management system in the institution.
 - a. Timely update of E- IMMR to enable Data Driven decision making.
- II. Ensure timely and periodic publication of data and their dissemination.
- III. Establishment of Electronic Medical Record Management System throughout the health institution.

6. Improve facility for Teaching

- I. Ensure high quality facilities for teaching under graduate and post graduate doctors, nurses and other relevant categories of staff.
- II. Promotion of health Research & Improve Research culture and establish research and development unit for service improvement.

7. Evaluation of services and clinical audits

- I. Ensure timely reviews of deaths due to communicable diseases, non-communicable diseases and trauma
- II. Ensure timely reviews of maternal deaths
- III. Ensure timely reviews of Infants mortality
- IV. Ensure proper system of grievances handled

C. Person Specifications

C1. Minimum Educational Qualifications:

- As per the latest available Medical Services Minute of Sri Lankan Health Service.

C2. Skills required:

- Conceptual skills, human skills and technical skills

C3. Competencies (General & Career):

- General Competencies including effective communication, planning and administration, teamwork, strategic action.
- Career Competences including project operation, administration and resource management, knowledge of the health care environment and data- driven decision making.

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

- Responsible to ensure uninterrupted essential health services in the institution in circumstances such as disasters, trade union action, political and civil unrest.
- Responsible to central health authorities.

C5. Service Standards:

- As per the guidelines, policies and circulars of the Ministry of Health.
- Expected to meet the legitimate service standards expected by the public
- Should aim to reach targets in all main functional areas.

C6. Values and ethics:

- Should follow a high personal and professional code of ethics
- Should appreciate the socio-cultural values of the local populations as well as healthcare workers in the context of healthcare management


C7. Responsibility of facilities and resources:

- Shall be responsible for health facilities and resources under the purview of Director
(National Hospital – Kandy)

D. Key Relationships


D1. Authorising Officer:	Secretary/ Health
D2. Reporting to:	Director General of Health Services.
D3. Supporting staff:	Heads of Units, Consultants and MOs, Nursing Officers, Paramedical staffs and other supporting staffs.

D4. Approved by:


Director General of Health Services

Date: 2023.10.09

Dr. ASELA GUNAWARDENA
Director General of Health Services
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha.
Colombo 10.


Secretary of Health

Date: 10/10/2023

S. Janaka Sri Chandraguptha
Secretary
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.